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**John Massey School of Business**

**Management Department**

**MNGT-5223.W1: Behavioral Management—Tentative Course Syllabus**

Semester Credit Hours: 3 Spring Term 1, 2021 (1/11—2/28)

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Office Hours: T: 1-3; W: 8-11; or by appointment Instructor Web Site: [**http://homepages.se.edu/cvonbergen/**](http://homepages.se.edu/cvonbergen/) Coach: Leslie Von Bergen, M.S. Coach Email Address: [**leslie.vonbergen@iconnect-na.com**](mailto:leslie.vonbergen@iconnect-na.com)

All times in the syllabus are in terms of the Central Time Zone.

Students will not be permitted to work ahead in this class.

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| ***The MISSION of Southeastern Oklahoma***  ***State University***  Southeastern Oklahoma State University provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs, and extracurricular experiences, students will develop skills and habits that promote values for career preparation, responsible citizenship, and lifelong learning. | ***University Educational Targets***  Students will acquire and continue to use systematic skills for encountering knowledge. They will articulate a problem, structure an investigation, gather relevant resources, organize and manipulate qualitative or quantitative data, and think critically to reach appropriate conclusions.    In fulfilling its mission, Southeastern fosters the region’s cultural opportunities, economic growth, environmental quality, scientific and technological progress, and social and personal well-being. |
| ***The MISSION of the John Massey School of Business***  The mission of the John Massey School of Business is to be a premier business program. We prepare our business and aviation students to meet the global challenges in a competitive and ever-changing environment by providing an excellent and continuously improving learning atmosphere that emphasizes both academic and applied knowledge. We are a responsible partner in the region’s economic development and quality of life by providing a useful application of knowledge to our stakeholders. | |
| ***The Goals and Objectives of the Master of Business Administration Degree***  These are reflected in several outcomes. A Student completing the MBA shall be able to demonstrate each of these abilities:   * **To effectively communicate orally and in writing**.   Objective 1a: To craft thoughtful solutions to business problems and communicate those solutions in executive-quality written documents.  Objective 1b: To craft and deliver executive-quality oral presentations and defend proposed solutions in the face of scrutiny.   * **To effectively participate as a member of a team**.   Objective 2a: To work and communicate effectively with team members to accomplish a team goal.  Objective 2b: To complete individual assignments in support of a team goal in a timely manner. Objective 2c: To work with individuals of diverse backgrounds to achieve team goals.   * **To display critical, analytical, strategic, and ethical thinking to solve complex multi-faceted business problems in a global environment**.   Objective 3a: Collect, analyze, and synthesize information from various sources.  Objective 3b: Use information to create well-reasoned solutions to business problems.  Objective 3c: To understand the impact of global conditions on the performance of a firm. Objective 3d: Evaluate and recommend possible solutions to business problems from an ethical perspective.  • **To use quantitative and qualitative analyses to screen and analyze data to improve the   operation of an organization**.  Objective 4a: Use appropriate statistical, financial, and qualitative techniques to analyze problems and recommend appropriate solutions focusing on creating a sustainable competitive advantage.  Objective 4b: Use appropriate financial analysis to maximize the long-run value of the firm. | |

**COURSE DESCRIPTION:** The study of human behavior in organizations and its effect on establishing and   
 attaining organizational goals effectively and efficiently. Course topics include individual (personality) differences, motivation, groups, leadership, diversity and equal employment opportunity, performance management, organizational culture, and change management.

**PREREQUISITES:** Graduate standing.

**COURSE OBJECTIVES:**

* Explain the origins of the academic discipline of organizational behavior and key content areas
* Explain different configurations and tools used to understand individual differences in organizations
* Identify and apply relevant principles to real and hypothetical problems within organizations
* Identify, compare, and evaluate available and contemplated managerial alternatives designed to resolve relevant organizational issues
* Identify different approaches used to motivate individuals and groups effectively
* Describe the issues and challenges involved with organizational change and organizational structures
* Explain, evaluate, and apply essential theories regarding organizational issues
* Identify ways to increase effective management of oneself and others when in a team setting.

**EVIDENCE OF STUDENT LEARNING:**

* Written/Blackboard examinations (Mid-Term and Final).
* Written/Blackboard weekly examinations (7 weekly chapter/truth exams).
* Discussion Board (DB; 5 DBs) Minimum requirement is four posts each Week across all threads/ topics. (Doing the minimum number of posts will generally earn a student a percentage score of 78 to 87.)

**REQUIRED:**

* **Course Requirements:** Students in the past have indicated that this course is one of the more challenging classes in our MBA program. It is not so much that the material is difficult, but the seven-week program requirements seem to surprise many. The Instructor wants you to prepare yourself mentally for this encounter. Evidence-based research (see [**Realistic Expectations as an Aid in Reducing Voluntary Resignations**)](http://homepages.se.edu/cvonbergen/files/2013/01/Realistic-Expectations-as-an-aid-in-reducing-voluntary-resignations.pdf) suggests that this is an effective way to reduce turnover and increase satisfaction. This message is also an attempt to be consistent with “Truth 12—Realistic Job Previews: What You See is What You Get” in one of your textbooks which discusses the importance of providing an accurate overview, including the good, the bad, and the ugly. The Instructor wants students to commit to this class fully and to understand the course expectations.

**A word of caution**. Please do not forget about the overconfidence bias—the tendency to underestimate costs, timescales, challenges, and to overestimate rewards and the ease of unknown things. This tendency leads to complacency, inertia, failures, and setting unreasonable goals and expectations. Indeed, overconfidence effects are some of the most potent and pervasive perceptual bias and nearly universal. Overconfidence is blamed for wars, stock market bubbles, strikes, unnecessary lawsuits, high entrepreneurial bankruptcy rates, and the failure of corporate mergers and acquisitions.

