Course Title: 
Organizational Behavior in Human Relations

Course Number:
HR 5323-491

Course Description:
Organizational behavior (OB) represents the behavioral approach to management. OB is concerned with human behavior at work and how various structures and work processes influence such behavior. This course will address a number of important organizational issues and processes, including organizational culture, group behavior and teamwork, and leadership. This course will emphasize human relations as a critical role in minimizing negative behaviors and sustaining a healthy organizational climate.

Class Dates:
Dates: November 1 - December 31, 2016
Last day to enroll or drop without penalty: October 3, 2016

Site Director:
This is a three-credit hour online course. Please see your local Site Director or email our online site coordinator at aponline@ou.edu

Professor Contact Information:
Course Professor: Marilyn Y. Byrd, Ph.D, MBA
Mailing Address: 601 Elm, Room 704
Norman, OK. 73019
Telephone Number: 405-325-6405
Fax Number: 405-325-3302
E-mail Address: Marilyn.Y.Byrd-1@ou.edu
Professor availability: I will be available via e-mail to you during the course and other methods by arrangement.

Textbook(s) and Instructional Materials:
Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at http://www.bksstr.com/oklahomastore/home is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fheg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4 p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.


2. Materials posted on the OU Desire to Learn (D2L) system: Access D2L at http://learn.ou.edu; enter your OU NetID and password, and select course to access material. Please contact your local Site Director if you require assistance.
Note: Follett is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through Follett.

OU Email:
All official correspondence from distance learning instructors will be sent only to students’ ou.edu address.

Online Orientation:
The College of Arts and Sciences offers an online orientation for students who are enrolled in online or blended courses. The purpose of the orientation is to ensure that students are well prepared both technically and practically to take online courses. The orientation can be found on their website at: http://www.ou.edu/content/cas/online/student-online-orientation.html

The College of Arts and Sciences Online and Academic Technology Services office is here to assist you with any questions, problems, or concerns you may have. For assistance visit their website at http://www.ou.edu/content/cas/online/student-information.html or contact them by telephone at: (405) 325-5854 or email: casonline@ou.edu

Learning Outcomes:
At the end of this course, you should be able to demonstrate:

- a broad theoretical understanding of organizational behavior,
- a theoretical and practical understanding of work related motivation and reward systems,
- an understanding of the interplay between individual and group behavior in the workplace,
- an understanding of leadership issues in diverse work environments,
- an understanding of the basic issues that affect behavior in public and nonprofit organizations,
- an understanding of the core behavioral principles on which personal, interpersonal, and public leadership skills are based,
- an understanding of analyzing management problems from the perspective of individual actions
- (develop) competencies in critical management and leadership skills, and
- (develop) the ability to act effectively and responsibly under the stress, complexity, and uncertainty of the real world.

Course Goals:
Organizational behavior is about human behavior. The goal of this course is to prepare future Human Relations professionals with the skills needed to think and act, resolve problems relating to human behavior, and manage situations relating human behavior in a workplace environment. While the learning outcomes can be applied in all types of work contexts, this course will specifically emphasize nonprofit and public sectors (including schools), as these are the most likely contexts for human relations jobs. Emphasis is on practical application.

Checking Desire2Learn (D2L):
Regular updates and relevant information regarding the course will be posted to the “headlines” page on D2L (that is the main page you access when you first log on). In order to ensure that you do not miss any new information of relevance to the course, you will be responsible for checking the main course page at least once each week—preferably at the beginning of the week (Monday). Additional information, links, and documentation will be posted on the “Contents” page. Finally, all written assignments are due in the relevant “dropbox”.

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Assignments, Grading and Due Dates:

Discussion Board Participation:
The study of organizational behavior relies heavily on interactions with others. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required. In this course you will be required to participate in class discussions using the discussion forum on D2L. In addition to responding to the posted question or questions, you are expected to respond to at least (2) other postings made by members of the class. Your peer responses should be substantive and meaningful, showing that you have given their response some manner of thought. Responses like "I agree" convey no meaning. You could elaborate further on what someone says or perhaps challenge them to think about something a different way. The purpose is to engage each other in thinking about issues.

