*When emailing the instructor with questions, please include your name and course. Phone calls before 8:00 p.m.

NOTE: The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies as circumstances may dictate.

Note: When using Blackboard it’s imperative that you scroll down when using each section of the software. Many times important information is not visible unless you scroll down!!!!! Make sure you check the Announcements in eCampus and your email each day.


Author: McShane
ISBN: 9781259678134
Copyright Year: 2015
Publisher: McGraw-Hill Publishers

Connect + is required for the course. If you already have the text you will need to purchase the Connect + code.

Computer: Students are required to be able to access the Internet each day. If your computer fails you must locate another source of internet access.
COURSE DESCRIPTION:

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

COURSE LEARNING OUTCOMES

At the end of the term the student should be able to:

A. Explain organizational theory as it relates to management practices, employee relations, and structure of the organization to fit its environment and operation.
B. Analyze leadership styles and determine their effectiveness in employee situations.
C. Identify methods in resolving organizational problems.
D. Describe the impact of corporate culture on employee behavior.
E. Analyze team dynamics, team building strategies, and cultural diversity.

Statement of Workplace and Foundation (SCANS) Competencies:

Mountain View College is committed to preparing you with the knowledge and skills that you need to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

**Workplace Competencies**

- Manage Resources: time
- Exhibit Interpersonal Skills: teach others, and negotiate with others
- Work with Information: acquire and evaluate data, organize information, and interpret and communicate data
- Apply Systems Knowledge: work within social systems, work within organizational systems, and monitor and correct system performance

**Foundation Skills**

- Demonstrate Basic Skills: reading, writing, and listening
- Demonstrate Thinking Skills: creative thinking, decision making, problem solving, and thinking logically
- Exhibit Personal Qualities: individual responsibility, and self-management

Attendance Policy:

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Academic Dishonesty:

Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

*Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at [https://www1.dcccd.edu/catalog/ss/code.cfm](https://www1.dcccd.edu/catalog/ss/code.cfm).*
DROP POLICY:

Six Drop Limit
STOP BEFORE YOU DROP  For students who enrolled in college level courses for the first time in the Fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas Public Institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1 dcccd.edu/6drop

IT IS YOUR RESPONSIBILITY TO DROP A COURSE OR WITHDRAW FROM THE COLLEGE: FAILURE TO DO SO WILL RESULT IN RECEIVING A PERFORMANCE GRADE, USUALLY A GRADE OF “F”. You must drop by the drop date on your fee receipt. The withdrawal date is Friday, April 29th.

FINANCIAL AID:
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

COURSE REQUIREMENTS:
The following lists a summary of the course requirements;
  Test #1..........Chapters 1-3
  Test #2..........Chapters 4-7
  Test #3..........Chapters 8 - 11
  Test #4..........Chapters 12 - 14

  Chapter Homework Modules (4)   (Chapters 2, 7, 10, 13 )

GRADING:
The grading system will be based on weighted percentages. The grading percentages are listed below. Note: The Bb grade book average is a running total and is based on exams and assignments that have posted grades. A blank in the grade book doesn’t calculate in the average. At the end of the semester a grade of zero will be posted for any non complete exams and all other assignment grades, resulting in a reduction in the course average.

The grading percentages are listed below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (4)</td>
<td>48%</td>
<td>(each exam 12%)</td>
</tr>
<tr>
<td>Learn Smart (10)</td>
<td>20%</td>
<td>(each LS worth 2%/lowest four grades dropped)</td>
</tr>
<tr>
<td>Homework (4)</td>
<td>32%</td>
<td>(each homework module 8%)</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
Course grades will be assigned based on the following:

- **A** 90% - 100%
- **B** 80% - 89%
- **C** 70% - 79%
- **D** 60% - 69%
- **F** 59% or less

**EXAMINATION AND TESTING:** (Exams are taken in Connect+)

Exams:

You will be required to complete examinations during the course of the semester. Time periods for exams are listed on the summary of due dates. You may take an exam at any time during the regular exam period or the extended exam period but you must complete an exam by 11:59 p.m. on the last date of the exam period. **All exams will be reopened at the end of the semester (Extended Exam Period, see syllabus for extended exam period).** Students can use any remaining attempts on each exam during the extended exam window. Students that fail to complete an exam by the due date for any reason will be required to complete the exam during the extended exam window. Any student failing to take an exam during the specified exam period or the extended exam window at the end of the semester will be assigned a grade of zero (No Exceptions, if you wait until the very end of the exam window you are responsible for any risk incurred. i.e. computer failure, personal issues, and any other event that results in the exam not being taken during the exam window).