* **Textbooks:** There are two required books for this class.
  + *Essentials of Organizational Behavior* (14th edition) by Stephen P. Robbins and Timothy A. Judge and published by Pearson. The ISBN-13 is **9780134524849**. NO ACCESS CODE IS NECESSARY FOR THIS TEXTBOOK. A copy of the first two chapters (the first Week of class readings) of this text is provided on the Instructor’s Web Site in Class Resources for Behavioral Management to help students get started. Scroll down to view Textbooks in Behavioral Management, then click on [***Essentials of Organizational Behavior* (14th edition) Chapters 1-2**](http://homepages.se.edu/cvonbergen/files/2018/03/Essentials-of-Organizational-Behavior_14th-ed_Chapters-1-and-2.pdf)**.** Because of legal copyright considerations, no further chapters will be provided.
  + *The Truth about Managing People: Proven Insights to Get the Best from Your Team* (4th edition) by Stephen P. Robbins and published by Pearson FT Press. The ISBN-13 is **9780134048437**. NO ACCESS CODE IS NECESSARY FOR THIS TEXTBOOK. To help students get started, a copy of the first 13 truths (Part I; the first Week of class readings) of this text is provided on the Instructor’s Web Site in Class Resources for Behavioral Management. Please scroll down to view Textbooks in Behavioral Management, then click on [***The Truth about Managing People*: PART I THE TRUTH ABOUT HIRING**](http://homepages.se.edu/cvonbergen/files/2013/01/The-Truth-about-Managing-People_PART-I-THE-TRUTH-ABOUT-HIRING.pdf)**.** Because of legal copyright considerations, no further chapters in this text will be provided.
* Webcam: Students must have a Webcam. Many computers these days have such a camera. If a student’s computer does not have one, they will be required to purchase an external Webcam. See the following web sites for Webcams (many can be purchased for less than $25.00):
  + [**http://www.amazon.com/s/ref=lp\_172511\_nr\_p\_36\_0?fst=as%3Aoff&rh=n%3A172282%2Cn%3A%21493964%2Cn%3A541966%2Cn%3A172456%2Cn%3A11548951011%2Cn%3A172511%2 Cp\_36%3A1253503011&bbn=172511&ie=UTF8&qid=1435698382&rnid=386442011**](http://www.amazon.com/s/ref=lp_172511_nr_p_36_0?fst=as%3Aoff&rh=n%3A172282%2Cn%253%20A%21493964%2Cn%3A541966%2Cn%3A172456%2Cn%3A11548951011%2Cn%3A172511%2Cp_36%3A1253503011&bbn=172511&ie=UTF8&qid=1435698382&rnid=386442011)
  + [**http://www.bestbuy.com/site/computer-accessories/webcams/abcat0515046.c?id=abcat0515046**](http://www.bestbuy.com/site/computer-accessories/webcams/abcat0515046.c?id=abcat0515046)
* **Computer Access:** Students must have computer access to take selected exams and view course support materials, including the course syllabus, PowerPoint slides, Instructor Web Site, etc. Please do not use a smartphone or tablet to take exams. Always use a hard-wired computer to take all assessments.
* **Microsoft Word Access:** SE students can get Microsoft Office 365 for free for up to four devices. This is the link: [**https://products.office.com/en-us/student/office-in-education**](https://products.office.com/en-us/student/office-in-education)
* **BlackBoard (BB).** We will be using BB in this course, and students will be required to enroll in this program. The BB website is **https://blackboard.se.edu/**[.](https://blackboard.se.edu/)Weekly chapter exams, a mid-term and final, and discussion boards will be given thru BB. Additionally, a student’s grade book will be displayed in BB so students can always know their grades in this class. Furthermore, several Announcements will be made using BB that will help students complete projects. Please access BB 5-6 times each week for this course for the most updated information.

Students should thoroughly review the BB information on BB Login. Your Instructor is not an expert in BB’s technical aspects, so please contact BB technical support with technical questions (email listed on BB Login page); see also COURSE RESOURCES in the BB course menu.

* **Mozilla Firefox/Google Chrome:** Students are encouraged to use the Mozilla Firefox or Google Chrome browsers with BlackBoard. For some reason, Explorer and BlackBoard occasionally have

difficulties. Students can download a free copy of the Mozilla web browser from [**https://www.mozilla.org/en-US/firefox/new/**](https://www.mozilla.org/en-US/firefox/new/) and the Google Chrome Browser from [**https://www.google.com/chrome/browser/desktop/index.html?brand=CHBD&gclid=CjwKEAjwx urIBRDnt7P7rODiq0USJADwjt5D5uqod5nvhh6IniPtJ4vAxyoZ3mZoXAKg8UiJfPcBIBoCRfjw\_ wcB&dclid=CK3rv\_Wb9dMCFYUcPwodcfYBrw**](https://www.google.com/chrome/browser/desktop/index.html?brand=CHBD&gclid=CjwKEAjwxurIBRDnt7P7rODiq0USJADwjt5D5uqod5nvhh6IniPtJ4vAxyoZ3mZoXAKg8UiJfPcBIBoCRfjw_wcB&dclid=CK3rv_Wb9dMCFYUcPwodcfYBrw)

* **Syllabus Understanding:** After reading the syllabus, please indicate that you understand its contents by submitting the form below (or a reasonable facsimile) through the appropriate link in BB (START HERE > Syllabus Understanding Form Submission Link). Please do so before **11:30 p.m. on 1/15** to continue taking assessments (i.e., quizzes, exams, and Discussion Boards) and not incur a 25-point deduction. Please contact your coach/instructor immediately if you have questions.

**Syllabus Understanding—Behavioral Management (MNGT-5223)**

Please read the following statement and sign and date where indicated. Please contact your coach/instructor immediately for questions.   
 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the syllabus for Behavioral Management (MNGT-5223) and fully understand the requirements for the class as indicated in the syllabus. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Signature Date

* **Respondus LockDown Browser.** Students are required to take weekly exams and the mid-term and final using the Respondus LockDown Browser. Respondus is a custom browser that locks down the testing environment within Blackboard. When students use Respondus, they cannot print, copy, go to another URL or access other applications. When an assessment is started, students are locked into it until they submit it for grading. Once an exam is opened, it must be completed during that session.

Here are some things students need to know about Respondus LockDown Browser.