I will evaluate your posting based on evidence of having read the week’s assigned reading and being able to apply the reading appropriately to the discussion. A primary requirement for discussion board responses is including scholarly, peer-reviewed sources in your initial and peer-reviewed responses. Other elements of evaluation include evidence of critical thinking, clear identification of the issues, understanding problems, and the ability to propose and evaluate solutions. Remember that discussion board participation is graded both on adherence to the assignment and upon the quality of the given response. Responses which demonstrate a high level of critical thinking skills and respect for the view of others will receive full credit. Responses which display lower levels of critical thinking skills or no critical thinking skills or which fail to engage substantively and respectfully with other's views will receive correspondingly lower points. A grading rubric for discussions will be available on D2L.

The discussion of diversity issues can be sensitive. In this class, we will adhere to a safe space policy where all ideas are welcomed as long as they are respectful and considerate. In addition, all members of the class are expected to welcome open expression of opinions, attitudes, and beliefs and to accept the legitimacy and value of dissent.

Note that the 1st week includes a mandatory email sent to me acknowledging you have read and understand the syllabus. This email acknowledgement will be part of your discussion points for the first week. Please refer to the course schedule.

Learning from the Field Interview/Paper: Workplace Bullying & Incivility:
Workplace incivility and bullying is a growing behavioral concern in relation to negative behavior in the workplace. Implications are directed to the one being targeted but also the perpetuator. For this assignment you are to first interview someone you know or work with and gain their insights on how they have been targeted or how they have observed this type of behavior. Then you will write a min 5 page paper, not including the reference page that integrates the interview data with published scholarly literature. Complete details for this assignment, including a grading rubric, will be posted to D2L. Due to dropbox by 11:59 pm Sunday, January 8, 2017.

Self-Assessments:
At the end of each week you will post a statement of learning in 100-150 words that describes your learning for that week and how your learning represents the course goals and objectives. Specific criteria for earning points is included at the course website on D2L along with a grading rubric.

Final Exam:
Fifty objective type questions that will test your knowledge of the concepts in the textbook. The exam is timed. You will have 2 hours to complete. Be prepared to complete the exam once you begin. If you logoff the exam—you cannot log back on.
## Course Schedule

<table>
<thead>
<tr>
<th>Week beginning</th>
<th>Chapter Readings</th>
<th>Requirements/**Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 1</td>
<td>Introductions and Getting to Know You</td>
<td>Mandatory acknowledgement email sent to Dr. Byrd.</td>
</tr>
<tr>
<td></td>
<td>Chapter 1: Organizational Behavior as a Way of Thinking and Acting</td>
<td>DQ#1</td>
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<tr>
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<td>Self-assessment 1</td>
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<tr>
<td>Nov. 6</td>
<td>Chapter 2: Knowing and Managing Yourself</td>
<td>DQ#2</td>
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<tr>
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<td>Self-assessment 2</td>
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<tr>
<td>Nov. 14</td>
<td>Chapter 4: Managing Stress.</td>
<td>DQ#3</td>
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<tr>
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<td></td>
<td>Self-assessment 3</td>
</tr>
<tr>
<td>Nov. 21</td>
<td>Special Topic: Workplace Bullying and Incivility</td>
<td>DQ #4</td>
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<tr>
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<td>Special Topic reading posted to D2L</td>
<td>Self-assessment 4</td>
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<tr>
<td>Nov. 28</td>
<td>Chapter 6: Motivating Yourself and Others</td>
<td>DQ #5</td>
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<td>Self-assessment 5</td>
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<tr>
<td>Dec. 5</td>
<td>Chapter 7: Leadership in Public Organizations</td>
<td>DQ #6</td>
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<td>Self-assessment 6</td>
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<tr>
<td>Dec. 12</td>
<td>Chapter 8: Power and Organizational Politics</td>
<td>DQ #7</td>
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<td>Self-assessment 7</td>
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<tr>
<td>Dec. 19</td>
<td>Chapter 12: Organizational Change</td>
<td>DQ# 8</td>
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<td>Self-assessment 8</td>
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<tr>
<td>Dec. 26</td>
<td>Work on your interview paper</td>
<td>Paper due to dropbox no later than 11:59 pm, Jan. 8, 2017; Final exam available until Sat., Dec. 31, 11:59 pm</td>
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<tr>
<td></td>
<td>Take final exam</td>
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**With the exception of the first week, the week begins on Monday and ends on Sunday, at 11:59 pm CDT. All assignments are due for completion the ending date and time. If you are in a time zone other than Central time, please let me know.**

