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BMGT 340.01: Management and Organization Behavior

Fengru Li

University of Montana - Missoula, fengru.li@umontana.edu

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BMGT340 Management and Organizational Behavior (3-Cr) School of Business Administration

Fall 2017 Section#1 M&W 9:30am-10:50am GBB123

Dr. Fengru Li GBB304, (406) 243-2727;

E-Mail: Fengru.li@business.umt.edu**Office Hour:** MW 12:30-2:00pm GBB 304 (or by appointment or walk-in)<http://www.business.umt.edu/FacultyStaff/FengruLi.aspx><http://www.umt.edu/catalog/colleges-and-schools/business-administration/management-and-marketing/bs-management/default.php>**Required textbooks:**

1. Lopez, Pedrotti & Snyder (2015) Positive Psychology: The Scientific and Practical Explorations of Human Strengths. Third Edition. Sagepub.com/lopez3e ISBN 978-1-4522-7643-4
Available at UM Bookstore; A reserve copy is at UM Library for 2-hour loan. Chapters 1-3 PDF file on Moodle.
2. Hitt, Miller & Colella (2011) Organizational Behavior. 3rd Ed (4th edition is as good). John Wiley & Sons, Inc. ISBN 978-0-470-52853-2 -- available at UM Bookstore. No reserved copy.
3. Weekly Lecture PPT on Moodle. It is the students' responsibility to download from Moodle weekly PPT for lectures and discussion as there will be no hard copies provided in class. PPTs will be posted on Moodle a week in advance of the scheduled lectures. Dr. Li reserves the right to revise during classes the PPT posted for students' learning purposes.

Moodle Shell Contents:

1. **Announcement**
2. **Syllabus**
3. **Weekly** posting include: Chapters' Discussion questions, PPT, Study Guide, Assignments.
4. **Grade Book: Participation:** Records of in-class assignments collected as participation grade. **Exams 1, 2, and 3.**
5. **Bonus Project A** (due 11/29) **or B** (due Dec. 14): Choose one but welcome two:

Project A "Ideas/Suggestions to Dr. Li" is promote collective learning. The project is an on-going process of submitting your ideas, suggestions about any aspects of the course to Moodle which remains open till midnight of Nov. 29. Well-articulated messages or adopted ones will earn you extra bonus credit up to 3% of the total course grade.

Project B: "Essay on Course Contents Reflection" is 2-page well developed essay, format and content focus of your choice. Moodle remains open till midnight of Dec. 14. Well developed essay will earn you extra bonus credit up to 3% of the total course grade.

Course Assignments and Evaluation: total 100 points

A	94 and above	B +	87 to 89	C +	77 to 79
A –	90 to 93	B	83 to 86	C	73 to 76
		B –	80 to 82	C –	70 to 72

Course Description and Objectives

Students must earn a C- or better in BMGT 340 before enrolling in the capstone, BMGT 420, 426 or 444.

Management and Organizational Behavior (BMGT340) is an entry level course introducing basic concepts, processes and practices of working with people at the workplace (Org. Beh.) The strategic approach to managing people focuses on the theories and applications of discovering and developing human strengths for the betterment of the individuals, organizations, and society. Course subjects include:

- Managing *human capital* in the context of practicing positive psychology to achieve individuals' meaningful work-life pursuit;
- Advancing *workplace diversity* in developing human strengths;
- Positive cognitive states, process, and behavioral outcomes in social learning: Self-Efficacy, Optimism, Hope, Wisdom, Courage, Mindfulness,
- Theories of Personalities, Perceptions, Attitudes, Attribution and Emotions
- Understanding the concepts and process of Motivation, Decision Making, Teamwork, Leadership, Conflict Resolution, and Communication;
- Practicing “Finding Human Strengths” through voluntarily conducting a field interview project.

Students from BMGT340 Management & Organizational Behavior classes will participate the Career Development Events which are listed on School of Business website under [Career Development](#). It is also posted on Moodle “Syllabus” titled “CD Syllabus”

Grades: 100% total plus 10% Bonus Project

Class Participation 10 %

- Attendance is mandatory to achieve the collective learning experience. Tardiness and early departure would compromise your own desire being a contributing member to our BMG340 team
- 10 equally weighed assignments will be randomly distributed and collected during the classes as incentives to regular class-goers. Each of the ten class will be decided on the spot without prior notice to evaluate students' mastery of that day's reading/lectures' contents.
- Each in-class work submitted will average 1% of course grade.
- Only work turned in during the class will be counted and recorded on Moodle as "class participation" grade. *No make-up or delayed work will be counted in any circumstances.*

Exams' contents are ALL from lectures and targeted readings:

Exam#1 T/F & Multiple-choice questions	... 30 %
Exam#2 T/F & Multiple-choice questions	... 30 %
Exam#3 T/F & Multiple-choice questions	... 30 %

Bonus Project A or B (see Moodle Posting) up to 3%

Exam Conduct

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 via email 24 hours prior to the exam unless the emergency makes such notification infeasible.

