INSTRUCTOR INFORMATION
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Online Office Hours: T, W, Th 2:00 – 3:00 pm, or by appointment

USD BUSINESS SCHOOL MISSION
Our primary mission is excellence in undergraduate and graduate education that develops successful future business leaders. We deliver high value to our students, employers and community through distinctive teaching and learning supported by significant intellectual and professional contributions and meaningful service. The Beacom School is accredited by The Association to Advance Collegiate Schools of Business (AACSB).

COURSE DESCRIPTION
This online course addresses the nature of the study of human behavior within the organizational context, and identifies and analyzes individual and group behavior in organizations. The emphasis of this course is on organizational behavior, including the study of interpersonal behavior, motivation, group dynamics, and the methods of coordination, design, change, and adaptation within an organization. The course also incorporates current developments in the business world in order to acquaint students with the applications of organizational behavior concepts and theories.

Some students come into this class with the belief that OB is common sense stuff, however, in the workplace there will be unexpected daily incidents, and by studying OB you’ll learn business insights and techniques that will exceed common beliefs. In short, by studying current OB research you’ll begin to understand why people do what they do in organizational settings and how to manage people’s actions.

LEARNING OBJECTIVES
Students will meet the following objectives by completing regular assessments and assignments and participating in group discussions. Upon completion of this course the student should be able to:

- Recall and explain individual differences in perception, personality, and attitude and their role with respect to behavior in organizations.
- Recite and explain the nature and role of diversity in today’s organizations.
- Classify and apply the principles, concepts, and theories of motivation and leadership in an organizational setting characterized by imperfect and incomplete information.
- Generalize and apply the principles, concepts, and theories of group dynamics and group process in formal and informal settings characterized by imperfect and incomplete information.
- Discuss the nature of communication within organizations.
- Use these principles, concepts, and theories to make decisions in organizational settings. Make and support decisions relating to the above topics based upon limited data and incomplete information.
- Be able to recognize and analyze organizational issues with incomplete and ambiguous information.
- Show an interest in improving organizations and the people within.
- Continue in becoming a lifelong learner of organizational behavior.
- Discover your own personal traits and beliefs about organizational life.
COURSE PREREQUISITES AND MINIMUM COMPUTER SKILLS
Being able to navigate in the online environment is a must. Using the D2L system, being able to email and attach documents, using Internet web browsers, establishing and organizing computer files, and using basic software programs, such as Microsoft Word (2010 or newer), PowerPoint, Skype, Respondus LockDown Browser, and Windows Movie Maker are required.

BEACOM SCHOOL EXIT EXAM
The material presented in this course is part of the common body of knowledge for this discipline. Mastering the information presented in this course lays the foundation for your future success as a knowledgeable, well-rounded business professional. The course is designed to encourage you to commit this valuable information to your long-term memory. In addition to demonstrating mastery of this information throughout the course, you will also be required to demonstrate your retention of this critical common body of knowledge by achieving a satisfactory score on the Beacom School of Business’s exit exam which is part of BADM 482 Business Policy and Strategy. Achieving a satisfactory score on the exit exam is a graduation requirement. This applies to all Business majors.

DISTANCE EDUCATION (ONLINE) FORMAT
This is a Desire2Learn (D2L) course accessible via the USD Portal http://my.usd.edu or directly via https://d2l.sdbor.edu/ Our “classroom” is a virtual environment, thus, it is the responsibility of the student to use the available resources to become familiar with using D2L and navigating the course website. Knowing where to find resources, where, when, and how to submit your work, how to take quizzes/exams, and how to communicate with classmates and the instructor is essential in this class. Additional help is provided by the Distance Education services at http://www.usd.edu/usd-online

COURSE NAVIGATION
Students will find most everything they need within the D2L course. The “Course Home” page of the D2L course contains general information about the class, while the “Content” page outlines the dates and modules to be completed by each student. Each module contains chapter information, due dates, quizzes, assignments, etc. Please explore each of the various sections of our course to familiarize you with all class materials. Course content must be completed in the listed order found in D2L.

COMMUNICATION
Communication in this course will be conducted in various manners. The instructor of the course will attempt to remain flexible with requested office hours in order to serve each student appropriately. Communication can be conducted by phone, email, or in person. Every attempt will be made to respond to course emails within two business days. If ever you don’t receive a reply from the instructor within the stated time frame, please send the instructor a follow-up email, as technology does fail from time to time. Please, do NOT use the d2l email system.

REQUIRED TEXTBOOK
Organization Behavior 16th (or 17th) Edition by Robbins & Judge.

I will be using the 16th edition, but you may acquire the 17th edition. There are only a few changes, other than pictures and graphs, between editions. The textbook is required throughout the semester. You do not need to purchase the additional “MyManagementLabs” textbook materials unless you would like extra study materials.
ADDITIONAL READINGS
Throughout the term, students will be assigned additional readings to supplement learning in this course.

QUIZZES
Students will have 10 minutes to complete each chapter quiz. In order to take quizzes, you will be required to use the Respondus LockDown Browser + Respondus Monitor via D2L. Please see “Respondus LockDown Browser Instructions” under the “General Materials” section in the Content area of D2L for more details.

