Instructor: Ms. Mariana Sanchez  
Office Hours: T/TH 7:30AM-11:00AM  
Telephone: (678) 839-5165  
Email: msanchez@westga.edu  
Office: Miller Hall 2321

Text: Bauer, Talya & Berrin, Erdogan, Organizational Behavior. Flat World Knowledge. FlatWorld Knowledge Website

Course Description:  
Most people are involved in various organizations throughout their lives. In general, this course will attempt to help individuals better understand how people behave and interact in an organizational context. Throughout this course, you will learn to apply basic concepts of individual and group behavior to work situations. Additionally, you will be challenged to develop appropriate solutions to problems that practicing managers face on a daily basis.

Learning Objectives Related to Learning Goals:  
- Students will demonstrate an understanding of important factors that impact behaviors and attitudes at the individual, group, and organizational units of analysis. (BBA 4, MGT 2)  
- Students will apply a major concept covered in the field of Organizational Behavior to a situation that occurs on a regular basis in organizations. (BBA 6, MGT 2)  
- Students will research and present information on contemporary topics in the field of Organizational Behavior. (BBA 1, MGT 2)

Credit Hour Policy (3 credit hours):  
For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

Requests for Modifications:  
Any students requiring modifications should make an appointment to meet with the instructor as soon as possible. An official letter from UWG Accessibility Services documenting the disability is required in order to receive accommodations. You obtain more information about Accessibility services here: http://www.westga.edu/counseling/4486.php.

CourseDen:  
You will find CourseDen helpful in this class. PowerPoint overheads and chapter lectures used in class are posted here as well as your grades. Assignments and quizzes will also be turned in and completed in CoruseDen. Further, if you lose your syllabus, a copy is posted for your convenience. To access CourseDen, go to https://westga.view.usg.edu/.

Penalties for Breach of Academic Integrity:  
Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of penalties including but not limited to failing the assignment, failing the course, and referral to Office of the Vice President for Academic Affairs. NOTE: Violations of the academic honesty policy may result in expulsion from the University.

Student Rights and Responsibilities:  
Please carefully review the information at the following link: http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf. This link contains important information pertaining to your rights and responsibilities in this class and is updated as federal, state, university, and accreditation standards change.
HB 280 (Campus Carry):
UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information#

Exams:
Exams will be given this semester to allow you the opportunity to demonstrate your understanding of Organizational Behavior questions will be taken from class lectures, assigned readings, videos, and case discussions. The specific test format will be announced prior to each exam. Generally, makeup exams will not be given. Consideration for rescheduling an exam will be given only if you notify the instructor at the earliest possible time and if you can present appropriate documentation regarding your absence. *Please note: All exams will be face-to-face.*

Individual Project Organizational Analysis:
The project first requires you to choose a business that you will research and analyze. It should be a business that is accessible and interesting to you. The project requires you to analyze the business and interview the management to provide guidance and recommendations about their OB policies and practices. The presentation should use presentation software (i.e. Prezi, PowerPoint) and should be 12-15 minutes long. Additional guidance will follow.

Assignments & Quizzes:
There are individual assignments in CourseDen that you must complete and upload in the designated assignment folder in CourseDen. Chapter quizzes are also located in CourseDen. Please check CourseDen for more information and due dates.

Grading:

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<thead>
<tr>
<th>Graded Event</th>
<th>Percentage of Final Average</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>20%</td>
<td>A: 90-100</td>
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<tr>
<td>Exam 2</td>
<td>20%</td>
<td>B: 80-89</td>
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<tr>
<td>Exam 3</td>
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<td>C: 70-79</td>
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<tr>
<td>Individual Project</td>
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<td>Quizzes</td>
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Course Schedule:
Orientation Tuesday Jan. 7th
Face-to-face Exam 1 Thursday Feb. 6th
Face-to-face Exam 2 Tuesday March 10th
Face-to-face Exam 3 Tuesday April 14th
Individual Project Tuesday April 28th (submit in CourseDen by 11:59PM)

All Chapter Quizzes and Assignments are due in CourseDen by 11:59 PM the day before the scheduled exam.

This is an estimated timeline for the course and is subject to amendment at the discretion of the Instructor. Changes will be announced in CourseDen. Unless a change is announced in CourseDen, the material will be covered in the order listed below, even if the class proceeds slightly ahead or behind schedule. Students are responsible for having prepared the next material in the sequence, even if earlier or later than the date listed in this tentative schedule.