* 1. Respondus LockDown Browser is an Internet browser, just like Internet Explorer, Google Chrome, or Mozilla Firefox. It is a free download. To download it, open any Internet browser and paste this URL into the address bar:  
     [**http://www.respondus.com/lockdown/download.php?id=764845408**](http://www.respondus.com/lockdown/download.php?id=764845408)  (You must use this exact URL, or you may very well download a version of the browser intended for a different school and will not have access to your courses!)
  2. On this website, you will see a video and an “Install Now” button. Watch the video before installing.
  3. Click the “Install Now” button and install the browser.
     1. Depending on the browser you use to download, the file may go to the bottom left of   
        the window or to an arrow at the top right of the window. Locate and click on the file.
     2. On a PC, you will run through a series of commands: Run>Yes>Next>I Accept>  
        Next>Finish (Please read the information before progressing through each dialog box.)
     3. On a Mac, you will run through a series of commands such as Continue>Continue>Agree>Install>[password] (Read the information before progressing through each dialog box.)
  4. Now, click the large button on the Respondus site that says “Finish.”
  5. If you are using a PC, you will likely have Respondus on your desktop at this point. If you do not, use the search box in the start window to find it. If you are using a Mac, you should open it from Finder.
  6. When you open the browser, you will be asked to either shut down specific programs yourself or to allow the browser to do it for you. Either option is acceptable. No screen capture, print, or messaging capabilities will be allowed to run while the browser is open.
  7. You will be taken directly to BlackBoard.se.edu. Please sign in with your username and password as usual and navigate within BB as always. You may notice that there is no address bar at the top. You will not be able to go anywhere on the Internet except for BlackBoard.se.edu.
* **Respondus Monitor.** Students will also be using Respondus Monitor. Here is what you need to know.  
  1. You will need a webcam on the computer you use or an external webcam.  
  2. Respondus will ask permission to access your webcam before continuing. You must click Allow   
   and Remember, and then click Close. Respondus will ensure that the webcam is working   
   properly before proceeding.   
  3. Your webcam will take a still photo of you and then require you to show your student ID or   
   Driver’s license with your photo (or another photo ID approved by your Instructor). This is to   
   verify that you are the person enrolled in the course.

4. The Instructor may change instructions and requirements. Therefore, you must read ALL   
 instructions provided.   
 5. The webcam will record both images and audio while you take the exam. Your Instructor will be   
 provided a series of thumbnails to review for any suspicious behavior. If anything out of the   
 ordinary occurs during the exam, such as someone walking into the room, you should simply  
 explain what happened and continue your exam.

* **Exams:** There are two major exams: mid-term and final over selected chapters/truths in both books. Each exam will focus on a basic understanding of the concepts covered before the exam. Exams will cover presentations, lectures, text material, articles, films, videos, discussion questions, readings, articles posted in Announcements by Instructor, exercises, PowerPoints, and other assignments as may arise. The number of items per exam will be determined later. No books, papers, other persons, or other electronic equipment (e.g., smartphones, tablets, other computers) are permitted when taking these exams. These exams have time limits, and students exceeding the time limit will be penalized -2 points for each minute (and or partial minute) late. **Students must use Respondus to take the mid-term and the final.**

**·**Mid-term exam covers Chapters 1-8 of the *Essentials of Organizational Behavior* book, Parts I, II,   
 VII of *The Truth about Managing People*, Discussion Boards 1 and 2, PowerPoints, and other   
 activities since the beginning of the course.

**·**Final exam covers Chapters 9-17 of the *Essentials of Organizational Behavior* book, Parts III,   
 IV, V, VI, and VIII of *The Truth about Managing People*, Discussion Boards 3-5, and   
 PowerPoints, and other activities since the Mid-term exam. The final is not comprehensive.

* **Weekly Chapter/Truth Exams:** There will be weekly exams that can be taken beginning at midnight on Monday morning at the beginning of the Week and which must be completed before 11:30 p.m. on the Sunday of that Week (as a practicality, do not start an exam after 11:00 p.m. on a Sunday). Thus, students have all Week to take these exams and need not wait till Sunday. No books, papers, other persons, or other electronic equipment (e.g., smartphones, tablets, other computers) are permitted when taking these exams. Each Weekly Chapter/Truth Exam is to be taken using BB and will consist of 30 multiple choice items over the assigned chapters in *The Essentials of Organizational Behavior* textbook and over the assigned truths (part/s) in *The Truth about Managing People* textbook. Students will have 30 minutes to complete the weekly exam. Students exceeding this time limit will be penalized -2 points for each minute (and/or partial minute) late (sometimes BB just removes these assessments after 30 minutes, but not always). Students are encouraged to have a clock nearby to help them stay within the time frame for these assessments. Initially, the student will only see their score, but students will be given more detailed feedback after the scheduled exam has expired. Students are encouraged to use fast computers to take exams. There are different dates to take various Weekly Chapter/Truth Exams, and exams not completed by the scheduled time will earn the student a zero. The Weekly Chapter/Truth Exam schedule is listed in Tentative Assignments provided later in this syllabus. **Students must use Respondus to take Weekly Chapter/Truth Exams.**
* **Discussion Board (DB.) Postings:** On Week’s 2-6 on Monday morning at 12:00 a.m., the Instructor will post items (threads) for discussion. Each DB has several threads, and each DB is worth 40 points. Please post at least four times on the weekly DB (doing the minimum on DBs will generally give the student a percentage score of 78% to 87%; please strive to go beyond the minimum). Please make your first post ***before*** Wednesday (that is, a student’s first post must be on Monday or Tuesday) for those weeks having a DB. A penalty of -50% (i.e., -20 points) will be assessed for students not posting on Monday or Tuesday. Students must respond to ***all*** threads. DBs end on Saturday night of each Week at 9:00 p.m.

