VALENCIA COLLEGE

Division of Business

West Campus

MAN 3240 Organizational Behavior

Session TWK (CRN 17339)

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 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

**DAY/TIME:** Online

**PROFESSOR:** Dr. Marsha Butler

**OFFICE:** West Campus, Building 1, Room 248

**PHONE:** 407-582-1167

**EMAIL:** mbutler36@valenciacollege.edu

**SCHEDULED OFFICE HOURS**

* I am available Monday, Tuesday, and Thursday from 10 AM until 1 PM and Friday from 10 AM until 11 AM to respond to student questions.

**TOPICS/AREAS COVERED**

1. Identify and analyze organizational behavior foundations.
2. Identify individual differences.
3. Identify and understand the dynamics of stress management.
4. Demonstrate knowledge of motivating employees.
5. Understand decision-making processes.
6. Recognize types of power and politics.
7. Examine communication dynamics.
8. Identify leadership dynamics.

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 syllabus 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 the 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 two classmates’ postings.

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.

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. Each BASBOL core course is an active part of students developing, creating, and completing a segment of the Program Portfolio (Capstone Project) required in MAN 4720 - Strategic Management Capstone. In this course, MAN 3240, you will describe your business's leadership roles and organizational structure. The portfolio project is worth 100 points.

## **Grading Scale**

## Discussions - 20%

* Discussions allow you to discuss the course learning activities with your peers and professor. Discussions are worth 20% and are evaluated using varied rubrics.

## High Stakes Assignments - 25%

* High Stake assignments make up the majority of your grade in the course, so you will certainly want to complete these promptly. These are considered summative assignments.
* These assignments cover the main topical areas of the course such as career and academic research, educational planning, and personal purpose.

## Exams/Quizzes - 20%

* Online quizzes check for understanding of the learning activities within each module, so completing them is essential to measure your learning. Quizzes range in points depending on the topic and length. You are given two chances.

## Low Stakes Assignments 5%

* There are various low stake assignments throughout the course that are intended to help you break down larger course concepts. They do not make up a large percentage of your course grade.

## Major Projects 30%

* You have a final, cumulative project focused on creatively presenting your academic and career story. This will demonstrate your ability to verbally communicate your story by tying in many important course elements.
* The project is worth 30% of your overall course grade.
* This project will serve as the final exam in the course.

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| **Points** | **Percentage** | **Grade** |
| 750-690 | 90% – 100% | A |
| 689-630 | 80% - 89% | B |
| 629- 584 | 70% - 79% | C |
| 583-510 | 60% - 69% | D |
| Below 509 | 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 student’s 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 **10/28/23** for this class. 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 another 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 on the student's academic achievement on all coursework.

If you drop the course(s) by the Drop/Refund Deadline, which is **08/29/23** 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:**

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 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. 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.

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, 08/21 | **Complete the following:**  **Read:**Orientation Module  **Read:**Course Syllabus  **Submit:** Introduction Discussion Responses  **Submit:** Planning for the Success in this Course  **Complete:**Syllabus Quiz | Sunday, 08/27 |
| 2 and 3 Monday, 08/28 and 09/04 | **Go to Weeks 2 & 3 and complete the following:**  **Read:**Module 1 – Introduction to Organizational Behavior  **View:**PowerPoint Slides  **Submit:** APA Modules (due Week #2 09/03)  **Submit** Assignment: What is Organizational Behavior  **Submit:** Quiz: Intro to Organizational Behavior | Sunday, 09/10 |

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| 4  Monday, 09/11 | **Go to Week 4 and complete the following:**  **Read:**Module 3 – Ethics in Business  **View:**PowerPoint Slides  **Submit:** Discussion Responses  **Submit:** Assignment: Ethics in Business | Sunday, 09/17 |
| 5  Monday, 09/18 | **Go to Week 5 and complete the following:**  **Read:**Module 5 - Organizational Culture  **View:**PowerPoint slides  **Submit:** Discussion Responses  **Submit:** Assignment: Organizational Culture | Sunday, 09/24 |
| 6 and 7  Monday, 09/25 and 10/02 | **Go to Weeks 6 & 7 and complete the following:**  **Read:** Module 9 - Group Dynamics and Module 10 - Managing Groups and Teams  **View:**PowerPoint slides  **Submit:** Group Dynamics Quiz  **Submit:** Managing Teams Quiz  **Submit:** Discussion post responses | Sunday, 10/08 |
| 8 and 9 Monday, 10/09 and 10/16 | **Go to Weeks 8 & 9 and complete the following:**  **Read:** Module 13 - Leadership  **View:**PowerPoint slides  **Submit:** Discussion Responses  **Submit:** Mid Term Project | Sunday, 10/22 |
| 10 and 11  Monday, 10/23 and 10/30 | **Go to Weeks 11 & 12 and complete the following:**  **Read:**Module 14 - Organizational Structure  **View:**PowerPoint slides  **Submit:** Assignment  **Submit:** Quiz | Sunday, 11/05 |
| 12 and 13  Monday, 11/06 and 11/13 | **Go to Weeks 13 & 14 and complete the following:**  **Read:** Module 15 - Organizational Change  **View:**PowerPoint slides  **Submit:** Discussion Responses  **Submit:** Quiz responses | Sunday, 11/19 |
| 14  Monday, 11/20 | **THANKSGIVING BREAK 11/22-11/26**  **Submit:** Assignment Self-Reflection |  |
| 15  Monday, 11/27 | **Go to Week 15 and complete the following:**  **Submit:** Final Project | Sunday, 12/03 |

**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.