

MGMT 319-003
Organizational Behavior SRV LR
Department of Management
VCU School of Business
Fall 2013
MWF 12:00-12:50pm Snead Hall Room B2210
Instructor: Manika Avasthi
Email: mavasthi@vcu.edu
Office Hours: MWF 8:00-8:45am and 11:00-11:45am, Office:B4128

Textbook: Jason A. Colquitt; Jeffrey A. LePine; Michael J. Wesson (2013).
Organizational Behavior: Improving Performance and Commitment in the Workplace,
3rd ed. New York: McGraw-Hill Irwin.

Course Overview:

Organizational behavior is a field of study devoted to understanding and explaining the attitude and behavior of individuals and groups in organizations.

This is a Service-Learning course and is designed to provide a broad range of learning experiences and opportunities.

In this class, we will take the perspective of an organizational member as well as the perspective of someone who has responsibility for managing others. We will also emphasize the skills and knowledge that will be applicable to the management of other people or groups of people. The course is designed to provide individual level, group level and organizational level of analysis. Upon completion of this course, you will be able to apply principles of organizational behavior in solving the human and organizational problems in real life.

VCU Statement of Service-Learning

Service-learning at Virginia Commonwealth University is a course-based, credit-bearing educational experience in which students participate in an organized service activity that meets community-identified needs. Students reflect on the service activity to increase understanding and application of course content and to enhance a sense of civic responsibility.

Fall 2013 Community Partners

For fall 2013 students would be working with Alzheimer's Association and Make-a-Wish Foundation. The students would be working in teams of 6-8 members to organize various mini-fundraising events to raise funds for these organizations.

About the Instructor

My preferred style is interactive. Please feel free to talk with me about any matter related to the course which also includes education, career, and work-related issues. I encourage you to provide me with constructive criticisms, feedback and suggestions about the course and you can be assured that it will not be held against you. I value your input and will make every effort to implement your suggestions.

Recommendations for excelling the exam

Attend the class regularly.

Read the assigned chapter before the corresponding class and try to read it number of times to understand the vocabulary terms.

Ask questions when you do not understand something.

Class Attendance

Your attendance including punctuality will be part of your grade. If an assignment is due on a certain day, it is your responsibility that it gets to me prior to the class session ends.

Classroom Expectations

Please come prepared in the class. All electronic devices must be switched off while class is in session and avoid talking to each other during the lecture because these distractions can hinder the process of learning. If you have a question, raise your hand to draw the attention of the instructor.

Readings

Required Text: Jason A. Colquitt; Jeffrey A. LePine; Michael J. Wesson (2013). *Organizational Behavior: Improving Performance and Commitment in the Workplace*, 3rd ed. New York: McGraw-Hill Irwin.

I expect you to read Wall Street Journal, Fortune or Business Week on a regular basis.

I will also provide additional readings and cases throughout the course.

Class Participation

This course uses lectures, exercises, cases, readings, class discussions, and individual and team assignments. Lectures will be used to highlight key points and cases will provide you with the opportunity to apply what you have learned to real world issues and scenarios. Since most of the learning activities for the course will occur during class time, therefore class participation is very important. Class participation will be in the form of daily attendance, actively participating in individual and group activities and class discussions. **Attendance will be taken in each class.**

Quizzes

You will be given short quizzes in each class to examine your knowledge of subject matter. *You have to be present in the class to take the quiz, no makeup opportunities for the quiz will be provided.*

Reflections

This section encompasses group discussions, two Mini-Presentations, Final Presentation, and end-of-the semester Analysis Paper. Group discussions will help you critically think and reflect on your service experiences and would culminate into team presentations. Details of the presentation are posted on Blackboard.

Exams

Two multiple-choice exams will be given during the semester. Exam questions will be taken from the assigned readings, class lecture and discussion, presentations, and activities.

Grades

A final course grade will be assigned based on the following student products:

	Weight:
Exam I	15%
Exam II	15%
Project Participation	20%
Analysis Paper	15%
Analysis Paper Presentation	10%
Quizzes	10%
Class Participation/ Reflections	15%

(Peer Evaluation, Attendance/Participation in class discussions, Reflections in the form of Mini- Presentations)

Final grades will be determined using the following scale:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

Below 60 results in an F

Grades will not be rounded for higher levels

If you should find that you are having trouble, I would suggest talking to me early in the semester or you should seriously consider another avenue for personal actualization.

Late work

In my course, late or missed work earns reduced credit in proportion to the inconvenience it may cause me. To receive 100% credit for an examination or any other assignment, you must complete it and submit it properly as scheduled. Late assignments will be accepted only under extreme circumstances and will earn a maximum of 50% of the available credit.

Class Schedule

This class schedule represents the instructor's best estimate of the topics to be covered on various days. Please note that changes from this schedule may be made. Any and all such changes will be announced in class. If you are not in attendance, you are responsible for getting the information from a classmate. The exam dates are firm and will not be changed unless VCU is closed on the day of the exam (e.g., due to a flood, snow emergency).

Official Class Cancellation

In the event that the University officially cancels classes for inclement weather or other reasons, the class activity (homework, test, etc.) scheduled for the canceled date is automatically rescheduled for the next date that class is officially in session.”

VCU maintains web site postings of official closings. The primary site is www.vcu.edu/alert. In the event of a major problem or disaster, the alternative site is www.vcuopen.org. Also, a telephone call to 828-6736 provides a recording of VCU's operating status and possible closing due to inclement weather or other reasons.