The following provides some guidelines for DB postings:

1. Post only meaningful and appropriate responses of 500 words or less, unless otherwise indicated. Simply “I agree or disagree” is not meaningful! Remember to use correct grammar, punctuation, capitalization, and spelling, including capitalizing “I” when referring to yourself. In addition to your initial meaningful response, respond to at least one other person’s comments;
2. Meaningful responses will be supported with evidence, such as references. Please refrain from just posting your opinions about the topics! Satisfactory references (i.e., references with references and/or footnotes can be obtained by accessing the electronic resources on the SE library page [(**http://www.se.edu/library/serials-department/electronic-resources/**)](http://www.se.edu/library/serials-department/electronic-resources/). Excellent electronic databases for this course include EBSCOHOST and PsycARTICLES. Students will want to checkboxes that indicate peer review or scholarly articles or articles with references since these are references that (generally) have references (see in **BB> COURSE RESOURCES > Finding References with References**);
3. Here are some of the factors or elements that enter into your Instructor’s grade determination. The tentative grading rubric for the DB is available at [**Discussion Board Rubric for Behavioral Management**](http://homepages.se.edu/cvonbergen/files/2018/11/Discussion-Board-Rubric-for-Behavioral-Management-1.docx). (This is also available on the Instructor’s Web Site

[[**http://homepages.se.edu/cvonbergen/**]](http://homepages.se.edu/cvonbergen/) in Class Resources for Behavioral Management.) This should give students an idea of what are the factors used to assign a grade;

* What a student says in terms of content; content is accurate and supported by research rather than just a personal, unsubstantiated opinion (unless specifically asked for);
* The creativity of the response;
* How the student communicates information on the DB in terms of quality English writing (excessive typos, spelling, punctuation, and grammar mistakes will be penalized);
* The quality of the references provided; a significant determinant of quality is that references included in a file attachment have references in a peer-reviewed, scholarly journal;
* When the student responds; DBs are designed to involve some discussion, and if students post for the first time near the end of the DB, then s/he does not give others much of an opportunity to participate**. Please make the first post *before* Wednesday (i.e., Monday or Tuesday) for those weeks having DBs.** Additionally, the Instructor is not pleased to see students post responses all within one hour or so or only late in the Week as this shows little participation. Please respond throughout the Week and get involved in the discussion;
* How many times a student participates in a meaningful way; for example, posting just an agreement or disagreement with a position offered will generally not count for much. Usually, doing the minimum (4 posts) will earn the student a grade of B;

1. Please be familiar with all threads and post to all threads; also, make sure to post at least two references with references (often referred to as peer-reviewed articles; see **BB> COURSE RESOURCES > Finding References with References**) for each DB; and
2. Ensure that journal articles attached to posts can be opened with just one click of a mouse or at most a couple of clicks (see **BB> COURSE RESOURCES > To Post Articles in Discussion Boards and Other Places in BlackBoard**) for further details. It is unreasonable for students to expect other students, the Instructor, or Coach to go to the databases and find articles posted. The journal articles should be easily accessible within the student’s post.

• **Coach**

**Leslie Von Bergen (****[leslie.vonbergen@iconnect-na.com](mailto:leslie.vonbergen@iconnect-na.com)) is the coach for this class** and is the student’s primary point of contact throughout this course. The coach facilitates student learning by providing a safe, comfortable online learning environment while completing this course. In conjunction with the Instructor, our Coach will grade assignments, facilitate the threaded discussions, monitor the completion of tasks, answer questions, and provide course direction.

* **LIBRARY AND INFORMATION RESOURCES:** Information regarding the library and electronic databases are available at [**http://www.se.edu/library/serials-department/electronic-resources/**](http://www.se.edu/library/serials-department/electronic-resources/). The information below provides some information on the references desired in various written assignments (including Discussion Boards). Our competent library staff will be able to assist students with their searches.

Use of Wikipedia. Wikipedia should **NOT** be used as a reference nor information used from this site since it contains many errors as admitted by its developers because information placed here is not screened or reviewed for accuracy, nor is it peer-reviewed. Penalties and significant point deductions for the course may apply for using Wikipedia.

Using the SE Library’s Electronic Resources. Some student written assignments require students to list and attach references. The Instructor is particularly interested in students listing and linking entire articles from *journals*. These articles should have at least three references at the back of the paper in the references list, sometimes called the paper’s bibliography section. (An exception is the *Harvard Business Review,* which has no references but is still a quality journal and can be used.) The following link takes students to an example of an article with references at the end of the paper and is acceptable: [**Family Responsibilities Discrimination: What Employment Counselors Need to Know.**](http://homepages.se.edu/cvonbergen/files/2012/11/Family-Responsibilities-Discrimination_What-Employment-Counselors-Need-to-Know.pdf) Also suitable are articles that have footnotes (footnotes are particularly popular in legal articles). The following link takes students to an example of an article with footnotes and is likewise satisfactory: [**Burlington Northern and Santa Fe Railway Co. v. White: Has the Supreme Court Opened the Floodgates for Employee Retaliation Lawsuits**?](http://homepages.se.edu/cvonbergen/files/2012/11/Burlington-Northern-and-Santa-Fe-Railway-Co.-v.-White_Has-the-Supreme-Court-Opened-the-Floodgates-for-Employee-Retaliation-Lawsuits.pdf) Your Instructor refers to these kinds of references as “references with references,” and he will mention this throughout the course.

**The Instructor does not accept the use of web sites, books, magazines, interviews, or book reviews as references.** The following link provides an example of an article taken from the Internet and is NOT ACCEPTABLE: [**http://humanresources.about.com/od/glossarys/a/sexualharassdef.htm**.](http://humanresources.about.com/od/glossarys/a/sexualharassdef.htm) Students will also be asked to attach a copy (generally a .pdf file) of the entire article so that the Instructor/Coach might be able to review the item if s/he so desires quickly.

To help students find pertinent professional articles (references with references), students should use the SE’s library’s electronic resources. To do so, go to the following link**:** **[http://www.se.edu/library/serials](http://www.se.edu/library/serials-department/electronic-resources/)**[**-department/electronic-resources/**.](http://www.se.edu/library/serials-department/electronic-resources/) There are two critical databases that the Instructor has found particularly useful for students: EBSCOHOST and PsycARTICLES. To access these databases, students must have their SE user name and password which they received. All electronic resources are available on- and off-campus, 24/7.   
  
