

VALENCIA COLLEGE

Division of Business
MAN 3240 – Principles of Organizational Behavior (CRN 25474)
Class Policies & Course Syllabus
Spring, 2024

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: West Campus, Building One, Room 233 (Hybrid)

DAY/TIME: Tuesday @ 1:00 p.m. – 2:15 p.m.

PROFESSOR: Calandria Smith, Ph.D.

PHONE: 407-222-6562

EMAIL: csmith224@valenciacollege.edu

TOPICS/AREAS COVERED

1. Introduction to and the history of management, organizational environments and cultures.
2. Planning and decision-making processes and how they relate to organizational strategy, innovation, change and global management.
3. Organizing decisions that affect managers and how various organizations design adaptive organizations, manage different types of teams, manage human resources and the connection to individuals in a diverse workforce.
4. A leadership review and how to motivate, lead and manage communications.

These topics 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) and assessment of each:

Students will be able to:

- Identify and analyze organizational behavior foundations.
- Identify individual differences.
- Identify and understand the dynamics of stress management.
- Demonstrate knowledge of motivating employees.
- Understand decision-making processes.
- Recognize types of power and politics.
- Examine communication dynamics.
- Identify leadership dynamics.

EDUCATIONAL MATERIALS:

Required Materials:

The Open Educational Resources (OER) used for the duration of this course (No Textbook Fee) Courtesy of Open Texts books.

Organizational Behavior: Link to Text

<https://open.lib.umn.edu/organizationalbehavior/part/chapter-1-organizational-behavior/>

EVALUATION:

Assessment: This course will measure learning to ensure major learning outcomes are achieved.

Multiple-choice demonstrates your ability to recall management concepts drawn from lectures, your notes and reading the text (and supplementary course materials). This assessment method also demonstrates your ability to think critically when selecting the best answer to a given question.

Portfolio Create an organizational overview of the concept of leadership roles required for the business organization. Use Research examples to support the development of your Program Portfolio Project business organizational overview.

Peer-to-Peer communication is vitally important in any managerial career. Look to major conflicts within teams and organizations and you'll inevitably see communication is somehow related. In this course, weekly discussion board assignments will demonstrate your ability to communicate effectively in writing; and provide valuable feedback to your peers. Emphasis—

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when formulating discussion board grades—is placed on critical thinking, courtesy, punctuality and professionalism. This is considered normative assessment, which is much like how you'd be graded for in-class participation/contribution in an on-site course.

Grading

Submitted content is assessed on a cumulative 1,000 points. Because punctuality is an essential trait of effective managers—and graded assignments are discussed in-depth (both in gradebooks and discussion threads) once assessment is complete—late submissions are generally not accepted. Contact Professor Smith if you anticipate being unable to complete work by a due date.

Four (4) multiple choice quizzes*. Each quiz will consist of 20 questions drawn from your textbook. Students may use their textbooks, notes and supplementary materials.

Total Points Available: 400

40% of Final Grade

Analysis and Peer-to-Peer Communication – There will be nine (8) discussions created, which allows you to analyze small business management topics; and provide feedback to your classmates. This learning method is designed to sharpen writing and critical thinking skills; demonstrate an ability to research Organizational Behavior issues; and communicate effectively in a virtual setting.

Total Points Available: 400

40% of Final Grade

Case Study

Total Points Available: 100

10% of Final Grade

Final Exam

Total Points Available: 100

10% of Final Grade

Course Organization:

Attendance, Assignments and Grading Information

Schedule and Deadlines. You may view the assignment schedule, along with assignment deadlines, on our course schedule and webpage through Canvas. We will learn how to navigate this site as a class within our first few class meetings. You can familiarize yourself with Canvas. Course assignments will be checked for plagiarism using the "Uni-Check" Plagiarism software, which is embedded into each assignment. 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. **For more information on Academic Dishonesty Click Here: [Valencia College Academic Dishonesty Policy](#)**

Discussion Instructions (Initial Post is Required before "Viewing" Peer Posts): You are required to submit a substantial response. A substantial response is one that stays on topic and fully addresses the assignment in a clear, concise, and meaningful manner. Substantial Content refers to providing relevant content toward the actual topic of the discussions. This includes quality input, questions and information in your discussion posts and responses to peers.

The deliverable length of initial posting must be at least 150 words. After the initial posting, students are required to respond to at least two (2) peers' responses. Peer responses must be at least 50 words for each response, in order to receive full credit. Discussions must be the student's original thoughts based on the topics from the "**Open Educational Resource**" (OER) Course Textbook and/or other referenced sources. Direct quotes from references must be less than 10 words. Please review postings for sentence structure, grammar and punctuation errors.

