VALENCIA COLLEGE

School of Business, Accounting, and Management

West Campus

MAN 3240 Organizational Behavior

Session H1 (CRN 14215)

Class Policies & Course Syllabus

Fall 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 leadership styles, how to manage groups and teams, and group dynamics. Students will apply management theories to work scenarios/situations, and assess how ethical considerations, organizational structure, and organizational change impact the culture and productivity of an organization.

**CREDIT HOURS:** 3

**PREREQUISITES:** GEB 1011

**CLASS MEETING ROOM:** Online

**DAY/TIME:** Online

**PROFESSOR:** Professor C. Cutter

**OFFICE:** West Campus, Building 11, Room 347

**PHONE:** 407-582-1322

**EMAIL:** ccutter1@valenciacollege.edu

**SCHEDULED OFFICE HOURS**

Monday through Friday 9:00 am – 11:00 am (virtual)

**TOPICS/AREAS COVERED**

1. Apply management theories to organizational behavior.
2. Assess how ethical considerations impact organizational stakeholders.
3. Describe how organizational culture influences the workplace.
4. Explain what actions a leader can take to foster positive group dynamics.
5. Discuss strategies to manage groups and teams.
6. Appraise leadership styles in organizations.
7. Analyze how the elements of organizational structure impact the workplace.
8. Evaluate strategies to effectively lead 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. Student will be able to identify and apply the mechanics for developing a business plan. This MLO will be assessed using discussions and written assignments.

2. Student will be able to determine the financing necessary to start a business. This MLO will be assessed using discussions and written assignments.

3. Student will be able to identify their need for legal assistance. This MLO will be assessed using discussions and written assignments.

4. Student will be able to list the purposes of advertising, display, and public relations. This MLO will be assessed using discussions and written assignments.

5. Student will be able to plan goals and objectives for a business, develop an organizational structure for a business, and establish control practices and procedures for a business. This MLO will be assessed using discussions and written assignments.

6. Student will be able to determine who will keep the books for the business and how they will be maintained. This MLO will be assessed using discussions and written assignments.

7. Student will be able to demonstrate an understanding of the distinctive nature of small business management, the critical nature of cash flow in the small firm, and the variables and levers that must be worked in managing a small/start-up business. This MLO will be assessed using discussions and written assignments.

**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.
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 responses provide thorough responses to all parts of the discussion prompt, are supported with specific examples, and add new meaningful content that stimulates though and furthers 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. The reflection 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) | 110 | 32% |
| **Discussions**  (5 discussions, 20 points each) | 100 | 29% |
| **Quizzes**  (4 quizzes, 1 point for each question) | 70 | 21% |
| **Reflection Paper** | 50 | 15% |
| **Total** | 340 | 100% |

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| --- | --- | --- |
| **Points** | **Percentage** | **Grade** |
| 306 - 340 | 90% – 100% | A |
| 272 - 305 | 80% - 89% | B |
| 238 - 271 | 70% - 79% | C |
| 204 - 237 | 60% - 69% | D |
| Below 204 | Below 60% | F |

**Academic Dishonesty:**

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.

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 9/22/23 for this class in the Fall 2023 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 8/28/23 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:**

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 Friday at 12:00am EST to Thursday at 11:59pm EST except for Week 8 when the term ends on Wednesday, 3/1/23.

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.

2. Students are 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 to create a plan to complete any missed assignment. In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action.

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

1. 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.
2. 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).

**SCHEDULE OF CLASSES**

MAN 3240 Organizational Behavior

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| **Week** | **Topic & Assignments** | **Due Dates** |
| --- | --- | --- |
| 1 Monday, 8/21 | **Read:**Course Syllabus  **Read and Complete:**Orientation Module pages and Attendance Quiz  **Go to the Week One and complete the following:**  **Read:**Module 1 – Introduction to Organizational Behavior  **View:**PowerPoint Slides  **Submit:** Introduction responses  **Submit:**Week 1 assignment | Sunday, 8/27 |

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| 2  Monday, 8/28 | **Go to the Week Two and complete the following:**  **Read:**Module 3 – Ethics in Business  **View:**PowerPoint Slides  **Submit:** Discussion Responses  **Submit:** Week 2 Assignment | Sunday, 9/3 |
| 3  Monday, 9/4 | **Go to the Week Three and complete the following:**  **Read:**Module 5 - Organizational Culture  **View:**PowerPoint slides  **Submit:** Discussion Responses  **Submit:** Week 3 Assignment | Sunday, 9/10 |
| 4  Monday, 9/11 | **Go to the Week Four and complete the following:**  **Read:** Module 9 - Group Dynamics and Module 10 - Managing Groups and Teams  **View:**PowerPoint slides  **Submit:** Discussion Responses  **Submit:** Quiz responses | Sunday, 9/17 |
| 5 Monday, 9/18 | **Go to the Week Five and complete the following:**  **Read:** Module 13 - Leadership  **View:**PowerPoint slides  **Submit:** Discussion Responses  **Submit:** Week 5 Assignment | Sunday, 9/24 |
| 6  Monday, 9/25 | **Go to the Week Six and complete the following:**  **Read:**Module 14 - Organizational Structure  **View:**PowerPoint slides  **Submit:** Week 6 Assignment  **Submit:** Quiz responses | Sunday, 10/1 |
| 7  Monday, 10/2 | **Go to the Week Seven and complete the following:**  **Read:** Module 15 - Organizational Change  **View:**PowerPoint slides  **Submit:** Discussion Responses  **Submit:** Quiz responses | Sunday, 10/8 |
| 8  Monday, 10/9 | **Go to the Week Eight and complete the following:**  **Submit:** Reflection Paper | Thursday, 10/12 |

**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.