Once a student is in EBSCOHOST, he or she should check (√) the Select All box. Then click “Continue,” located at the top (or bottom) of the page. On the next page, go to the “Limit your results” section of the page and check (√) the boxes for “Full Text,” “Scholarly (Peer Reviewed) Journals,” and “References Available.” Then in the search box at the top of the page, the student should enter their search terms (e.g., realistic job preview) in the box and then press “Search.” In PsycARTICLES, enter your search term/s in the appropriate box.

A basic search is a quick and easy way to get results. It uses free text searching, which finds any mention of a student search term in the database records. However, this also means that a student’s subject may not be the main focus of the articles, so be prepared to retrieve only marginal interest articles.   
  
Students must be clear about their search subject, which will often involve more than one topic. Identify the single words or short phrases that describe the key elements and then think of any synonyms, related words, acronyms, or standard abbreviations associated with them. Creativity is essential here. Searching for all these possibilities will increase the number of hits. Consider the following words below in the left box and some similar words in the right-hand box:

|  |  |  |  |
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| • | E.g., treatments for teenagers with eating disorders. | • | bulimia, anorexia, diet, nutrition, body image |
| • | teenagers | • | adolescents, young people |
| • | treatments | • | therapies, interventions |
| • | flattery | • | ingratiation, kissing up, sucking up, impression management |

When beginning a search, students should also consider the following:

* Spelling – Databases are international in scope, so students will need to include both the UK and

US spelling forms; e.g., ageing and aging, behaviour and behavior;

o Truncation – Truncation replaces the end of a search term with a symbol, usually an asterisk

(\*), or a dollar sign ($). This allows students to retrieve not just the root word but all of its

possible endings (e.g., therap$ will return therapy, therapies, therapeutic, etc.);

* Wildcard – a wildcard symbol, usually a question mark (?), replaces one or more letters in the middle of a search term so that variations in the spelling can be retrieved (e.g., behavio?r will find behaviour or behavior);
* These symbols vary between databases, so select the online help for a specific database.
* Search terms can be used in combination to broaden or narrow the scope of a student’s search; This is commonly achieved using the Boolean operators AND, OR, and NOT which work as follows:
* And narrows a search by finding documents that contain all the terms (e.g., eating disorders

AND teenagers will find documents which contain both terms);

o Or broadens a search by finding documents which contain at least one of the terms; e.g., teenagers or adolescents will see results that contain either term;

* Not excludes terms so that each search result does not have any of the terms that follow it;

e.g., treatment NOT therapy will find results containing the term treatment but not the term therapy. Note well—NOT needs to be used carefully as it can exclude useful documents where treatment and therapy both occur.

**Acceptable Journals**. Many journals (but not all) are available through the Southeastern library electronic databases (particularly EBSCOHOST and PsycARTICLES). Other journals may be acceptable. You should click the box for peer-reviewed/scholarly articles since not all items in these databases are peer-reviewed.

**Other resources and location**. Supporting materials for this class are listed in the course menu in COURSE RESOURCES in BB. Additionally, students are encouraged to visit the Instructor’s Web Site, especially Class Resources for this class, for publications and articles that may have applicability to this course/topic. Please go to [**http://homepages.se.edu/cvonbergen/**](http://homepages.se.edu/cvonbergen/)to access much of this information. Students may also find it helpful to visit the Instructor’s Curriculum Vitae (resume) at [**http://homepages.se.edu/cvonbergen/vitaresume/**](http://homepages.se.edu/cvonbergen/vitaresume/) to view his publications as resources.

**CLASS MANAGEMENT:**

* **Tentative Weekly Assignments.** Please note that the dates in the “Week of” column below are the Mondays of each Week. The information below is a vital part of the syllabus. Please refer to this frequently.

|  |  |  |
| --- | --- | --- |
| **Week of** | **Topic** | **Assignment/s** |
| **1/04**  (Week 0) | The course is open, and the syllabus is available for review. | Please ensure all texts are secured. Students may begin to introduce themselves by going to **BB > Discussion Boards > Student Introductions > Student Introductions to Class > Reply >** then type your introduction **> Submit.** |
|  | Complete Student Orientation Requirement in BB [(](https://blackboard.se.edu/)**https://blackboard.se.edu**[)](https://blackboard.se.edu/) if not already done so. | You are also required to provide proof of completion of the student orientation before accessing course work. In BB, go to **COURSE WORK >**  **Student Orientation Requirement** |
|  | Become familiar with Respondus LockDown Browser and download it; also, be familiar with Respondus Monitor | See syllabus for more details. |
|  | If necessary, purchase and install the webcam | See syllabus for more details. |
|  | Questions? | Students who have questions should email the Instructor or Coach. If the Instructor feels that the question applies to the entire class, he will post the question and answer in BB in the box labeled Questions and Answers. |
| **1/11** (Week 1) | Class Begins: **1/11** | Begin the course by going to BlackBoard (BB), and then for Behavioral Management, click **START HERE**. |
|  | Course Overview | Review course syllabus; Review BB site. |
|  | Please introduce yourself to class | Please do this by Thursday, **1/14**. To do this, go to  **BB > Discussion Boards > Student Introductions > Student Introductions to Class > Reply >** then type your introduction **> Submit.** |
|  | Read and Review:   * Chapters 1-2 from *Essentials of Organizational Behavior* * Part I from *The Truth about Managing People* * PowerPoints for Chapters 1-2 of   *Essentials of Organizational Behavior* | Take Weekly Chapter/Truth Exam over Chapters 1-2  (in *Essentials of Organizational Behavior*) and Part I  (in *The Truth about Managing People*) before Sunday  [**1/17**] **at 11:30 p.m.**; to do this, go to **BB> COURSE WORK > Week 1 > Weekly Chapter/ Truth Exam Over Chapters 1-2 and Part I** |
|  | **Submit Syllabus Understanding** | Submit Syllabus Understanding before **11:30 p.m.** on **1/15** to avoid penalties. To do this, go to **BB>** **START HERE > Syllabus Understanding Form Submission Link**. Late penalties apply. |
|  | **Last Day to Drop the Class with Refund/ No Charges/No Grade: 1/15 before 5:00 p.m.** | If applicable, please call the Registrar before 5:00 p.m. on **1/15**. |
| **1/18**  (Week 2) | **Read and Review:**  • Chapters 3-5 from *Essentials of Organizational Behavior*  • Part VII from *The Truth about Managing People*  • PowerPoints for Chapters 3-5 of *Essentials of Organizational Behavior* | Take Weekly Chapter/Truth Exam over Chapters 3-5  and Part VII before 11:30 p.m. on Sunday [**1/24**]; to do this, go to **BB>** **COURSE WORK > Week 2 > Weekly Chapter/ Truth Exam Over Chapters 3-5 and Part VII** |
|  | **Post on Discussion Board (DB) 1** | Post at least four times this Week beginning at 12:00  a.m. on Monday (**1/18**) and ending on Saturday (**1/23**) at 9:00 p.m.; to do this, go to **BB> COURSE WORK > Week 2 > DB 1** to post comments. Provide at least two journal (peer-reviewed) articles as evidence for words in the DB Review DB guidelines discussed earlier in the syllabus. Please post to all threads/topics. |

