VALENCIA COLLEGE

Division of Business

West Campus

MAN 3240 Organizational Behavior

CRN 32166

Class Policies & Course Syllabus

Summer 2023

**COURSE DESCRIPTION:**

This course provides students with an overview of the concepts of individual, group, and organizational behavior so they may envision how they will fit into organizations and be successful in leadership roles. Students will develop an understanding of the foundations of Organizational Behavior through the self-discovery of their own personalities, preferences, abilities, and learning styles. Students will apply skills such as motivation, goal setting, and decision-making processes to work scenarios/situations with an emphasis on understanding how personality, values, and attitude impact the culture and productivity of an organization.

**CREDIT HOURS:** 3

**PREREQUISITES:** GEB 1011

**CLASS MEETING ROOM:** ONLINE

**PROFESSOR:** Dr, Amy Parker

**PHONE:** 407.582.1238

**EMAIL:** aparker@valenciacollege.edu

**SCHEDULED OFFICE HOURS** By appointment. Just reach out via email and if we can't resolve, we will schedule a Zoom session or phone call.

**TOPICS/AREAS COVERED**

* Organizational Behavior
* Ethics in Business
* Organizational Culture
* Group Dynamics
* Managing Groups and Teams
* Leadership
* Organizational Structure
* Organizational Change

These may be covered as discrete topics and/or integrated with other topic areas in an order at the discretion of the professor. These and other topics may be expanded or elaborated at the discretion of the individual professor and is in no way intended to be comprehensive or all-inclusive.

This course reinforces the Valencia Student Competencies of Think, Value, Act, and Communicate described in the Valencia College Catalog, which can be located at the following link: <http://valenciacollege.edu/competencies>

**Major Learning Outcomes (MLO) for this Course and how each will be assessed:**

1. Apply management theories to organizational behavior. This MLO will be assessed using written assignments.

2. Assess how ethical considerations impact organizational stakeholders. This MLO will be assessed using written assignments.

3. Describe how organizational culture influences the workplace. This MLO will be assessed using discussions and written assignments.

4. Explain what actions a leader can take to foster positive group dynamics.  This MLO will be assessed using written assignments.

5. Discuss strategies to manage groups and teams. This MLO will be assessed using discussions.

6. Appraise leadership styles in organizations. This MLO will be assessed using discussions.

7. Analyze how the elements of organizational structure impact the workplace. This MLO will be assessed using quizzes.

8. Evaluate strategies to effectively lead organizational change. This MLO will be assessed using discussions.

**EDUCATIONAL MATERIALS:**

You are not required to purchase a textbook for this course. Instead, we will be using the following free Open Education Resources ebook.

[Organizational Behavior and Human Relations](https://courses.lumenlearning.com/wm-organizationalbehavior/)

https://courses.lumenlearning.com/wm-organizationalbehavior/

In addition to the ebook, we will be discussing current events and using supplemental resources such as journal articles and videos.

As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, Powerpoint, etc) free for personal use.  You can learn more about accessing these applications in [Atlas](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fatlas.valenciacollege.edu%2F&data=02%7C01%7Cmmcintire1%40valenciacollege.edu%7Cee83d91ba9274edfb92108d842d3e03c%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637332825100402295&sdata=AlIW6V%2FepOD9Ewvzd1ayQIRwzrOdBJtbe0pK7IV5SUM%3D&reserved=0), on the "My Atlas" tab, right hand column, under "Microsoft Office for Personal Use."

**EVALUATION:**

**Discussions, Articles, and a Reflection Paper**

1. There is a 10-point attendance quiz at the end of the Orientation Module.
2. There will be written assignments that require you to read the provided material and answer the associated questions in a Microsoft Word document. The assignments support application of the course concepts to achieve the course learning outcomes. The assignment readings and directions are posted within each weekly module. All submissions will be checked for plagiarism, and they must be submitted by the designated due dates. Written assignments are worth 20 points each.
3. There will be discussion questions to give us the opportunity to explore the course concepts. Each discussion will be based on main topics in the chapter readings, journal articles, videos, current events, or supplemental materials. Discussions require you to post a substantive response to the initial discussion question(s) and a substantive response to at least one classmate’s posting.

Substantive means responses that add depth and detail to the discussions, stimulate thought, and further the discussions. Responses must be in your own words, citations should be included for any materials used to support your responses, and late postings will not be accepted. Weekly discussions are worth 20 points each.

1. There are several multiple-choice quizzes throughout the course. The quizzes are based on module readings within the textbook. You have one attempt on each quiz and each question is worth 1 point.
2. You will reflect on the most important takeaways from the course, explain the takeaways, why they are important, and how you will apply the concepts in your personal and/or professional life. This paper is worth 50 points.

