

MAN 5246 (Section 0197) Organizations: Structure & Behavior **Fall 2016, Monday & Wednesday periods 7-8: 1:55-3:50 Hough Hall 150**

INSTRUCTOR	Eric Wild	OFFICE	211F Stuzin Hall
OFFICE HOURS	M & W 4:00-5:00 p.m.	TELEPHONE	352-870-9453
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TEXTBOOK

Organizational Behavior: Improving Performance and Commitment in the Workplace (2nd edition), by Colquitt, LePine, & Wesson (2007) from McGraw-Hill Publishing. 1st, 2nd, or 3rd Edition OK for this class.

COURSE OBJECTIVES

This course seeks to accomplish three primary objectives. The first is to introduce you to the basic principles and concepts of organizational behavior. Another is to help you develop the skills to implement these principles for your own benefit and for the benefit of an organization of which you are a member. The third is to help you gain a better understanding of yourself. These three objectives will be accomplished through lectures, class discussion, exercises, exams, and quizzes.

PERFORMANCE EVALUATION

Final grades will be based upon the following criteria, out of **total course points**:

Activity	Points
Exam 1	120
Exam 2	120
Quizzes	120
Discussion Questions	120

PERCENT	POINTS	GRADE
92-100%	441-480	A
88 - 91.9%	422-440	A-
85 - 87.9%	408-421	B+
82 - 84.9%	393-407	B
78 - 81.9%	374-392	B-
75 - 77.9%	360-373	C+
68 - 74.9%	326-359	C
65 - 67.9%	312-325	D+
62 - 64.9%	297-311	D
60 - 61.9%	288-296	F

DETAILS ON COURSE REQUIREMENTS

EXAMINATIONS

Examinations will account for 50% of your grade (240 out of 480 points). Two examinations worth a total of 240 points (120 points each) will cover all course material, including lectures, discussion, exercises, and the textbook. The examinations will be held during class time and will be non-cumulative. The exam dates on the following schedule are firm. Exam 2 will be given during exam week. **Missed examinations may not be made up without prior permission, no exceptions.**

CLASS PARTICIPATION

Students are expected to attend each and every class. For each class session, you are expected to have read the assigned reading for that particular session, as well as to be prepared to discuss topics in class. Exam questions are drawn from lectures, exercises, and class discussion, so missing classes will hurt you on exams.

Quizzes:

Quizzes will account for 25% of your grade (120 of 480 points). Each class will begin with a 5 question open-book quiz covering the assigned reading that you will take using Canvas. You will need to bring your laptop each day in order to take the quiz. These will be surface level questions that are borrowed straight from the exams. In fact, these quiz questions will account for half of the exam questions. Each question is worth 3 points. There are 10 quizzes. I will drop your 2 lowest scores and your grade will be best on your best 8 scores.

Discussion Questions:

Discussion questions will account for 25 % of your grade (120 of 480 points). At the end of each class, a variety of discussion questions for the next class will be posted on the course website. The discussion questions for each topic will remain available for you to answer until the beginning of the class to which those questions pertain. You will be responsible for answering a total of 8 of these discussion questions during the semester and posting your answers to the class website. You will be required to provide 4 in-depth answers (15 points each) and 4 short answers or responses to others postings (15 points each). I will be reviewing your responses before each class and choosing some to share or elaborate on each class. You will also need to keep a copy of all of these responses and turn in a final copy with all 8 answers toward the end of the semester for grading.

Most of the discussion questions ask about your experiences or your opinion. There are no “right” and “wrong” answers. These questions are intended to make you think about how the topics we discuss apply to both your personal and business lives. I am a big fan of funny. Don’t be afraid to share your crazy experiences or seemingly off the wall opinions.

You may only answer up to 2 questions per lecture for credit, but I encourage you to share as many as you are willing. If you don’t want to write up your answers, at least look at the other questions and consider them. It’s the very best way for you to learn the most important material in this class. It’s also the only way to keep this class from being a straight lecture. Your participation in these discussions is CRITICAL.

Please turn off or silence your cell phones, and the use of laptops is not permitted except for the quizzes at the beginning of class or unless specifically instructed.