Each exam is weighted at 12% of the course average.

Attempting to take multiple numbers of exams during the extended exam period is a difficult challenge. I advise all students to take exams and post a good exam score during the regular exam periods.

The exams are online (Connect+) and **test may be taken** up to three times (three attempts includes both the regular exam window and extended exam window. For example if you use two attempts during the regular exam window for exam 2, you will have one attempt left during the extended window for exam 2). The first attempt for each exam should be viewed as a pre-exam. The highest score is counted for grading purposes. If you open a new exam, this will be one of your three attempts. **Students are not entitled to have grades posted for each of the three attempts (example, if you lock up an exam, this will count as one of your three attempts).** Each exam is 100 points each (40 questions). Exams have a **100 minute time limit,** (you are not allowed to open, save, and reopen an exam, students must complete an exam in 100 minutes after the exam is opened). Locked exams require a manual unlock by the instructor and a grade of zero is posted. If a student exceeds the 100 minute time limit the exam is graded at the 100 minute time limit and a grade is posted. If a student waits until the last day of an exam window to take an exam and the student locks an exam, and Bb post a grade of zero for the locked exam, and a previous score hasn’t been posted, the student could end the exam window with an exam grade of zero (To avoid this result students should complete exams the day before the exam window closes/taking exams on the day the exam is due is at the student’s risk).

**THIS IS WHY WAITING UNTIL THE DAY AN EXAM WINDOW CLOSES IS DANGEROUS, AND ALL STUDENTS SHOULD COMPLETE EXAMS THE DAY PRIOR TO THE LAST DAY OF AN EXAM WINDOW. STUDENTS SHOULD POST A REASONABLE EXAM SCORE NUMEROUS DAYS PRIOR TO AN EXAM WINDOW CLOSING, AND THEN SEEK TO IMPROVE ON THE POSTED GRADE IF THEY DESIRE!**

**Do not double click will taking exams!!!!** Note: You are responsible to verify in your grade book that a grade posted after you complete an exam.
(If you wait until the very end of the exam window you are responsible for any risk incurred. i.e. computer failure, personal issues, and any other event that results in the exam not being taken during the exam window). I suggest you locate each exam due date, and back out that date by one day for planning and exam taking purposes. If you lock out of an exam on the day an exam is due you will receive a zero for the exam. Take this advice seriously and understand exam windows will not be extended beyond the posted date!!!! (Each semester at least one student attempts to take exams on the last day, locks out, and receives a zero, don’t let that be you!!!!)

Exams and homework assignments are open book. Students are not allowed to complete assignments/exams in groups or with assistance from other individuals.

Discussion Board

Discussion Forum: The introduction/instruction Discussion Question is a way of getting to know your classmates and must be posted to by the date listed in the Summary of Course Due Dates to verify class participation. Any student failing to post by the due date will not be certified in the course.

REQUIRED Homework (Connect +):

Four chapters (2, 7, 10, 13) have homework assignments in Connect Plus. There are unlimited attempts. Each homework module consist of assignments and a quiz worth a total of 100 points. Each homework module is weighted in the course average at 8%. There are unlimited attempts on chapter homework assignments. Homework assignments submitted after the due date incur a -1 point per day late penalty until the late homework date listed in the course syllabus Summary of Due Dates (no exceptions).

Note: Computer Compatibility is critical to insuring Learn Smart assignments work correctly on the student’s computer. Students are responsible to check and insure their computer is compatible prior to beginning Chapter Homework Assignments.