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| **1/25** (Week 3) | **Read and Review:**   * Chapters 6-8 of *Essentials of Organizational Behavior* * Part II of *The Truth about Managing People* * PowerPoints for Chapters 6-8 of   *Essentials of Organizational Behavior* | Take **Weekly Chapter/Truth Exam** over Chapters 6-8 and Part II before Sunday [**1/31**] **at 11:30 p.m.**; to do this, go to **BB>** **COURSE WORK > Week 3 >**  **Weekly Chapter/Truth Exam over Chapters 6-8 and Part II** |
|  | **Post on DB 2** | Post at least four times this Week beginning at 12:00  a.m. on Monday (**1/25**) and ending on Saturday (**1/30**) at 9:00 p.m.; to do this, go to **BB> COURSE WORK > Week 3 > DB 1** to post comments. Provide at least two journal (peer-reviewed) articles as evidence for words in the DB Review DB guidelines discussed earlier in the syllabus. Please post to all threads/topics. |
|  | **Mid-Term Exam—1/30-1/31; Students have almost two days to take the Mid-term. It covers:**   * Chapters 1-8 of *Essentials of Organizational Behavior* * Parts I, II, and VII of *The Truth  about Managing People* * D.B.s 1-2 * PowerPoint Slideshows for Chapters 1-8 of *Essentials of Organizational Behavior* * Other articles submitted by the Instructor (primarily in DBs and Announcements) | Mid-Term Exam (2 hours) is due **1/31** before 11:30 p.m. (The exam will be available in two parts [each 60- minutes long] between 12:00 a.m. on **1/30** until **1/31** at 11:30 p.m. To take the Mid-Term, go to **BB> COURSE WORK > Week 3 > Part A or Part B of the Mid-Term Exam.**    Complete both parts of the Mid-Term Exam **before 11:30 p.m. on** **1/31**. It does not matter which part is taken first.) |
| **2/01**  (Week 4) | **Read and Review:**   * Chapters 9-11 of *Essentials of Organizational Behavior* * Parts IV and V of *The Truth about Managing People* * PowerPoints for Chapters 9-11 of   *Essentials of Organizational Behavior* | Take **Weekly Chapter/Truth Exam** over Chapters 9-11 and Parts IV and V before Sunday [**2/07**] **at 11:30 p.m.**; to do this go to **BB>** **COURSE WORK > Week 4 > Weekly Chapter/Truth Exam over Chapters 9-11 and Parts IV and V** |
|  | **Post in DB 3** | Post at least four times this week, starting at 12:00 a.m. on Monday (**2/01**) and ending on Saturday (**2/06**) **at 9:00 p.m.**; to do this, go to **BB>** **COURSE WORK > Week 4 > Discussion Board 3** to post comments. Provide at least two journal articles as evidence for comments. Please post to all threads/topics. |
| **2/08**  (Week 5) | **Read and Review:**   * Chapters 12-13 of *Essentials of Organizational Behavior* * Part III of *The Truth about Managing People* * PowerPoints for Chapters 12-13 of   *Essentials of Organizational Behavior* | Take **Weekly Chapter/Truth Exam** over Chapters 12-13 and Part III before Sunday [**2/14**] **at 11:30 p.m.**; to do this, go to **BB>** **COURSE WORK > Week 5 > Weekly Chapter/Truth Exam over Chapters 12-13 and Part III** |
|  | **Post in DB 4** | Post at least four times this week starting at 12:00 a.m. on Monday (**2/08**) and ending on Saturday (**2/13**) **at 9:00 p.m.**; to do this, go to **BB>** **COURSE WORK > Week 5 > Discussion Board 4** to post comments. Provide at least two journal articles as evidence for comments. Please post to all threads/topics. |
| **2/15**  (Week 6) | **Read and Review:**   * Chapters 14-15 of *Essentials of Organizational Behavior* * Part VI of *The Truth about Managing People* * PowerPoints for Chapters 14-15 of   *Essentials of Organizational Behavior* | Take **Weekly Chapter/Truth Exam** over Chapters  14-15 and Part VI before Sunday [**2/21**] **at 11:30**  **p.m.**; to do this, go to **BB>** **COURSE WORK > Week 6 > Weekly Chapter/Truth Exam over Chapters 14-15 and Part VI** |
|  | **Post in DB 5** | Post at least four times this week starting at 12:00 a.m. on Monday (**2/15**) and ending on Saturday (**2/20**) **at**  **9:00 p.m.**; to do this, go to **BB>** **COURSE WORK > Week 6 > Discussion Board 5** to post comments. Provide at least two journal articles as evidence for comments. Please post to all threads/topics. |
|  | • **Final Day to** **Drop or Withdraw (grade will be “W” ): 2/16 before 5:00 p.m.** | Please contact Registrar to drop the class before **5:00 p.m. on 2/16.** |
| **2/22**  (Week 7) | **Read and Review:**   * Chapters 16-17 of *Essentials of Organizational Behavior* * Part VIII of *The Truth about Managing People* * PowerPoints for Chapters 16-17 of   *Essentials of Organizational Behavior* | Take **Weekly Chapter/Truth Exam** over Chapters  16-17 and Part VIII before Sunday [**2/28**] **at 11:30 p.m.**; **BB>** **COURSE WORK > Week 7 > Weekly Chapter/Truth Exam over Chapters 16-17 and Part VIII** |
|  | Make-up for Mid-term for students who did not take Mid-term; this make-up is scheduled between **2/23-2/24** at 11:30 p.m.; students should check with Instructor. The make-up is NOT an opportunity to retake the Mid-term to improve a student’s grade. These dates are also the times for students to take a weekly chapter quiz they may have missed because of computer problems. | Format of Make-up for Mid-Term may differ from that originally scheduled; please check with Instructor to take Mid-term Make-up (or weekly chapter quiz) between **2/23-2/24**. This make-up must be completed **before 11:30 p.m. on 2/24**. |
|  | Final Exam: Students can take the final exam between **2/27-2/28** and complete it before 11:30 p.m. on **2/28**. The Final addresses:   * Chapters 9-17 of *Essentials of*   *Organizational Behavior* text   * PowerPoint Slideshows for   Chapters 9-17 of *Essentials of*  *Organizational Behavior*   * Parts III, IV, V, VI, and VIII of   *The Truths about Managing*  *People*   * DBs since Mid-Term * Other articles and writings submitted by Instructor. | The Final Exam (approximately 2 hours) is due **2/28** before 11:30 p.m.      (The exam will be available in **two parts** [each approximately 60 minutes long] between **2/27** at 12:00 a.m. – until **2/28** at 11:30 p.m. Both parts must be completed before 11:30 p.m. on **2/28**. It does not matter which part is taken first.). Late penalties apply.    Complete Final **before 11:30 p.m. on** **2/28**; in **BB>** **COURSE WORK > Week 7 > Part A or Part B of Final Exam. This exam is available for almost two days (2/27-2/28).** |