**GRADING SCALE:**

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| --- | --- | --- |
| **Assessment** | **Total Points** | **Percentage of Grade** |
| **Attendance Quiz** | 10 | 3% |
| **Written Responses**(5 assignments, 20 points each)  | 100 | 30% |
| **Discussions**(5 discussions, 20 points each) | 100 | 30% |
| **Quizzes**(4 quizzes, 1 point for each question) | 70 | 21% |
| **Reflection Paper** | 50 | 15% |
| **Total** | 330 | 100% (rounded) |

|  |  |  |
| --- | --- | --- |
| **Points** | **Percentage** | **Grade** |
| 297- 330 | 90% – 100% | A |
| 264 - 296 | 80% - 89% | B |
| 231 - 263 | 70% - 79% | C |
| 198 - 230 | 60% - 69% | D |
| Below 198 | Below 60% | F |

**Academic Dishonesty:**

1. All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.
2. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression.  Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

Students will be expected to adhere to the Valencia College Student LifeMap Handbook as it references Valencia College's Policy #6HX28:08-03

The link to the LifeMap Student Handbook follows:

<http://valenciacollege.edu/pdf/student-handbook.pdf>

**Student Code of Conduct:**

Valencia College is dedicated to the advancement of knowledge and learning and also to the development of responsible personal and social conduct. The primary purpose for the maintenance of discipline in the College setting is to support a civil environment conducive to learning and inquiry.

Students will be expected to adhere to the Valencia College Student LifeMap Handbook as it references Valencia College's Policy #6HX28:08-03

The policy can be located at the following link:

<http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0>

**Student Assistance Program:**

Valencia College has contracted with a private and confidential counseling service to provide

short-term assistance to credit students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. Following is the link to the website: <http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/>

**Statement of Support for Students with Food/Housing/Financial Needs** Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the [Advising Center.](https://valenciacollege.edu/students/advising-counseling/) for information about resources that may be available from the college or community.

**Withdrawal Policy:**

The student is permitted to withdraw from a class on or before the withdrawal deadline as published in the College calendar. A student is not permitted to withdraw from a class after the withdrawal deadline, which is June 30 for this class in the 2023 Summer Semester. If you are thinking about withdrawing from this course, I ask that you please contact me first. I also highly recommend you contact your academic adviser and financial aid counselor as students on financial aid may be adversely affected by withdrawing from classes. The professor is permitted to withdraw a student from the class for violation of the professor’s attendance policy with written notification to the student prior to the beginning of the final exam period.

 A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student who is withdrawn by a professorwill receive a grade of "W." A student who is withdrawn for administrative reasons at any time will receive a grade of "W" or other grade as determined in consultation with the professor. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F".

Final course grades of "A", "B", "C", "D", or "F" shall be assigned based upon the student's academic achievement on all course work.

If you drop the course(s) by the Drop/Refund Deadline, which is May 15 for this class, all tuition and refundable fees will be refunded. (Application and certain other fees are not refundable.) See (College Policy: 6HX28:06-08.1 Student Fees and Refunds) for more information.

**Note to International Students (F-1 or J-1 Visa)**Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia’s [International Student Services.](http://valenciacollege.edu/international/) office for more information.

**“No Show” Status:**

Class attendance is required beginning with the first-class meeting. If you do not attend the first-class meeting, you may be withdrawn from the class as a “no show.” Students who are not actively participating in an online class and/or do not submit the first assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course. The policy can be located at the following link: <http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/>

**CLASS POLICIES:**

1.Attendance: If you are absent more than two weeks in the semester, you are subject to withdrawal. Attendance is recorded each week you submit a discussion question response, assignment, or exam. You are marked absent each week you do not submit any of the weekly assignments. Logging into Canvas without submitting something does not count for attendance.  The academic week runs from Monday at 12:00am EST to Sunday at 11:59pm EST.

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

If the syllabus notes additional activities that must be completed during a given week or time period for the student to be viewed as having “attended” the course, those instructions apply in addition to the minimal requirements listed above.

The student is responsible for submitting assignments, discussions, and quizzes before the due dates outlined below. Late submissions will not be accepted. If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

Students must do their own work; there are no exceptions.

Students must have an active Atlas account. Students must check their Atlas e-mails regularly as to not miss any important messages from the professor. Missed messages via Atlas or any other medium (in-class, etc.) may affect your grade and are the responsibility of the student.

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523).

