



MAN 3240 (Section 3659) Organizations: Structure & Behavior
Fall 2016, T/R Periods 3-4, 9:35 a.m. – 11:30 a.m., Matherly (MAT) 107

Instructor: Elisabeth Gilbert

Office hours: 12 p.m. – 2 p.m. Tuesdays, or
by appointment

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is the best/fastest way to reach me)

COURSE OVERVIEW AND OBJECTIVES

This course is designed to introduce you to the basic concepts and principles of organizational behavior (OB). OB is a social science dedicated to understanding how people think, feel, and act in organizations—typically work organizations, but the principles you’ll learn apply to corporations, non-profits, sports teams, volunteer organizations, fraternities and sororities, families, and other types of groups. You can think of this class as the “people management” aspect of your business training, providing some answers to the question of what makes people tick. Among the kinds of questions we’ll address in this course are:

- How can I be a good leader?
- Why do people perform well or poorly at work, and how can I motivate them?
- What makes for a satisfying job?
- How can I get my group or team to work together more effectively?
- What can I do to cope with stress?

The goal of this course is for you to gain an understanding of OB theories and tools that you can apply both at work and in your daily life. As a result, the assignments and exams are designed to give you practice in analyzing and responding to real-world situations that you might encounter early in your career.

REQUIRED TEXTBOOK

Organizational Behavior: Improving Performance and Commitment in the Workplace (4th edition), by Colquitt, LePine, & Wesson from McGraw-Hill Publishing (ISBN: 978-0-07-786256-5).

Note: There is a new 5th edition of the same book out. Either edition is fine. I will mention page numbers from the 4th edition, but the core content should be very similar across editions.

GRADING AND COURSE REQUIREMENTS

ACTIVITY	POINTS
Exam 1	100
Exam 2	100
Group project	100
Individual assignments (10-20 points each)	100
Supplemental assignments menu	15
TOTAL	415

PERCENT	POINTS	GRADE
92 – 100%	382-415	A
88 – 91.9%	365-381	A-
85 – 87.9%	353-364	B+
82 – 84.9%	340-352	B
78 – 81.9%	324-339	B-
75 – 77.9%	311-323	C+
72 – 74.9%	299-310	C
68 – 71.9%	282-298	C-
65 – 67.9%	270-281	D+
62 – 64.9%	257-269	D
60 – 61.9%	249-256	D-
≤ 60%	≤ 248	F

More information on grades and grading policies at UF is available at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

OVERVIEW OF ASSIGNMENTS

EXAMS

Both exams will consist of a multiple-choice section (in which you show me that you have learned the terms and theories in this course) and an essay section (in which you show me that you're able to apply these terms and theories to real-world management situations).

GROUP PROJECT

Early in the semester, I'll assign you to a project group. The goal of the group project is to give you practice with evidence-based management—asking a question, gathering data from real organizations, understanding what those data are telling you, and gaining insights and making recommendations based on the results. More detailed information about the group project will be provided on our course Canvas site.

INDIVIDUAL ASSIGNMENTS

You'll have six individual assignments during the semester, including short writing assignments, surveys, and written preparation for class (negotiation notes). The purpose of these assignments is for you to practice applying the course concepts to your own life and career. More detailed information about each assignment (guidelines, grading rubric, etc.) will be provided on our course Canvas site.

SUPPLEMENTAL ASSIGNMENTS MENU (SAM)

Throughout the semester, I'll offer additional assignments that will give you the chance to go deeper into the course material. Some examples of possible SAM assignments:

- Participate in a management department research study (in class or outside of class).
- Find a news article on a real-world OB situation and write a mini-case or essay question based on it that other students could learn from, along with a sample response.
- Read an academic article (suggested or approved by me) on one of our course topics and summarize the key points.

Some of these assignments will be available anytime throughout the semester; others will be one-time-only opportunities. When I announce each assignment, I will also tell you how many SAM points it will be worth. You can choose to complete any combination of assignments to earn a maximum of 15 SAM points.

READING QUIZZES

On class days when a reading assignment is due, we'll have a short reading quiz. Each quiz is worth up to one extra credit point on the next exam, for a maximum of five points per exam. (For example, if you scored a 93 on Exam 1 but successfully earned 5 or more points from reading quizzes, you would earn a 98 on the exam. The points reset after Exam 1, so only reading quizzes from the second half of the class can count toward Exam 2.)

These quizzes are designed to reward you for coming to class prepared, with a basic understanding of the key points of the reading. Because the goal is to enable you to participate more effectively in class discussion, there are no make-ups for reading quizzes—you must be in class (for the entire class period) the day of the quiz to earn points. There will be more than five quizzes before each exam, so you can still earn full points even if you miss or do poorly on a quiz or two.