VCU Honor System

Virginia Commonwealth University recognizes that honesty, truth and integrity are values central to its mission as an institution of higher education. In a community devoted to learning, a foundation of honor must exist if that community is to thrive with respect and harmony. Therefore, members of the academic community are required to conduct themselves in accordance with the highest standards of academic honesty and integrity. The Honor System Pledge is “On my honor, I have neither given nor received aid on this assignment, and I pledge that I am in compliance with the VCU Honor System.” Neither the presence nor the absence of a signed pledge statement, however, shall prevent a student from being charged with a possible violation or from being held to the standards of the Honor System.

The categories of academic dishonesty include, but are not limited to, any deliberate and dishonest act that results in, or could result in, a student receiving an unfair advantage in an academic matter:

- . • **Plagiarism**
- . • **Cheating**
- . • **Lying**
- . • **Stealing**
- . • **Facilitation**

THE VCU HONOR PLEDGE applies to ALL work for credit, unless otherwise stipulated by the instructor

E-mail Policy

Electronic mail or "e-mail" is considered an official method for communication at VCU because it delivers information in a convenient, timely, cost effective and environmentally aware manner. Students are expected to check their official VCU e-mail on a frequent and consistent basis in order to remain informed of university-related communications. The university recommends checking e-mail daily. Students are responsible for the consequences of not reading, in a timely fashion, university-related communications sent to their official VCU student e-mail account. This policy ensures that all students have access to this important form of communication. It ensures students can be reached through a standardized channel by faculty and other staff of the university as needed. Mail sent to the VCU e-mail address may include notification of university-related actions, including disciplinary action. Please read the policy in its entirety:

<http://www.ts.vcu.edu/kb/3407.html>

Student Conduct in the Classroom

According to the *Faculty Guide to Student Conduct in Instructional Settings*

(<http://www.assurance.vcu.edu/Policy%20Library/Faculty%20Guide%20to%20Student%20Conduct%20in%20Instructional%20Settings.pdf>), "The university is a community of learners.

Students, as well as faculty, have a responsibility for creating and maintaining an environment that supports effective instruction. In order for faculty members (including graduate teaching assistants) to provide and students to receive effective instruction in classrooms, laboratories, studios, online courses, and other learning areas, the university expects students to conduct themselves in an orderly and cooperative manner." Among other things, cell phones and beepers should be turned off while in the classroom. Also, the university Rules and Procedures prohibit anyone from having "in his possession any firearm, other weapon, or explosive, regardless of whether a license to possess the same has been issued, without the written authorization of the President of the university..." For more information, visit the VCU Insider online at

<https://docs.google.com/a/vcu.edu/file/d/0B7z3ZniSHWXVU1ZmcFpIQ1J2UXM/edit?pli=1>.

Students with Disabilities

SECTION 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended require that VCU provides "academic adjustments " or "reasonable accommodations" to any student who has a physical or mental impairment that substantially limits a major life activity. To receive accommodations, students must request them by contacting the Disability Support Services Office on the Monroe Park Campus (828-2253) or the Division for Academic Success on the MCV campus (828-9782). More information is available at the Disability Support Services webpage: <http://www.students.vcu.edu/dss/> or the Division for Academic Success webpage at www.specialservices.vcu.edu/disabilityss.

Any student who has a disability that requires an academic accommodation should schedule a meeting with the instructor at the student's earliest convenience. Additionally, if coursework requires the student to work in a lab environment, the student should advise the instructor or a department chairperson of any concerns that the student may have regarding safety issues related to a disability. Students should follow this procedure for all courses in the academic semester.

Statement on Military Short-Term Training or Deployment

If military students receive orders for short-term training or deployment, they should inform and present their orders to Military Student Services and to their professor(s). For further information on policies and procedures contact Military Services at 828-5993 or access the corresponding policies at <http://www.pubapps.vcu.edu/bulletins/about/?Default.aspx?uid=10096&iid=30704>.

Excused Absences for Students Representing the University

All student athletes should provide their schedule to the instructor at the beginning of the semester. Missed classes or exams (because of a scheduling conflict) would be counted as an excused absence.

Campus Emergency information

What to Know and Do to Be Prepared for Emergencies at VCU:

- Sign up to receive VCU text messaging alerts (<http://www.vcu.edu/alert/notify>). Keep your information up-to-date. Within the classroom, the professor will keep his or her phone on to receive any emergency transmissions.
- Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
- Listen for and follow instructions from VCU or other designated authorities. Within the classroom, follow your professor's instructions.
- Know where to go for additional emergency information (<http://www.vcu.edu/alert>).
- Know the emergency phone number for the VCU Police (828-1234). Report suspicious activities and objects.
- Keep your permanent address and emergency contact information current in eServices.

Important Dates

Important dates for the Fall 2013 semester are available at:

http://academiccalendars.vcu.edu/ac_fullViewAll.asp?term=Fall+2013

VCU Mobile

The VCU Mobile application is a valuable tool to get the latest VCU information on the go. The application contains helpful information including the VCU directory, events, course schedules, campus maps, athletics and general VCU news, emergency information, library resources, Blackboard and more. To download the application on your smartphone or for more information, please visit <http://m.vcu.edu>.

Class Registration Required for Attendance

Students may attend only those classes for which they have registered. Since faculty may not add students to class rosters, therefore students must only attend classes for which they are registered.

Withdrawal from Classes

Before withdrawing from classes, students should consult their instructor as well as other appropriate university offices. Withdrawing from classes may negatively impact a student's financial aid award and his or her semester charges. To discuss financial aid and the student bill, visit the Student Services Center at 1015 Harris Hall or contact a financial aid counselor at <http://www.enrollment.vcu.edu/finaid/contact.html>

Student Financial Responsibility

Students assume the responsibility of full payment of tuition and fees generated from their registration and all charges for housing and dining services, and other applicable miscellaneous charges.