**GRADING, GRADING DISTRIBUTION, AND IMPORTANT DATES:   
 Anticipated Grading Structure:**

|  |  |
| --- | --- |
| **Assignment** | **Point Value** |
| **Syllabus Understanding** (Please submit before **1/15** at 11:30 p.m. Do this by going to **BB>** **START HERE > Syllabus Understanding Form Submission Link.** [Late penalties apply, see earlier remarks about this assignment, and students will be unable to continue taking assessments until the Syllabus Understanding is submitted.]) | 0 |
| **Weekly Chapter/Truth Exams** (There are seven @ 30 points each; each weekly exam is generally composed of items from two or more chapters from *Essentials of Organizational Behavior* and one or more parts from *The Truth about Managing People*.Each Weekly Exam **must be completed before Sunday at 11:30 p.m.** [Students experiencing difficulties with BB in taking these exams may be given **one** make-up opportunity for the course, but the format of the make-up may be different from the initial exam and will be given towards the end of the class. The students may be asked to write an essay/term paper in place of the exam.] Students must download Respondus link indicated earlier in the syllabus in **Respondus LockDown Browser**) to take a make-up. | 210 |
| **Discussion Board (DB.) Postings.** (**Each Monday at 12:00 a.m.** [except the first Week and last Week of class] the Instructor will post threads/topics for discussion. There are 5 DBs @ 40 points each; please post at least four times for each DB, with the *first post* for the DB coming before Wednesday of each week (i.e., the first post should be on Monday or Tuesday). *DBs end at 9:00 p.m. on Saturdays of selected weeks*. Generally, attach at least two journal references (no books or web sites) for each DB. Please post to all threads/topics posted for the Week.) | 200 |
| **Mid-Term Exam** (Chapters 1-8 of *Essentials of Organizational Behavior* and Parts I, II, and  VII, DBs, videos, and readings in Announcements from the start of the semester; take between **1/30-1/31** (complete before 11:30 p.m. on **1/31**); located in **BB>** **COURSE WORK > Week 3 > Part A or Part B of the Mid-Term Exam.**) | 290 |
| **Final Exam** (Chapters 9-17 of *Essentials of Organizational Behavior* and Parts III, IV, V, VI, and VIII of *The Truth about Managing People*, videos, DBs, and readings in Announcements since the mid-term; take between **2/27-2/28** (complete before 11:30 p.m. on **2/28**); located in **BB>** **COURSE WORK > Week 7 > Part A or Part B of the Final Exam.**) | 300 |
| **Total Course Points (TCP)** | **1,000** |

**Grade Distribution:**

|  |  |
| --- | --- |
| **Percentage of the Total Course Points (TCP)** | **Grade** |
| **88% - 100%** | **A** |
| **78% - 87%** | **B** |
| **68% - 77%** | **C** |
| **58% - 67%** | **D** |
| **Below 58%** | **F** |

**OTHER INFORMATION:**

* **COURSE RESOURCES**:On the course menu for this class in BB, you will see an item referred to as COURSE RESOURCES.This menu item provides information on the following subjects/topics:
  + Instructor Web Page
  + To Review Assessments (quizzes and tests) You Have Taken in This Class
  + To Ask for Technical Support for Issues/Problems in BlackBoard
  + SE Electronic Resources
  + Behavioral Management Resources from the Library
  + Online Tutorials and How-to Guides for Distance Learners from the Southeastern Library
  + Finding References with References (peer-reviewed journal articles)
  + An Additional Way to Obtain Peer-reviewed Articles
  + To Post Articles in Discussion Boards and Other Places in BlackBoard
  + SOSU’s Gold Orientation Q & A
  + Advice from a Top Student to a Student Asking for Help
  + How to Study
  + Practice, Practice, Practice
  + The Buffett Formula: Going to Bed Smarter than When You Woke Up
  + Purdue OWL: Purdue University’s Online Writing Lab
* **Important Dates to Remember:** There are several important dates for this semester. Review these by clicking on the following link and then scrolling down to Spring 2021:

[**https://www.se.edu/registrar/academic-calendar/**](https://www.se.edu/registrar/academic-calendar/)