Plagiarized discussions will result in a "0" for the submission of this assignment.

Late submissions are not accepted for discussions.

Discussion Posting Rules

- Personal attacks of other students because of their posts will not be tolerated.
- Provide clear analysis and insight into the topic or questions.
- Post original thoughts to avoid plagiarism and the penalties for plagiarism
- Zero or minimal credit will be given to students with very FEW or NO SUBSTANTIVE postings or who post all posts within a matter of minutes or all on the last day.
- Proof postings to eliminate offensive references, poor sentence syntax, misspelled words, etc.

Students will have 1 attempt to complete the quizzes.

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Important Dates

1. Drop/refund Deadline: January 16, 2024 at 11:59 m.
2. No Show Reporting Period: January 18, 2024 to January 27, 2024
3. Withdrawal Deadline - "W" grade: March 15, 2024 at 11:59 m.
4. Graduation Application Deadline: February 2, 2024
5. Final Grades Viewable in ATLAS: April 30, 2024
6. College Closed (No School): Jan-15 (Martin Luther King Day), Feb-9 (Learning Day), Mar-18 – 22 (Spring Break)

OTHER RESOURCES:

West Campus Bookstore:

Campus Store/ Customer Service will be open Monday – Friday, 8 a.m. – 6 p.m.

Campus store window pick-up will be available Monday – Saturday, 8 a.m. – 6 p.m.

Visit the [Valencia Campus Store website](#) for more information and online ordering.

407-299-5000, extension 5310

Learning Support Services provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: www.valenciacollege.edu/tutoring

Please note: Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting www.valenciacollege.edu/tutoring

Academic Advising:

- Call: 407-582-1507
- Email: advising@valenciacollege.edu
- Visit <https://valenciacollege.edu/students/student-services/support.php> for links and information on how to get connected to each of the following:
 - **Virtual Answer Center or Virtual Advising Center** (online Zoom access): Monday-Thursday 10a-7p, Fridays 9a-5p; Virtual Answer Center only – Saturdays 9a-1p
 - **Make an appointment** (in person): Monday-Thursday 8a-5p, Fridays 9a-5p (East, West, and OSC only), Fridays - virtual only (DTC, LNC, WP, PNC).

Enrollment Services:

- (phone access): Monday-Thursday 8a-6p and Fridays 9a-5p (407-582-1507)

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Financial Aid:

Contact FinAidOffice@valenciacollege.edu for their financial aid questions, as well as for potential assistance with financial support

Academic Honesty:

- A. 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.
- B. 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.
- C. Students will be expected to adhere to the Valencia College Student LifeMap Handbook as it references Valencia College's Policy #6HX28:08-11 ([www: valenciacollege.edu](http://www.valenciacollege.edu)). The policy can be located at the following link:
http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0

Student Code of Conduct:

- A. 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.
- B. 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/student-services/baycarestudentassistanceservices/>

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 3/15/24 for this class in the Spring 2024 Semester. 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 professor will 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 cumulative points earned.

“No Show” Policy:

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/>

CLASSROOM POLICIES:

1. Valencia's attendance policy is that a student will be present for all class meetings. After two absences, a student will receive an excessive absence notice and must schedule a conference with the instructor immediately. A student will be withdrawn after four absences (excused or unexcused). Continual tardiness will be viewed as absences and treated as such. Two occurrences of being tardy will equal one absence. A student coming in more than 15 minutes late will be counted as absent for that day.
2. A student is responsible for material covered during absences. Make-ups for scheduled tests must be requested before the test date and are subject to approval of the instructor. Unscheduled tests cannot be made up.
3. There will be no eating or drinking in the classroom. Class begins at a scheduled time and is over when the instructor dismisses class. Leaving early without prior permission will result in a class-work grade of zero and an absent.

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4. Students must do their own work; there are no exceptions. Students who plagiarize or cheat, in anyway, risk dismissal from the class and expulsion from the college.
5. 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.
6. 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 accommodation based on appropriate documentation of disabilities (West Campus SSB 102, Ext. 1523).
7. Please set all mobile communications on vibrate or off mode. If there is an emergency, feel free to leave the classroom for a moment to take care of any NECESSARY communications. Disruption from a cell phone or other mobile device ring-tones, beeps, could result in 5 points being taken off of your final course grade. Laptops are prohibited in class except with permission from the professor.

