Term: (Fall 2019) 8-Week Course: Session2
Course: HRPO-2307-48400
Course Dates: 10/22/19 – 12/12/2019
Class Location: Online Course

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Veraina Boudreaux-Eskridge</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>972-669-6478</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:vboudreaux@dcccd.edu">vboudreaux@dcccd.edu</a></td>
</tr>
<tr>
<td>Office &amp; Office Hours:</td>
<td>Online course</td>
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Career Technologies Division: T-Building: Room 143 | 972-860-7143

Course Drop Date: 

Disclaimer: The instructor reserves the right to amend this syllabus as necessary.


Course Description (from Eastfield Catalog):

HRPO 2307 Organizational Behavior (3)
This is a WECM Course Number.
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. (3 Lec.)

Textbooks and Other Course Materials:

End-of-Course Outcomes: Explain organizational theory as it relates to management practices, employee relations, and structure of the organization to fit its environment and operation; analyze leadership styles and determine their effectiveness in employee situations; identify methods in resolving organizational problems; describe the impact of corporate culture on employee behavior; and analyze team dynamics, team building strategies, and cultural diversity.

Course Objectives:
The Course Objectives are exposing the student to a variety of topics in the subject matter. The topics covered included: Functions of Organizational Culture, forces reshaping organizations, alternative work patterns, conflict strategies management and techniques, group decision making, empowerment and self-managed work teams, sources of work stress, performance management and factors that affect ethical behavior.

Evaluation Procedures:
Students will be graded on a Point Accumulation Basis

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>Tests</td>
<td>100</td>
<td>A=1305-1450 points</td>
</tr>
<tr>
<td>Quizzes</td>
<td>50</td>
<td>B=1160-1304 points</td>
</tr>
<tr>
<td>Self-Assessment Project</td>
<td>250</td>
<td>C=1015-1159 points</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>15/week</td>
<td>F=1014 and below</td>
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Obtaining Final Course Grades Using eConnect

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy:

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. All students receiving financial aid must open a student email account. The account is free. You may set it up by going to www.dcccd.edu and click on Student email or https://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx
Course Outline:

The weekly schedule is as follows:
The course work for the week will go on-line each Monday morning @ 8:00 am and will be accompanied by an announcement for that week (Week #1, etc.) The course week for each week will end Sunday @ 12 mid.
The student will be assigned a chapter to read, a quiz covering that chapter and participation in that week’s discussion board; three responses are required to receive full credit for that week.
There will be three tests during the course of the semester:

Exam #1- Ch 1-6 – Nov. 10
Exam #2- Ch 7-11 – Nov. 24
Exam #3- Ch 12-15 – Dec. 12

Self-Assessment Project due – Dec. 9

Attendance Policy:

Online students are expected to log in and actively participate via Ecampus

Withdrawal Policy

If you are unable to complete this course, it is your responsibility to withdraw formally. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current online Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

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/coursedrops

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

Classroom Etiquette

Students are to be respectful of the views of others.

The instructor reserves the right to amend this syllabus as necessary.