

Fall 9-1-2017

# BMGT 340.02: Management & Organizational Behavior

Christina Henderson  
*The University Of Montana*

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## **BMGT 340: Management & Organizational Behavior**

Fall 2017 / Syllabus for Section 2, CRN 72762

Three credits (3 cr.), Traditional Grading option only

Course Pre-requisites: Junior in Business; lower core

Course Co-requisite: none

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Instructor: Christina Henderson – GBB 348-3  
Office Hours: TR 7:30-8:00 AM in GBB 119 Other times by appointment  
*\*\*Exceptions will be posted in a Moodle Announcement\*\**  
Telephone: (406) 552-9157 (cell)  
Email: [christina.henderson@business.umt.edu](mailto:christina.henderson@business.umt.edu)  
Class Location: Section 2: TR 8:00 AM – 9:20 AM GBB 119

Class Web Page: UMOonline (Moodle; <http://umonline.umt.edu>) page for BMGT 340, Section 2

A class schedule with key assignments and due dates will be posted in Moodle.

### **Program Mission Statement and Assurance of Learning**

The University of Montana's School of Business Administration enhances lives and benefits society by providing a world-class business education in a supportive, collegial environment.

We accomplish this mission by acting on our shared core values of creating significant experiences, building relationships, teaching and researching relevant topics, behaving ethically, and inspiring individuals to thrive.

As part of our assessment process and assurance-of-learning standards, the School of Business Administration has adopted the following learning goals for our undergraduate students:

Learning Goal 1: SoBA graduates will possess fundamental business knowledge.

Learning Goal 2: SoBA graduates will be able to integrate business knowledge.

Learning Goal 3: SoBA graduates will be effective communicators.

Learning Goal 4: SoBA graduates will possess problem solving skills.

Learning Goal 5: SoBA graduates will have an ethical awareness.

Learning Goal 6: SoBA graduates will be proficient users of technology.

Learning Goal 7: SoBA graduates will understand the global business environment in which they operate.

### **Management & Organizational Behavior: Course Description and Objectives**

Catalog Course Description: Offered every term. Prereq., junior standing in Business. An intensive examination of the fundamentals of management and organization supported by the application of behavioral science principles to the management of people in organizations.

#### Primary objectives.

1. BMGT 340 provides students the opportunity to learn about the foundations and fundamentals of management and organizational behavior. A combination of readings, films, self and group assessments, and both in-class and outside exercises will be used to enhance learning and understanding in this area.

2. Students develop an understanding of behaviors, reasons for behaviors (such as ability or motivation issues), and appropriate – as well as legal and ethical – ways of dealing with and communicating about those behaviors.

**Participation in class activities and discussions is imperative in this course, so students should plan to attend class each day, be on time, and be prepared.**

#### Learning Outcome Summary.

At the end of this course, students should be able to:

1. Understand the roles and responsibilities associated with management, including planning, organizing, staffing, controlling, and leading;
2. Demonstrate knowledge of the historical, classic and contemporary management concepts and theories;
3. Understand the specific organizational roles of a human resource management professional and the connection between people/employee management, firm strategy, and the bottom line;
4. Understand the basics of managing people in a global economy with an increasingly culturally diverse workforce and to make ethical decisions that are socially sensitive;
5. Be familiar with the basics of the political, technological, environmental, and legal impacts on managing people in different geographical locations;
6. Demonstrate critical thinking skills and the ability to recognize typical behaviors associated with organizational productivity (including behaviors driven by individual/group differences, global diversity, motivation, conflicts, decision-making, leadership, unions and innovation). Understand ways to manage people with behavioral issues either through addressing ability and/or motivation;
7. Understand the legal considerations that must be taken into account in employment processes from hiring to termination, understand maintaining and developing employees, including safety, health, and personal growth issues;
8. Be familiar with techniques of analyzing and designing jobs and organizations, including structure and culture, to address productivity and performance;
9. Demonstrate ability to effectively communicate at all levels about people and performance issues that require differential motivational and leadership competencies to enhance individual, group/team, and organizational performance;
10. Understand the elements of change and how to introduce, manage, and lead change at all levels (with individuals, with groups/teams, and with the organization as a whole).