The chapter quizzes are individual effort, but open book, meaning that you can use your textbook and notes, but you may NOT do any web searches on any devices. Please, do not attempt the quizzes without having STUDIED the textbook, lectures, and course materials beforehand! When time expires you will be locked out of the quiz. It is very important to save quiz/exam questions after completing each question. Unsaved questions will not be recorded if time expires, and you will receive zeroes for unsaved questions. Cheating in any form will not be tolerated, including collaborating about quiz questions with others.

EXAMS
Three closed-book, proctored exams are required this term. Each exam will be comprehensive, meaning that the terminology used in the first few chapters will also be assessed on each subsequent examination. Exams will be taken using the Respondus LockDown Browser (LDB) – you will be required to download and install the LDB on the computer from which you will be taking the exams. You will have a set time limit to complete each exam. Exam dates and time limits will be provided in D2L. A live proctor or Respondus Monitor web-cam (audio + video) proctoring is required for each exam.

PROCTOR OPTIONS
You will have three proctoring options for taking the exams this term. (1) Take the tests at a USD approved testing center. (2) Through an approved proctor. Proctor information can be found here: USD Testing Center. You must have a proctor approved by the USD Testing Center within the first week of the semester. (3) Using the Respondus Monitor web-cam monitoring system.

CASE STUDIES
Four case studies relating to organizational behavior and the business environment will be required throughout the semester. Details and due dates will be posted on D2L.

GROUP PROJECT
Students will have the opportunity to ponder the dilemmas and issues involved in organizational behavior. To this end, online groups of three or four students will take part in a small group project, and will prepare a written paper detailing the project endeavors. The project will be described in detail in D2L. Individual group members will evaluate the effort and participation of the other group members in the project and those peer evaluations will be encompassed in the final project grade. As a motivator, it is possible for groups to fire individual members.

GROUP PROJECT PRESENTATION
Each group of students will prepare and post a short video (five minutes max) presenting their project findings to the class. The class, as a whole, will then assess each group’s presentation and assign a range of points to each group, thus, each presentation will be peer-graded.

LEARNING JOURNAL
Each week, every student will keep a detailed journal about what they learned from his/her studies of each individual chapter and how he/she will apply the concepts to life. The journal must be proofread and approved by someone other than the student (the USD writing center, a parent, a spouse, etc.) to check for grammar, spelling, content, and flow after each chapter is completed. Journals will be submitted via D2L at the end of the semester to be graded.
CURRENT EVENTS
During various weeks, a few students, randomly assigned, will be informed (the week before in order to give ample time) to present the class, in the discussion board, with an interesting current article (news/research/etc.) that relates to the topics that we are studying at that time. The student should initiate a class discussion about that article. If a student does not post at the beginning of the week, a failing mark will be recorded. Students may be “called on” more than once, so always be prepared, even if you have already presented an article.

DISCUSSION BOARD
As collaboration is a large part of business, students are to collaborate in the D2L discussion boards. In order to gain credit for participating, students must make three meaningful posts, or reply to other’s posts, throughout each week (not all at one time). More information will be given in D2L.

PARTICIPATION & PROFESSIONALISM
Students are expected to be prepared, and to participate in the class and in the online topic discussions. If for any reason the professor observes a student acting in an unprofessional manner at any time during the semester, participation and professionalism points will be negated.

GRADING POLICY
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<thead>
<tr>
<th>Task</th>
<th>Points</th>
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<tbody>
<tr>
<td>Chapter Quizzes (11 @ 10 points)</td>
<td>110</td>
</tr>
<tr>
<td>Learning Journal</td>
<td>40</td>
</tr>
<tr>
<td>Case Studies (4 @ 10 points)</td>
<td>40</td>
</tr>
<tr>
<td>Exams (3 @ 100 points)</td>
<td>300</td>
</tr>
<tr>
<td>Group Paper</td>
<td>50</td>
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<tr>
<td>Group Presentations</td>
<td>50</td>
</tr>
<tr>
<td>Current Events</td>
<td>10</td>
</tr>
<tr>
<td>Discussions &amp; Professionalism</td>
<td>50</td>
</tr>
<tr>
<td>TOTAL</td>
<td>650</td>
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</tbody>
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Note: point values of individual tasks are subject to change.

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
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<tbody>
<tr>
<td>A</td>
<td>90 to 100</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89</td>
</tr>
<tr>
<td>C</td>
<td>70 to 79</td>
</tr>
<tr>
<td>D</td>
<td>60 to 69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
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BONUS POINTS
At the discretion of the professor, bonus tasks may be provided throughout the semester. The bonus points will be used as a determining factor when calculating final grades. For example, a score of 89.99% is a “B” grade, but if all of the bonus tasks are successfully completed, at the discretion of the professor, that grade could be bumped to an “A”.

LATE/INCOMPLETE ASSIGNMENT POLICY
There is no provision for late quizzes or exams. Assignments may be turned in late up to 72 hours past the due date/time with a 25% point reduction per every 24 hours late. Exceptions can be made for medical emergencies. University excused absences must have prior authorization and prior arrangements must be made in order to complete missed activities.