**Online Tools** As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, Powerpoint, etc) free for personal use.  You can learn more about accessing these applications in [Atlas](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fatlas.valenciacollege.edu%2F&data=02%7C01%7Cmmcintire1%40valenciacollege.edu%7Cee83d91ba9274edfb92108d842d3e03c%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637332825100402295&sdata=AlIW6V%2FepOD9Ewvzd1ayQIRwzrOdBJtbe0pK7IV5SUM%3D&reserved=0), on the "My Atlas" tab, right hand column, under "Microsoft Office for Personal Use."

**Distance Tutoring & Technology Support at Valencia:** You can easily access Valencia’s *free* distance tutoring and tech support from a computer, laptop or mobile device.

**Distance tutoring services** are provided fully online via Zoom.   Through this service, you will receive real-time assistance via a Valencia tutor.  Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

**Online Learning Technology Support** services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint).  Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC.  Tech support is available live (on-demand) via Zoom, by appointment, or via email.   Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the “Help” icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit [www.valenciacollege.edu/tutoring](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=02%7C01%7Clshephard%40valenciacollege.edu%7Cd3a01797f62243f9719f08d83b031968%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637324231776604261&sdata=0UCUb8FcpuLtQKZstaBT0RebVJTcx5sNfbkLxmm1paM%3D&reserved=0).  Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

**Hours of Operation:**

**Monday-Friday: 8 am – 10 pm**

**Saturday & Sunday: 9 am – 7 pm**

**DISCLAIMER:** The schedule, procedures, and assignments are subject to change in the event of extenuating circumstances. However, any such change will be clearly announced. Such changes are designed to deal with unforeseen circumstances that arise during the course. The changes will be intended to benefit the student and will not significantly add to the rigor of the course.

**Course Summary:**

| **Date** | **Details** | **Due** |
| --- | --- | --- |
| Sun May 14, 2023 | Discussion Topic [Introduction Discussion](https://valenciacollege.instructure.com/courses/174822/assignments/4787646) | due by 11:59pm |
| Assignment [Required Attendance Quiz](https://valenciacollege.instructure.com/courses/174822/assignments/4787660) | due by 11:59pm |
| Assignment [Week 1 Assignment](https://valenciacollege.instructure.com/courses/174822/assignments/4787662) | due by 11:59pm |
| Sun May 21, 2023 | Assignment [Week 2 Assignment](https://valenciacollege.instructure.com/courses/174822/assignments/4787663) | due by 11:59pm |
| Discussion Topic [Week 2 Discussion](https://valenciacollege.instructure.com/courses/174822/assignments/4787648) | due by 11:59pm |
| Sun May 28, 2023 | Assignment [Week 3 Assignment](https://valenciacollege.instructure.com/courses/174822/assignments/4787664) | due by 11:59pm |
| Discussion Topic [Week 3 Discussion](https://valenciacollege.instructure.com/courses/174822/assignments/4787649) | due by 11:59pm |
| Sun Jun 4, 2023 | Discussion Topic [Week 4 Discussion](https://valenciacollege.instructure.com/courses/174822/assignments/4787651) | due by 11:59pm |
| Quiz [Week 4 Group Dynamics Quiz](https://valenciacollege.instructure.com/courses/174822/assignments/4787643) | due by 11:59pm |
| Quiz [Week 4 Managing Groups and Teams Quiz](https://valenciacollege.instructure.com/courses/174822/assignments/4787636) | due by 11:59pm |
| Sun Jun 11, 2023 | Assignment [Week 5 Assignment](https://valenciacollege.instructure.com/courses/174822/assignments/4787666) | due by 11:59pm |
| Discussion Topic [Week 5 Discussion](https://valenciacollege.instructure.com/courses/174822/assignments/4787652) | due by 11:59pm |
| Sun Jun 18, 2023 | Assignment [Week 6 Assignment](https://valenciacollege.instructure.com/courses/174822/assignments/4787667) | due by 11:59pm |
| Quiz [Week 6 Quiz: Organizational Structure](https://valenciacollege.instructure.com/courses/174822/assignments/4787633) | due by 11:59pm |
| Sun Jun 25, 2023 | Discussion Topic [Week 7 Discussion](https://valenciacollege.instructure.com/courses/174822/assignments/4787654) | due by 11:59pm |
| Quiz [Week 7 Quiz: Organizational Change](https://valenciacollege.instructure.com/courses/174822/assignments/4787640) | due by 11:59pm |
| Sun Jul 9, 2023 | Assignment [Reflection Paper](https://valenciacollege.instructure.com/courses/174822/assignments/4787659) | due by 11:59pm |