Major Field Test – As a graduation requirement, all business majors must take and pass the Major Field Test, a standardized test administered by ETS, when they take their capstone near the end of their program. Material from BMGT 340 is included on the Major Field Test. Likewise, material from BMGT 340 is used in later business courses. Students are encouraged to keep their books and notes for future reference.

Grade requirement to take the capstone, upper division BMGT courses: C- or better

#### **Required Materials**

- *Text:* Fundamentals of Management, 10<sup>th</sup> Edition, by Stephen P. Robbins with MyManagementLab. Articles/Chapters assigned (on Moodle)

- *Book/Library Access:* Be able to access books (e.g., popular leadership books) and article resources (e.g., the Wall Street Journal, Business Week, Forbes, Fortune, Business 2.0, Economist, Inc., etc.) either online or in print. Periodically, additional materials will be made available on Moodle or handed out in class
- *I<clicker:* Available at UM Bookstore. Either version 1 or 2 will work; no apps will be allowed

### Requirements/Grading

Grades will be assigned using the plus/minus (+/-) system. Grades will be both competitive (i.e., relative to the work of your classmates) and criterion-related.

A	93% and above	B –	80% to 82%	D +	67% to 69%
A –	90% to 92%	C +	77% to 79%	D	63% to 66%
B +	87% to 89%	C	73% to 76%	D -	60% to 62%
B	83% to 86%	C –	70% to 72%	F	Below 60%

Requirement	Weight	Learning Outcome Addressed
1. Contribution and Participation.....	20%.....	1-10
2. Study Group Assignments .....	15% .....	1, 2, 3, 6, 7, 9
3. Exam #1 .....	15%.....	1, 2, 4, 5, 8
4. Exam #2 .....	20%.....	1, 3, 7, 10
5. Final Exam .....	30%.....	1-10
<b>Total .....</b>	<b>100%</b>	

### ***Contribution and Participation – 20%***

Students are expected to attend class and participate in the class activities, including the online activities (e.g., discussion forums, etc.). The instructor supplements the information in the readings, rather than going through the same information; it is important that students are prepared. In some instances class activities might consist of discussing an article or material. Other activities might include group exercises, simulations, and expressing ideas about certain questions raised in class.

### *Criteria*

Providing relevant examples; integrating material covered in the reading, outside readings, or in class; arguing (respectfully and with justification) a point made by a classmate to clarify and move the discussion forward; and actively participating in class exercises are all examples of quality contributions.

### *Standards*

Contribution/participation points (maximum of five points each day) are given in most classes. If there are not many opportunities for contribution, all points will be based on attendance (i.e., participation in the class). Reading the *Kaimin*, studying for other exams or classes, text-messaging, Facebooking or IMing during class, and other passive involvement in class will result in decreased contribution and participation points. Expectations for contribution/participation in the Moodle activities are determined by each activity.

The instructor will inform the class through Moodle and email prior to class if she will be absent; the same is expected from the students.

One of the best ways to learn is to take frequent, low-stakes tests over the material you are studying. Thus, short quizzes over each reading assignment will typically be given at the start of class. If the student is absent on a quiz day, makeup quizzes will be offered in Moodle (if the absence has been approved by instructor).

### **Study Group Assignments – 15%**

Each student will be assigned to small groups for two different assignments over the course of the semester. Criteria and Standards for these group assignments will be available on Moodle. Each group member is expected to participate with his/her assigned group. There will be a group member evaluation, which can affect individual grades in this area. That is, if a majority of the group agree that one individual did not pull his/her weight in the study group, then that individual's grade will be affected.

### **Exams**

There are three exams – two “mid-terms” and one final. These exams will include multiple-choice questions. Exams will be delivered through Moodle.