EXCUSED ABSENCE POLICY
When necessary, make-up of course requirements missed because of student participation in University sanctioned events and activities shall be worked out between the instructor and the student upon the student’s timely initiative. For a university related event, a student must contact his/her instructor at least two days prior to the absence and provide documentation from the sponsoring unit indicating the dates that the student will be absent from class.
GRADING & FEEDBACK TURNAROUND TIME
Every effort will be made to grade each assignment, quiz, and exam within four business days of the due dates. Feedback on graded assignments can be found within the D2L Dropbox area, after grading is completed. We may have an assigned graduate or teaching assistant (GA/TA) who will help with the grading for this course.

FREEDOM IN LEARNING
Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinion or conduct unrelated to academic standards should contact the Dean of the Beacom School of Business to initiate a review of the evaluation.

STUDENT CODE OF ETHICS
Students enrolled at the Beacom School of Business are expected to maintain the highest standards of integrity and ethical principles and to adhere to the Student Code of Ethics developed and approved by Beacom School of Business students. This Code provides a frame of reference for the behavior of Beacom School of Business students in their personal, academic, and professional activities.

DISABILITY SERVICES
Any student who feels he/she may need academic accommodations or access accommodations based on the impact of any disability should contact and register with the Office of Disability Services during the first week of class. Please contact both your instructor and the Director of the Office of Disability Services (Services Center North Room 119B; 605-677-6389; disabilityservices@usd.edu), to make these arrangements as early as possible in the semester. Please note: if your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the disability services coordinator at your home institution.

DIVERSITY & INCLUSIVE EXCELLENCE
The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected. To learn more about USD’s diversity and inclusiveness initiatives, please visit the website for the Office of Diversity.

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The Beacom School of Business is committed to USD’s Inclusive Excellence initiatives. We are committed to cultivating an environment of Inclusive Excellence at all levels of the school. We are committed to graduating globally and culturally aware business students who are equipped with the tools to embrace and practice inclusiveness.

WITHDRAWAL POLICY
Students are responsible for being aware of important academic dates. The last day to drop a full term class with a full refund and without having the class recorded on your academic record is August 30. The last day to drop a full term class with a grade of “W” is November 2. The instructor of a course may drop a student for non-attendance or non-participation provided the student is in violation of the official attendance policy or participation policy of the course. Instructor initiated drops are at the instructor's option, but they must be submitted to the Registrar's Office and be approved by the dean of the college or school in which the course is offered. The student is notified by the Registrar's Office that he/she has been dropped from the course. The grade assigned is in accord with the drop policy for student initiated drops.
INCOMPLETES
See the university catalog under Academic Policies for “incomplete” policy details. Incompletes are rarely awarded; however under special circumstances incompletes may be awarded for passable (C) work that could not be completed due to circumstances beyond the student's control (e.g., severe illness, death in the immediate family). These circumstances must have developed after the last day to withdraw from the course. Do not ask for an “I” grade in lieu of a “D” or “F” grade.

ACADEMIC INTEGRITY STATEMENT
The University of South Dakota considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The University supports the imposition of penalties on students who have been adjudicated to have engaged in academic dishonesty, as defined in the “Conduct” section of the University of South Dakota Student Handbook, and South Dakota Board of Regents policy 2-33 www.sdbor.edu/policy/Documents/2-33.pdf. No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:
   a. Given a zero for that assignment.
   b. Allowed to rewrite and resubmit the assignment for credit.
   c. Assigned a reduced grade for the course.
   d. Dropped from the course.
   e. Failed in the course.

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PRIVACY OF STUDENT RECORDS
The Family Educational Rights and Privacy Act of 1974 (FERPA) provides that each student’s educational records remain private. No individual or group outside the educational institution shall have access to nor will the institution (including professors) disclose students’ educational records without written consent of the students. Because the professor cannot ensure that the student is the only one with access to the student’s email account, grades will not be provided via email. The student may access his/her final grade using WebAdvisor.

BEACOM SCHOOL WAIVER PROGRAM
If you are a University of South Dakota business student who has not been accepted to your major (U.NODEG.BUS), you must have permission to enroll or remain enrolled in any 300/400 level business courses. (Exception: BADM 321.) Please stop by the Student Services Center and fill out a WAIVER OF ADMISSIONS REQUIREMENTS form and submit it to the Beacom School of Business Student Services Center. (The form is also available on-line. Go to the portal (http://my.usd.edu), click on the Academics Tab, then the School of Business channel, and finally the Undergraduate Forms link. You will find the Waiver Form listed.) The form should be submitted by Friday, August 25th. Earlier submission is strongly recommended. If there are problems relating to your enrollment in the course(s), you will be notified on or before Wednesday, August 30. The last day to drop a course without being billed is Thursday, August 31st. If you have not submitted a waiver form by August 25th and you do not have permission to be enrolled in this course, your situation will be reviewed and you may be administratively dropped from the course.