Learn Smart:

Learn Smart/Smart Book/Smart Book (Learn Smart/Smart Book in Connect +)

➢ There are fourteen chapter Learn Smart/Smart Book assignments in Connect + (Learn Smart/Smart Book). Learn Smart/Smart Book assignments are designed to interactively involve the student in engaging chapter learning goals and concepts. Participation in each Learn Smart/Smart Book assignment assists student Learning and preparation for unit exams. Learn Smart/Smart Book assignments can’t be submitted late for any reason. (Students will be allowed to drop four (4) Learn Smart/Smart Book
assignments during the semester) Learn Smart are not timed and can be opened, closed, and re-accessed until the due date listed in the course syllabus Summary of Due Dates.

Students engaging Learn Smart/Smart Book only for the purpose of posting a grade will miss the opportunity to actually engage and learn course material. Students sometimes complete Learn Smart/Smart Book with a grade of 100, then post a poor exam score, and ask why? There is nothing magical about Learn Smart/Smart Book each assignment still requires engagement of chapter material, study, and real learning. All of these require work and commitment.

NOTE: Learn Smart/Smart Book can be reopened after the grade due date and utilized for exam preparation. Only the grade posted prior to the due date will count toward the course average. Any grade accomplished after the due date will not count toward the course average.

Students should complete Learn Smart/Smart Book assignments at least one day prior to the due date. Allowing significant time to address technology related issues is the student’s responsibility.

Note: Computer Compatibility is critical to insuring Learn Smart assignments work correctly on the student’s computer. Students are responsible to check and insure their computer is compatible prior to beginning Learn Smart Assignments.

Certification of Course Participation: All students must introduce themselves in introduction/instruction Discussion Question by the date listed in eCampus under the introduction/instruction Discussion Question. Failure to do so can result in withdrawal from the course.

Any student failing to log into the course in eCampus by the census date will be withdrawn from the course.

Course Communication: I communicate during the course through email and the course information page in Blackboard. It’s imperative you check your email (each day) and the course information page each time you enter Bb (Don’t forget to scroll down in Bb!). I respond to email within twenty four hours (24) M-F. I respond to emails on the weekend based on my access to the internet. Students are responsible for insuring there is email storage space, any email not received are the responsibility of the student.

It’s imperative you have an updated email address and phone number in eConnect. To update information in eConnect, go to the DCCCD Website, go to eConnect, click current credit students, enter student id, password, locate personal information, then update email address, phone number, etc. The email address you have listed in eConnect will be the email address I send all course correspondence to.

Don't send me an email stating you don't understand! Questions must reflect you have read all course materials.

Students are required to be able to access the Internet each day. If a student’s computer becomes inoperable (inoperable computer isn’t an exemption from course due dates) the student is required to find a location to access the Internet.

Late work: All chapter homework must be completed by the due date listed in the Summary of Course Due dates at 11:59 p.m. There will be a 1 point deduction for each chapter homework assignment until the late work due date posted in the Summary of Due Dates. (No exceptions!). All exams must be completed by the due date listed in the Summary of Course Due dates at 11:59 p.m. (No exceptions!) See syllabus for information on Extended Exam Period. You are responsible for any and all events that would prevent you from
completing homework and exams by the due date (examples: if you wait to the last few days, or hours to take an exam and you have personal issues (personal illness, death in the family, etc.) or the technology fails (your computer crashes, electricity fails, etc.) you will be awarded a zero. If this results in you failing the course, you fail the course!!!!

All the due dates or posted on the syllabus and I give you flexibility to manage your own time and the course. So if you wait until the end you do so at your own risk!!!!

Any request for exception to due dates must be received on or before the due date! Exceptions are very rare! If I determine the request warrants consideration, I will contact you via telephone for further discussion. You will be notified via email if the request isn’t approved.

NOTE: Any form of communication not conducive to appropriate college course etiquette via the Discussion Board or Emails to the instructor will not be tolerated.

Course Certification: Students can be certified in the course up until Thursday, October 29th, 5:00 p.m. by logging into eCampus and participating in the course. Due dates in the course will not be extended regardless of when students participate in the course prior to the certification date.

Institution Policies: Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).