#### *Exam #1 – 15%*

The first exam is tentatively scheduled for Oct. 5, 2017. It will cover all material read and discussed in class and on Moodle up to that date, including chapters 1-5 in the textbook.

#### *Exam #2 – 20%*

The second exam date is tentatively scheduled for Oct. 31, 2017. It will cover all material read and discussed in class and on Moodle up to that date, with a majority of questions coming from material after Exam #1, including chapters 5-10 in the textbook.

#### *Final Exam – 30%*

**The final exam date is scheduled for Wednesday, Dec. 20, 2017 from 10:10 am to 12:10 am.** This exam is considered to be comprehensive; that is, it will cover all material read and discussed in class and on Moodle during the semester. A majority of the questions will come from material after Exam #2, including chapters 11-15 in the textbook. but everything is fair game.

Students must take exams on their regularly scheduled days unless they have an excused absence. Excused absences ONLY include (1) University-approved absences, (2) documented health emergencies, (3) civil service such as military duty and jury duty, and (4) other emergencies deemed appropriate by the instructor. In all cases, the instructor must be notified prior to the exam unless the emergency makes such notification infeasible.

#### *Extra Credit*

There are not many opportunities for extra credit offered in this class. Opportunities, if any, will be identified by the instructor.

## **Class Policies**

Students are expected to attend each class, read the required material before each session, and ask questions when clarification is needed. Because class discussions are an integral part of this course, students may be called upon if there are no volunteers. Students can expect the instructor to also attend and be on time to class, be prepared, be available outside of class and by email (at reasonable times) to answer questions, to provide timely feedback, and to use class time for Management and Organizational Behavior material.

Please turn all cell phones and other devices off (or at least on 'silent') when in the classroom. If there is one disturbance, it will be forgiven. However, if it becomes an issue, the student will be asked to leave. Texting or using computers for anything besides notes or looking up class material during class is not considered quality contribution to class and students will receive lower contribution grades and may be asked to leave.

*All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. The University of Montana Student Conduct Code specifies definitions and adjudication processes for academic misconduct and states, "Students at the University of Montana are expected to practice academic honesty at all times." (Section V.A., available at [http://www.umt.edu/vpsa/policies/student\\_conduct.php](http://www.umt.edu/vpsa/policies/student_conduct.php)). All students need to be familiar with the Student Conduct Code. It is the student's responsibility to be familiar the Student Conduct Code.*

*In addition, please read and become familiar with the School of Business Administration's Code of Professional Conduct at <http://www.business.umt.edu/Soba/SoBAEthics/CodeofProfessionalConduct.aspx>.*

**Plagiarism and cheating are strictly forbidden.** If you do not understand what constitutes plagiarism or cheating, please come and see me.

**E-mail:** Beginning on July 1, 2007, the university has a new policy regarding student e-mail accounts. Faculty members may only correspond with students regarding academic issues if both parties use official UM e-mail addresses. According to the memo I received, this means that you need to either use a [grizmail.umt.edu](mailto:grizmail.umt.edu) address or a [umontana.edu](mailto:umontana.edu) address for email correspondence with your professors. Please make sure you are using that email address (checking it frequently, etc.) - you will receive emails from me there.

Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students. "Reasonable" means the University permits no fundamental alterations of academic standards or retroactive modifications.

### ***Career Development***

This semester all sections of BMGT 340 will include a Career Development component that you must complete as a requirement for the UM School of Business Administration. Career Development assignments are spelled out in the separate Career Development syllabus provided by Estella Anderson. In order to receive credit, you will need to participate in **three** of the selected Career Development activities listed on the syllabus and turn in 500 word paragraphs on EACH event to Estella Anderson. Log into the Moodle shell: BMGT 340 Career Development Fall 2017 to submit your work. Assignments must be turned into Estella by Nov. 29.

Completion of these Career Development assignments will also be included as part of your Contribution and Participation grade in this class.