COURSE POLICIES

ATTENDANCE

I will not formally take attendance in class. However, bear in mind that any course material is fair game for tests, including information from in-class activities, lectures, and discussions that may not be covered in the textbook. I recommend that you exchange contact information with several other students during the first week of class, so you can share notes if one of you is absent.

In class, everyone is expected to be a professional, courteous contributor to the learning environment. Please don't distract others around you by texting, web-surfing, eating, etc.

LATE ASSIGNMENTS AND MAKE-UP POLICY

Individual writing assignments submitted late will receive a 10% penalty per day, starting at the deadline (i.e., an assignment submitted two hours late can receive a maximum of 90% of the total points). Individual surveys, negotiation notes, and most SAM assignments will not be accepted late (because they are time-sensitive). Make-up exams require a valid excuse *in advance*. There are no make-ups for reading quizzes or in-class SAM opportunities; both are designed to give you other opportunities to make up missed points.

COURSE MANAGEMENT SYSTEM AND EMAIL

We will use Canvas as the online hub for all information related to this course (announcements, assignment guidelines, grades, etc.), so make sure that you log in regularly. You can access Canvas by doing the following:

1. Go to <http://elearning.ufl.edu/>
2. Click the “Log in to E-Learning” box on the right side of your screen.
3. Click the “Courses” menu option on the left side of your screen.
4. Click “MAN3240.”

I may also send announcements by email. For information security reasons, I can only send these to your UFL.edu email address, so it’s your responsibility to (1) check your UF email regularly, and (2) make sure that messages from both Canvas and my address are “whitelisted” by your spam filter (so they don’t end up blocked or in a junk mail folder). Contact the UF IT Help Desk for assistance if you have trouble accessing Canvas or setting up your email.

STUDENT HONOR CODE AND ACADEMIC HONESTY GUIDELINES

As in any course at UF, you are expected to abide by the university’s requirements for academic honesty and integrity in this class. Ethics should be the cornerstone of your business education, and I will be harsh on actions such as cheating, copying others’ work or collaborating on individual assignments, misrepresenting someone else’s work as your own, receiving unauthorized help on assignments or tests, and plagiarism (including resubmitting work that you produced for a previous assignment or course). If you have questions about what’s acceptable in this course, talk with me up front.

INFORMATION FOR STUDENTS WITH DISABILITIES

Students with disabilities who would like to request accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

ONLINE COURSE EVALUATION PROCESS

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>

COURSE SCHEDULE

Week	Day	Date	Topic	Reading assignment*	Other assignment(s)*
1	Tues. Thurs.	23-Aug 25-Aug	Course Intro What is OB?	- Chapter 1	
2	Tues. Thurs.	30-Aug 1-Sep	Job Performance Organizational Commitment	Chapter 2 Chapter 3	Team skills survey
3	Tues. Thurs.	6-Sep 8-Sep	Job Satisfaction Stress	Chapter 4 Chapter 5	Stress survey
4	Tues. Thurs.	13-Sep 15-Sep	Well-Being Motivation	- Chapter 6	Decide dependent variables for the group project
5	Tues. Thurs.	20-Sep 22-Sep	Trust, Justice, & Ethics Learning	Chapter 7 Chapter 8	Stress writing assignment
6	Tues. Thurs.	27-Sep 29-Sep	Decision Making Personality	Chapter 9	Personality survey
7	Tues. Thurs.	4-Oct 6-Oct	Group project day (no class) Cultural Values/Ability	- Chapter 10	
8	Tues. Thurs.	11-Oct 13-Oct	Midterm exam review Midterm exam	- -	Finish interviews and hypothesis development for group project
9	Tues. Thurs.	18-Oct 20-Oct	Team Characteristics & Diversity Team Processes	Chapter 11 Chapter 12	"Choose Me" SAM assignment (optional)
10	Tues. Thurs.	25-Oct 27-Oct	Leadership, Power, & Influence SAM research study day (optional)	Chapter 13 -	
11	Tues. Thurs.	1-Nov 3-Nov	Negotiation 1 Negotiation 2	- -	Negotiation notes
12	Tues.	9-Nov	Leadership Styles & Behaviors	Chapter 14	

	Thurs.	10-Nov	Organizational Culture & Politics	Chapter 16	
13	Tues.	15-Nov	Group project presentations	-	
	Thurs.	17-Nov	Group project presentations	-	
14	Tues.	22-Nov	No class	-	Leadership writing assignment; team evaluation form
	Thurs.	24-Nov	No class	-	
15	Tues.	29-Nov	T.B.A. (Makeup day or special topic)	-	Team process writing assignment; deadline for SAM assignments
	Thurs.	1-Dec	Course wrap-up and final exam review	-	
16	Tues.	6-Dec	Final exam	-	
*Assignments are due on the date listed, no later than the start of class time (9:35 a.m.)					