Please note:

Florida is a “two consent” state concerning recording conversations. Students may not record their instructors, either in conversation or in class, without their consent. If you want to record a classroom conversation, you must first receive permission from everyone in the room.

Institutional Core Competencies:

The following Valencia Student Competencies will be reinforced throughout the entire course:

THINK – Analyze data, ideas, patterns, principles, and perspectives employing facts, formulas and procedures of the discipline.

VALUE – Distinguish among personal, ethical, aesthetic, cultural, and scientific values evaluating your own and others values from a global perspective in the process of learning the discipline.

COMMUNICATE – Identify your own strengths and need for improvement as a communicator employing methods of communication appropriate to your audience and purposefully evaluate the effectiveness of your own and others communication.

ACT – Apply disciplinary knowledge, skills, and values to educational and career goals acting effectively and appropriately in various personal and professional settings responding also to changing circumstances.

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SCHEDULE OF CLASSES MAN 3240 Organizational Behavior Full Session (CRN 25474) Spring, 2024

Week	Topic & Assignments	Due Dates
1 Tuesday, 1/9	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, 1/14
2 Tuesday, 1/16	Go to the Week Two and complete the following: Read: Module 2 – Social Diversity in the Workplace View: PowerPoint Slides Submit: Discussion Responses Submit: Week 2 Assignment	Sunday, 1/21
3 Tuesday, 1/23	Go to the Week Three and complete the following: Read: Module 3 – Ethics in Business View: PowerPoint Slides Submit: Discussion Responses Submit: Week 3 Assignment	Sunday, 1/28
4 Tuesday, 1/30	Go to the Week Four and complete the following: Read: Module 4 – Individual Personalities and Behaviors View: PowerPoint Slides Submit: Discussion Responses Submit: Week 4 Assignment	Sunday, 2/4
5 Tuesday, 2/6	Go to the Week Five and complete the following: Read: Module 5 - Organizational Culture View: PowerPoint slides Submit: Discussion Responses Submit: Week 5 Assignment	Sunday, 2/11
6 Tuesday, 2/13	Go to the Week Six and complete the following: Read: Module 6 – Motivation in the Workplace View: PowerPoint slides Submit: Discussion Responses Submit: Week 6 Assignment	Sunday, 2/18
7 Tuesday, 2/20	Go to the Week Seven and complete the following: Read: Module 7 – Managing Stress and Emotions View: PowerPoint slides Submit: Discussion Responses Submit: Week 7 Assignment	Sunday, 2/25

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8 Tuesday, 2/27	<p>Go to the Week Eight and complete the following: Read: Module 8 – Communication in the Workplace View: PowerPoint slides Submit: Discussion Responses Submit: Quiz responses</p>	Sunday, 3/3
9 Tuesday, 3/5	<p>Go to the Week Nine and complete the following: Read: Module 9 - Group Dynamics View: PowerPoint slides Submit: Week Nine Assignment Submit: Quiz responses</p>	Sunday, 3/10
	<p>Read: Module 10 – Managing Groups and Teams View: PowerPoint slides Submit: Week 10 Assignment Submit: Quiz responses</p>	
10 Tuesday 3/12	<p>Week Twelve - complete the following: Read: Module 11 – Conflict and Negotiation View: PowerPoint slides Submit: Discussion #11 – Conflict and Negotiation</p>	Sunday, 3/17
No Class	*****SPRING BREAK WEEK*****	No Homework Due
12 Tuesday, 3/26	***MID-TERM TEAM PROJECTS***	Sunday, 3/31
13 Tuesday, 4/2	<p>Week Thirteen - complete the following: Read: Module 12 – Making Decisions View: PowerPoint slides Submit: Discussion Module 12 Submit: Case Study #1 The Principle of Practice Management Submit: Quiz responses</p>	Sunday, 4/7
14 Tuesday, 4/9	<p>Week Fourteen - complete the following: Read: Module 13 - Leadership View: PowerPoint slides Submit: Discussion Responses Submit: Week 14 Assignment</p>	Sunday, 4/14
15 Tuesday, 4/16	<p>Week Fifteen - complete the following: Read: Module 14 - Organizational Structure View: PowerPoint slides Submit: Discussion & Assignment Submit: Quiz responses</p>	Sunday, 4/21
	<p>Go to the Week Fifteen and complete the following: Read: Module 15 - Organizational Change View: PowerPoint slides Submit: Week 15 Discussion & Assignment</p>	

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	Submit: Quiz responses	
16 Final Avail 4/23	FINAL EXAM WEEK --- REFLECTION PAPER DUE	Due Thurs, 4/25

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.