### Grading:

This is a letter-graded course: A, B, C, D, or F. Total points for all assignments are 950. A= 855-950; B= 760-854; C= 665-759; D= 570-664; and below 570 = F.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points toward grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board Participation/Acknowledgement email to Dr. Byrd</td>
<td>400 points</td>
</tr>
<tr>
<td>Learning from the Field Interview/Paper: Workplace Bullying</td>
<td>250 points</td>
</tr>
<tr>
<td>Self-Assessments</td>
<td>150 points</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150 points</td>
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</tbody>
</table>

**Notice:** Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
Communicating with Me:

Student/instructor communications will be conducted via Desire2Learn, although you may contact me via telephone, postal mail, e-mail, or fax as needed. I will have dedicated on-line office hours that will be posted to the course main page. I also check my email frequently throughout the day, so you should usually expect a response from me within the same day you send an email to me. I will send communication to you if I will be unavailable for a specific time period.

The Online Environment:

This course will be delivered via Desire to Learn (D2L). It is your responsibility to make alternate arrangements for submitting assignments in the event you encounter technology issues with your personal computer. If you are in a time zone other than CST, please inform me no later than the end of the first week.

Attendance Policy:

In addition to interaction via Desire2Learn and email contact, students are required to contact the instructor via email or telephone before the beginning of the course term for an initial briefing. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

Student assignments and student/instructor communications will be conducted via Desire2Learn, although students may contact the instructor via telephone, postal mail, email, or fax as needed.

Incomplete Grade Policy:

A grade of “I” is not automatically assigned, but rather must be requested by the student by submitting to the instructor a “Petition for and Work to Remove an Incompleted Grade” form. An “I” can never be used in lieu of an “F” nor can an “I” be assigned because of excessive failure to participate in class activities.

Technical Support Information:

If you experience technical problems, contact Information Technology by visiting their website at: http://webapps.ou.edu/it/ or contacting them by telephone at: (405) 325-HELP (4357).

 Procedures for Completion of Course Evaluation:

Upon completion of the course students should go to the Advanced Programs Online Learning Information webpage and click on the applicable semester link under “Online Course Evaluation” which will direct them to the evaluation. The evaluation will take approximately five minutes to complete. Completion of the online evaluation is an important tool allowing Advanced Programs to gain information and student feedback for improvement of courses.

Your responses will be kept confidential. They will be reviewed by the department and only supplied to the professor once grades for the course have been submitted.
POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student’s academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc…in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc….; intimidation and interference with integrity process; and plagiarism. All students should review the Student’s Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at http://studentconduct.ou.edu/

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA
Marilyn Y. Byrd, Ph.D.

Education
Ph.D., Human Resource Development, Texas A & M University, College Station. TX.

Current Positions
Assistant Professor, University of Oklahoma, Human Relations

Major Areas of Teaching
• Human Resources for the Human Relations Professional
• Organizational Behavior
• Leadership in Organizations
• Diversity and Justice in Organizations

Research Interests
• Organizational social justice and social change
• Spirituality as a response to social oppression
• Organizational social justice ethics (emerging research)
• Experiences of intersectionality in leadership
• Issues emerging from workforce diversity

Representative Publications and Presentations

Books:
• Scott, C., & Byrd, M. (Editors/Authors). (2012). Handbook of research on workforce diversity in a global society: Technologies and concepts. Hershey, PA: IGI

Book Chapters:

Book Chapter, Invited:
Peer Reviewed Journal Articles:


Media Review, Invited:


Representative Honors and Awards Received

- Recognized for Leadership, AHRD
- Member Spotlight, May, 2012, AHRD

Major Professional Affiliations

Academy of Human Resource Development (AHRD)