During the exam, you may not leave the room for any reason. Doing so results in the conclusion of that student's exam. Electronic dictionaries, cell phones, tablets, laptops, notes, smart watches, or other assistive items are not allowed. Students may be using Scantron forms provided by the instructor to complete a portion of each exam. Only answers on the Scantron are graded, so complete it with care

Students using Disability Service Center for exams should follow the 5-working-day policy to inform the instructor in advance to allow necessary accommodation.

Tentative Schedule

*Instructor reserves the right to adjust scheduling, to add and drop contents and modify PPT based on course progress and students' performance. **Completing required readings prior to lectures** help remove stress and anxiety.*

Course materials and PPT matching the syllabus schedule will be posted on Moodle by the week. Students are responsible to download them prior to lectures as **NO hard copies will be provided.**

Week & Subjects	Class	Topics for discussion; lecture	Reading <u>Organizational Behavior</u> (OB)	Reading <u>Positive Psychology</u> (PP)
Week 1 Course Orientation	9/6 Wed	Orientation: Understanding students' needs, learning styles. Course introduction. Pre-course assessment		
Week 2 1.Strategic approach to people management 2.Positive psychology 3. Human capital, Social capital, positive psychology capital	9/11 Mon	See left youtube.com/watch?v=1qJvS8v0TTI 5-minute carton Martin Seligman TED https://www.youtube.com/watch?v=9FBxfd7DL3E	Ch1. PP10-25 Moodle PPT	Preface xix-xx;xxii-xxiii Ch.1 pp3-18
Continue	9/13 Wed	ditto	ditto	ditto
Week 3 The Positive Psychology of Gainful Employment	9/18 Mon	See left	Moodle PPT	Ch.15 pp.425-440
Continue	9/20 Wed	ditto	ditto	ditto
Week 4 Strengths-based Approach to Workplace Diversity	9/25 Mon	Culture, Diversity National Culture & High Impact Mgmt.	Ch.2 pp.50-58; 61-63; Ch.3 pp. 100-102; 104-105 Moodle PPT	
Eastern and Western Perspectives on Positive Psychology & Behaviors	9/27 Wed	See left	Moodle PPT	Ch.2 pp19-43
Week 5 Pre-exam Summery Exam#1	10/2 Mon	Lecture; student-initiated Q&A on exam	<i>(Total assigned pages 28)</i>	<i>(Total assigned pages 52)</i>
	10/4 Wed	Exam #1 scantron provided		
Week 6 Theories of Reinforcement, Social Learning, Perception Self-Efficacy, Attributions	10/9 Mon	See left	Ch.4 pp.133-141 148-159 Moodle PPT	Ch.8 pp.181-192
continue	10/11 Wed	continue	ditto	ditto
Week 7 Fundamentals of Personalities Positive Cognitive States &	10/16 Mon	See left	Ch.5 pp.167-198	Ch.8 pp.192-209;

Processes Learned Optimism, Pessimism, Hope				
	10/18 Wed	continue	ditto	ditto
Week 8 Learned Positive Attitudes, Positive Emotions, Pleasure, Happiness;	10/23 Mon	See left		Ch.6 pp.131-151 Moodle PPT
Continue	10/25 Wed			ditto
Week 9 Theories of Motivation; Measures of Strengths & Positive Outcome	10/30 Mon	See left	Ch.6 p. ?? Moodle PPT	Ch.3 Strengths finding pp.55-62 Measures pp.74-80 Moodle PPT
continue	11/1 Wed	continue	ditto	ditto
Week 10 Exam2	11/6 Mon	continue	ditto	ditto
	11/8 Wed	Exam2, scantron provided		
Week 11 Leadership & Building Trust, VIA Classification of Strengths	11/13 Mon	See left	Ch.8 pp.292-308	Ch.3 pp.53-54; 62-68
Continue	11/15 Wed		ditto	ditto
Week 12 Decision-making behaviors; Wisdom and courage	11/20 Mon	See left	Ch.10. pp.365-387 Moodle PPT	Ch.9 pp.223-247 Moodle PPT
	11/22 Wed	No class Happy Thanksgiving		
Week 13 Decision-making (continue); Conflicts, Influence, Power, Negotiation Bonus Project A due	11/27 Mon	Continue week 12 lecture	ditto	ditto
	11/29 Wed	Lecture Moodle Bonus Project A due by midnight. Assign negotiation task, be in class to collect.	Moodle PPT (no textbook reading)	Moodle PPT (no textbook reading)

