THE UNIVERSITY OF TEXAS AT EL PASO
COLLEGE OF BUSINESS ADMINISTRATION (COBA)
DEPARTMENT OF MARKETING AND MANAGEMENT
SPRING SEMESTER 2005

SYLLABUS FOR: MGMT 3303 Introduction to Management and Organizational Behavior

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OFFICE HOURS: MWF 0730-0825; 0930-1025; 1130-1225
TR 0900-1025
Also by appointment.

MY CLASSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>MGMT 3303</td>
<td>27592</td>
<td>MWF</td>
<td>0830-0920</td>
<td>BUSN 331</td>
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<td>MGMT 4325</td>
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<td>27602</td>
<td>TR</td>
<td>1030-1150</td>
<td>BUSN 304</td>
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Supplementary reading material will be given to the student or will be available at the UTEP Library.

OTHER REQUIRED MATERIALS:

A Scantron form 882 ES, a #2 lead pencil and blank sheets of paper are required for exams. Bluebooks or note paper for written work in class should be carried at all times.

CELLPHONES, PAGERS, ETC:

Turn off these or any other ringing, beeping or quacking devices when you come into class as a courtesy to your instructor and classmates.
MY OFFICE HOURS:
These are listed at the beginning of this Syllabus. If you need help with any of the course material, are curious about your progress in the class, or if you have any questions relevant to the course, please come and see me. If you have a question about the course, which would benefit your classmates too, consider raising it during class. Naturally, you may call or E-mail me, although I will only give out progress reports and grades in person and in my office. If you find me in my office outside of my official office hours, you are still welcome.

SCHOLASTIC INTEGRITY:
Academic dishonesty is an assault upon the basic integrity and meaning of a University. Cheating, plagiarism, and collusion in dishonest activities are serious acts which erode the University’s educational and research roles and cheapen the learning experience not only for the perpetrators, but also for the entire community. It is expected that UTEP will understand and subscribe to the ideal of academic integrity and that they will be willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student’s own efforts. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions.

COURSE OBJECTIVES:
The purpose of this course is to provide a sound foundation of knowledge in the field of organizational behavior and management, with an emphasis on its relevance to business settings, although not exclusively. Emphasis will be given to behavioral concepts, cultural aspects, ethical issues, and quality management perspectives. Specific topics of planning, motivating, leading, organizing, and controlling will be covered. Students will be introduced to key theories, but the course will emphasize practical applications and real-life situations throughout using case studies, current events, and the instructor’s own experience. This course will prepare the student for more advanced study in the College of Business and will be a starting point for many successful careers in business and no-business settings.

GRADING CRITERIA:
One Mid-Term Exam 250 points (25%)
One Comprehensive Final Exam 250 points (25%)
Written Report 250 points (25%)
Attendance, Assignments, Easy Credit, Class Participation (50-50-100-50) 250 points (25%)
GRADING SCALE FOR THE COURSE:

900-1000 points    A
800-899  points    B
700-799   points    C
600-699   points    D
000-599   points    F

ATTENDANCE AND DISCUSSION:

On-time and regular attendance is expected. You are also expected to stay the entire period. Voluntary class participation is encouraged and your grade will be enhanced if you contribute. All questions and comments are welcome. Your fellow students will learn from your inputs into class discussion, and I will be able to better assess your learning needs. I do not want to be a talking head so I seek your involvement. If you don’t say much during the semester, you shouldn’t expect discussion points. You can earn up to 50 points for active participation in course give and take.

WRITTEN REPORT:

Each student will write a paper, double-spaced, on a current topic gleaned from an interview, periodical, business journal, etc. Length of the paper is to be determined later in the semester. Topic options will be discussed in class. Source citations are required. Papers will be graded on content, organization, grammar and syntax. See the Agenda below for the due date. Papers turned in late will automatically lose 50 points. More details will be presented in class.

TESTS:

The exam scheduled during the semester is listed below in the Class Schedule and will usually be given the first class day of the week. It is worth 250 points. The only possibility of making up the Exam will be with my advance permission. If you miss the test you will get a zero. The final exam must be taken on the date and time scheduled. See “Spring 05 Schedule of Classes”, page 30. This exam is also worth 250 points and it will include everything covered during the semester.

DROP POLICY:

A student may withdraw from this class with an automatic W until March 18th, which is the University’s drop deadline. After that date, a student dropping a course will receive an F. A grade of W can be assigned after the course drop deadline only exceptional circumstances and only with the approval of the instructor and the academic dean for the course. The student must petition for the W grade in writing and provide the necessary supporting documentation.
It is the student’s responsibility to officially drop any course that he or she no longer wishes to attend. Failure to do so may result in a grade of F on the student’s academic record.

See page 5 of the Spring ’05 Schedule of Classes for a complete listing of important dates for this semester.

CLASS SCHEDULE:

Changes, if any, will be announced.

1st Week (1/10-1/14)
Get acquainted, review syllabus, introduction of course concepts and upcoming assignments. Explanation of Easy Credits.
Chapter 1 – Lecture, discussion and exercises as assigned

2nd Week (1/17-1/21)
Monday 1/17 is MLK,Jr. Day. No school.
Chapter 2 – Lecture, discussion, exercises as assigned.

3rd Week (1/24-1/28)
Chapter 3- Lecture, discussion, exercises as assigned.
Census Day- 1/28

4th Week (1/31-2/4)
Chapters 3 and 4 – Lecture, discussion, exercises as assigned.

5th Week (2/7-2/11)
Chapter 4- Lecture, discussion, exercises as assigned.
Discussion and assignment of topics for term paper. Announcement of due date.

6th Week (2/14-2/18)
Chapter 5 – Lecture, discussion, exercises as assigned.

7th Week (2/21-2/25)
Chapter 6- Lecture, discussion, exercises as assigned.

8th Week (2/28-3/4)
Mid-Term Exam Ch. 1-6
Chapter 7- Lecture, discussion, exercises as assigned.

9th Week (3/7-3/11)
Chapter 8- Lecture, discussion, exercises assigned.
10th Week (3/14-3/18)
Chapter 9 – Lecture, discussion, exercises as assigned.

11th Week (3/21-3/25)
Spring Break. No classes.

12th Week (3/28-4/1)
Chapter 10- Lecture, discussion, exercises as assigned.

13th Week (4/4-4/8)
Chapter 11- Lecture, discussion, exercises as assigned.

14th Week (4/11-4/15)
Chapter 12- Lecture, discussion, exercises as assigned.

15th Week (4/18-4/22)
Chapter 13- Lecture, discussion, exercises as assigned

16th Week (4/25-4/29)
Dead Day 4/29
Review for Final Exam
Where do we go from here?

Final Exam Week
5/2-5/6