Blackboard/eCampus Grade Book: Please note any blank column in the Bb grade book for exams or chapter homework will eventually have zeros posted after the late date for homework and the closure of the extended exam window. Failure to post grades for chapter homework and exams by their respective due dates and the resulting zero grades will significantly reduce each students course grade at the end of the semester.

Connect Plus Instructions:

GETTING STARTED/How to Access Connect + in Blackboard.

To get started with Connect and Blackboard, follow these steps:

1. Locate your Connect Access Code or have a credit card handy to buy online. Or use the “Courtesy Access” option to receive temporary access for up to 2 weeks while you decide to continue with the course or just want to try the Connect Plus eBook before you buy.

2. Log in to your institutions Blackboard site and go to your course.

3. ➢ Click on the Connect Assignments tab in your Blackboard course
To Register for Connect + Click on the Exam 1 Connect Course Materials folder, then click on the LS Chapter 1 Introduction to the field of Organizational Behavior and follow the instructions.

4. Follow the steps to register (or sign-in if you already have a McGraw-Hill Connect account). You'll create a username and password that is different from your Blackboard ones. We recommend you use your school/institution email address. Once you register, you will not have to sign into Connect again.

5. Once you are finished with your assignment, you can quickly return to your Blackboard course by clicking on the “return to Blackboard” link.

TIP: If using the free trial, be sure to get full access to Connect before the trial period expires to avoid delays in completing your coursework. If your trial period does expire, your work will be saved. You'll simply need to login with your Connect username and password and choose to “purchase full Connect access here.”

Students are required to have the textbook (Paper Copy or eBook) and Connect Plus Code or Connect Code the first day of class. Failure to have the textbook on the first day doesn’t exempt the student from meeting due dates for exams/assignments.

All students waiting to purchase a textbook/code (regardless of reason) must access the McGraw-Hill 14 day Courtesy trial (access to eBook and course assignments) and complete all Learn Smart, Chapter Homework Assignments, and Exams by the due dates listed in the course).
## Summary of Specific Due Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Discussion Question</td>
<td>March 24 (Thur) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Homework Chapter 2</td>
<td>April 10 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Homework Chapter 7</td>
<td>April 10 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Learn Smart Chapters 1-3</td>
<td>April 17 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Learn Smart Chapters 4-7</td>
<td>April 17 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Exam 1/Chapters 1-3</td>
<td>April 17 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Exam 2/Chapters 4-7</td>
<td>April 17 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Last day to withdraw from course</td>
<td>April 29 (Fri)</td>
</tr>
<tr>
<td>Homework Chapter 10</td>
<td>May 1 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Homework Chapter 13</td>
<td>May 1 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Learn Smart Chapters 8-11</td>
<td>May 8 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Learn Smart Chapters 12-14</td>
<td>May 8 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Exam 3/Chapters 8-11</td>
<td>May 8 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Exam 4/Chapters 12-14</td>
<td>May 8 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>Late Date for All Homework</td>
<td>May 8 (Sun) 11:59 p.m. CST</td>
</tr>
<tr>
<td>(See syllabus for Penalty)</td>
<td></td>
</tr>
<tr>
<td>Extended Exam Window</td>
<td>May 8 (Sun)-May 10 (Tue) 11:59 p.m. CST</td>
</tr>
</tbody>
</table>

All exams will be reopened during the extended exam window. Students may use any of their remaining exam attempts during the extended exam window. Due to the massive amount of work required during the extended exam window, it is recommended that students post at least one good exam score during the original exam period for each exam. Waiting to take exams for the first time during the extended exam window is not recommended.

All exams and homework are due at 11:59 p.m. CST on the date listed.

Any student failing to post a grade by the 11:59 p.m. CST final due date will receive a zero.
Note: Due Dates are the last possible day and time exams can be completed or other assignments submitted. Get your work in early and avoid the risk of waiting until the due date or receiving a zero for late work!!!!

I recommend all students mark their personal calendars at least one day prior to the due date listed in the syllabus. This will prevent missing due dates and incurring the risk of waiting until the day assignments are due.