WEBSITE

ACCESSING COURSE WEBSITE

The MAN 5246 Course is presented via UF's eLearning Sakai course management system. Create a shortcut (link or favorite) in your browser that will take you directly to the eLearning login site.

- <http://lss.at.ufl.edu>
- Select eLearning
- Choose "University of Florida."
- Log in using your Gatorlink username and password.
- You will see a list of all eLearning courses for which you are registered in the current term.
- Choose "MAN5246-0197-Fall 2016"

You must be registered for the course and section to enter! Please note that sometimes the registrar's enrollment data is late arriving; so if you are denied access initially, try again in 24 hours.

DON'T CHEAT

STUDENT HONOR CODE

In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

ACADEMIC HONESTY GUIDELINES

The academic community of students and faculty at the University of Florida strives to develop, sustain and protect an environment of honesty, trust and respect. Students are expected to pursue knowledge with integrity. Exhibiting honesty in academic pursuits and reporting violations of the Academic Honesty Guidelines will encourage others to act with integrity. Violations of the Academic Honesty Guidelines shall result in judicial action and a student being subject to the sanctions in paragraph XI of the Student Conduct Code. For more information on which conduct constitutes a violation of the Academic Honesty Guidelines (University of Florida Rule 6C1- 4.017), see <http://regulations.ufl.edu/chapter4/4017.pdf>.

RESOURCES

OFFICE HOURS

Office hours are Monday and Wednesday from 9:30 a.m. until 10:30 a.m. However, I will do my best to accommodate your schedule in any way that I can if you need to meet with me. If you have urgent matters, call me on my cell phone at 352-870-9453.

COUNSELING CENTER

The Counseling Center provides counseling and consultation services to currently enrolled undergraduate and graduate students and their spouses/partners. The Center offers brief counseling and therapy to help students confront personal, academic, and career concerns. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to grow and develop in ways that will allow them to take advantage of the educational opportunities at the university. The Counseling Center is located at P301 Peabody Hall, and available by telephone to (352) 392-1575. Hours are Monday through Friday from 8 am – 5 pm.

STUDENT MENTAL HEALTH

Students may lead very demanding lives as they struggle with the developmental tasks of physical maturation, interpersonal relationships, and occupational preparation. Even a mild impairment in psychological functioning can result in significant disruption of a student's ability to learn effectively and relate appropriately. Student Mental Health Services (SMHS) of the University of Florida, a division of the Student Health Care Center, is dedicated to assisting students toward successful completion of educational programs through enhancing and maintaining their psychological and emotional well-being, providing support in situational crises, and treating them when functioning is impaired by stress or psychiatric disorders. SMHS is located in Room 245 of the Infirmary, and available by telephone to (352) 392-1171. Hours are Monday through Friday 8 am – 4:30 pm. **All services are confidential.**

STUDENTS WITH DISABILITIES

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

TENTATIVE COURSE SCHEDULE

Please note that dates are tentative and subject to change (some topics may take more time and others less time depending on students' interests). Exam dates are firm.

DATE	TOPICS	1 st Edition	2 nd Edition	ASSIGNMENTS
10/24	Syllabus/ Course Introduction	-----	-----	
10/26	Job Performance	Pages 36-53	Pages 34-50	Quiz
10/31	Job Satisfaction and Organizational Commitment	Pages 66-84	Pages 68-84	2 Quizzes (1 for each topic)
11/2	Stress	Pages 104-129	Pages 104-128	
11/7	Study Day-No Class	-----	-----	
11/9	Motivation	Pages 141-161	Pages 142-160	Quiz
11/14	Exam 1	-----	-----	
11/16	Trust, Justice, & Ethics	Pages 178-203	Pages 179-202	Quiz
11/21	Trust, Justice, & Ethics II	-----	-----	
11/23	Thanksgiving-No Class	-----	-----	
11/28	Learning & Decision Making	Pages 217-241	Pages 219-243	Quiz
11/30	Personality	Pages 256-278	Pages 259-280	Quiz
12/5	Ability	Pages 291-314	Pages 294-317	Quiz
12/7	Leadership	Pages 335-359	Pages 338-361	Quiz
12/12	Exam 2	Pages 441-460	Pages 451-471	Quiz
		Pages 474-496	Pages 483-506	
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