Week 14 Continue Conflicts, Influence, Power, Negotiation Bonus Project A due	12/4 Mon	<i>lecture</i>	ditto	ditto
	12/6 Wed	Lecture; pre-exam Q&A	ditto	ditto
Week 15 In-class negotiation	12/11 Mon	In-class negotiation Course evaluation		
Exam3 8:30am-10:00am GBB123 Bonus Project B due	12/14 Thur	Exam 3 scantron provided Project B: "Essay on Bonus B project due by midnight today		

Mission Statements 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.

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 BMGT340 is included.

Behavior Expectations Professionalism

Students are preparing to become business professionals, and professional behavior is expected at all times. Students are expected to abide by the [SoBA Code of Professional Conduct](http://www.business.umt.edu/ethics/professional-conduct-code.php) (found online at <http://www.business.umt.edu/ethics/professional-conduct-code.php>). Treat class sessions like business meetings. Failure to adhere to these expectations may result in being asked to leave the classroom. In addition, students will:

- Remain in the class for the duration of class time (no in and out or leaving early)
- Bring all materials needed for class, including the books.
- Refrain from using any technology, including cell phones, not required for the class conduct at that time

Email

According to University policy, faculty may only communicate with students regarding academic issues via official UM email accounts. Accordingly, students must use their UM accounts. Email from non-UM accounts will likely be flagged as spam and deleted without further response. To avoid violating the Family Educational Rights and Privacy Act, confidential information (including grades and course performance) will not be discussed via phone or email. All email communications should be professional in tone and content. A professional email includes a proper salutation, grammar, spelling, punctuation, capitalization, and signature. Please check your UM email daily so you won't miss important class and SoBA announcements.

Academic Misconduct

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."

IMPORTANT: It is the student's responsibility to be familiar with the [Student Conduct Code](http://www.umt.edu/vpsa/policies/student_conduct.php), including definitions of academic misconduct. (found online at http://www.umt.edu/vpsa/policies/student_conduct.php).

The School of Business Administration endorses academic honesty as a pillar of integrity crucial to the academic institution. Academic honesty is an important step towards developing an ethical backbone

needed in a professional career. Failure to practice academic honesty is considered academic misconduct. Academic misconduct will be penalized to the fullest extent. Students are expected to:

- Be knowledgeable of activities that are considered academic misconduct, as defined in section V.A. of the UM Student Conduct Code,
- Practice academic honesty on all exams, quizzes, homework, in-class assignments, and all other activities that are part of the academic component of a course,
- Encourage other students to do the same.

Confusion may arise in what is and is not academic misconduct. Students should ask if they are unsure if a behavior will be viewed as academic misconduct. A good rule of thumb is that any credit-earning activity in a course should represent the true skills and ability of the person receiving the credit. A partial list of situations that are considered academic misconduct is in the [SoBA Professional Code of Conduct](http://www.business.umt.edu/ethics/professional-conduct-code.php) (found online at <http://www.business.umt.edu/ethics/professional-conduct-code.php>). If at any point a student is unsure if working with another student is permissible, that student should contact the instructor before doing so.

Emergency Procedures

In the event of a campus emergency during class, please follow instructions provided by your instructor or the UM emergency alert system. Failure to do so could hamper efforts to resolve the emergency situation in a safe, timely manner.

Disability Services for Students

Students with disabilities will receive reasonable modifications in this course. The student's responsibilities are to request them from me with sufficient advance notice and to be prepared to provide official verification of disability and its impact from Disability Services for Students. Please speak with me after class or during my office hours to discuss the details. For more information, visit the website for the office of [Disability Services for Students](http://www.umt.edu/dss/) (found online at <http://www.umt.edu/dss/>).

Grievance Procedures

The formal means by which course and instructor quality are evaluated is through the written evaluation procedure at the end of the semester. The instructor and department chair receive copies of the summary evaluation metrics and all written comments sometime *after* course grading is concluded. Students with concerns or complaints during the semester should first communicate these to the instructor. This step almost always resolves the issue. If the student feels that the conflict cannot be resolved after meeting with the instructor, the student should contact the department head. If, after speaking with the department head and the instructor, the student still feels that the conflict has not been resolved, contact the Associate Dean of the School of Business Administration.