**• Key University/School Policies/Procedures**

* **Attendance.** The Registrar’s office defines attendance in online classes as:
  + - Stopped Attending = Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with you
    - Never Attended = Students who never accessed Backboard to view the course or never completed any assignments that were due for the course
    - Excessive Absences = Students who have submitted some work but are infrequent in their participation or late on assignments—leading to a failing grade
* **Equity and Non-Discrimination Statement**: Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate based on race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be sent to Michael Davis, Title IX Coordinator, (580) 745-3090, or [**mdavis@se.edu**](mailto:mdavis@se.edu).
* **Disability Accommodations:** Any student needing special accommodations due to a disability should contact the Office of Disability Services, GDJ Student Union Room 328, or call (580) 745-3036. It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability-related accommodations in a timely manner. If you have questions regarding the disability accommodation process or policy, please contact Tiffany Tate, [ttate@se.edu](mailto:ttate@se.edu), for more information.
* **Counseling Center:** Any student experiencing mental or emotional issues who desire free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during regular working hours Monday-Friday, 8:00 a.m. to 5:00 p.m. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1- (800) 522-1090.
* **Graduate Catalogs**: Please see [**https://www.se.edu/registrar/academic-catalogs/**](https://www.se.edu/registrar/academic-catalogs/).
* **Student Handbook**: Available at [**https://www.se.edu/human-resources/wp-content/uploads/sites/28/2019/04/2018-2019-Student-Handbook.pdf**](https://www.se.edu/human-resources/wp-content/uploads/sites/28/2019/04/2018-2019-Student-Handbook.pdf).
* **Academic  Dishonesty** of any kind will not be tolerated. You may fail an assignment, fail the course, or be expelled from the university for academic dishonesty. As a student, it is your responsibility to be familiar with and abide by The Student Code of Conduct in the [Student Handbook](https://www.se.edu/student-life/wp-content/uploads/sites/37/2019/05/2018-2019-Student-Handbook.pdf). Please note that your original work is expected for all assignments that you submit. Ignorance is not generally accepted as an excuse.
* **Honesty and Plagiarism**:This course seeks to empower students for independent learning,

resourcefulness, clear thinking, and perception. All submitted work and activities should be

genuine reflections of individual achievement from which the student should derive personal

satisfaction and a sense of accomplishment. Plagiarism and cheating subvert these goals and will

be treated according to the policy stated in the Student Handbook.

The Instructor reserves the right to utilize electronic means to help prevent plagiarism. Students agree that by taking this course all assignments are subject to submission for textual similarity review to SafeAssign. Assignments submitted to SafeAssign will be included as source documents in SafeAssign’s restricted access database solely for detecting plagiarism in such documents.

Individuals in this course are expected to conduct themselves in a conducive manner to learning and is ethical. Cheating is neither conducive to learning nor moral and will not be tolerated.

Academic honesty is always expected. All work submitted in each course must be the Learner’s own and only their own. This includes all assignments, exams, and other projects required by the Instructor. The submission of another person’s work represented as that of the Learner’s without properly citing the work source will be considered plagiarism and will result in an unsatisfactory grade for the work submitted or for the entire course and may result in academic dismissal. To avoid plagiarism, do not “copy and” into any assignments without using quotation marks and citing in APA format the source of the material. Please review the following:

Statement of Principles. Academic honesty and ethical behavior are essential to the existence and growth of an academic community. These principles are central concepts in the education of the student taking courses in the School of Business. A School’s academic reputation rests on developing and adhering to the highest standards of academic ethics and honesty. A pledge to these standards by a student attending any course in the School of Business is expected and a passing grade requirement. Any breach of academic honesty and academic ethics expectations   
 will be considered unacceptable and will merit censure.

The breaches of academic honesty and ethical behavior include cheating, plagiarism, and the unauthorized possession of exams, papers, computer applications, or other class materials that have not been formally released by the Instructor. Academic dishonesty can be simply stated as misrepresenting another’s ideas and efforts as one’s own. These efforts may take the form of examinations, written assignments, computer applications, research, or any other work product of the student.

Definitions of Violations.

A. *Cheating—*Cheating may be defined as using unauthorized materials or giving or receiving unauthorized assistance during an examination or other academic exercise.

Examples may include:   
 --copying the work of another student during an examination OR other academic exercise   
 (including computer exercises), or permitting another student to copy one’s work;   
 --taking an examination for another student or allowing another student to take one’s test;   
 --possessing unauthorized notes, study sheets, or other materials during an examination or other   
 academic exercise;   
 --falsifying or tampering with examination results; and   
 --completing, copying, or using the results of any other student’s computer assignments.

B. *Plagiarism—*Plagiarism may be defined as the use of another’s ideas or words without   
 acknowledgment. Examples of plagiarism may include:  
 --failing to use quotation marks when quoting from a source;  
 --failing to document distinctive ideas from a source; and  
 --fabrication or inventing sources.

Since plagiarism has been a significant problem, more information may be helpful. Plagiarism is the failure—intentional or unintentional—to give someone else credit for his/her words, ideas, or creative work. It can range from improperly documenting a source in a paper to downloading a paper from the Web and turning it in as your work. To help counter plagiarism, your Instructor is using SafeAssign in BlackBoard.   
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C. *Unauthorized Possession of Disposition of Academic Materials*—Unauthorized possession or   
 disposition of academic materials may include:   
 --selling or purchasing examinations or other academic work;   
 --taking another student’s academic work without permission;   
 --possessing examinations or other assignments not formally released by an Instructor; and   
 --submitting the same paper for two different classes without specific authorization.

D. *Sanctions***—**Breaches of academic honesty or academic ethics will result in disciplinary measures that may include:   
 --a failing grade for an assignment or examination;   
 --a failing grade for a course;   
 --suspension from the School of Business program at any level; and   
 --application from the School of Business to the Vice President for Student Affairs of the

university for the offending student’s suspension for various lengths of time or permanent   
 expulsion from the university.

**FREQUENTLY ASKED QUESTIONS (FAQs)**

1. **Do you give make-up exams?** Make-up exams are only available for the mid-term exam and the final exam, and one weekly exam (because of technical difficulties) and may be of a different format than the regularly scheduled exam (e.g., a make-up essay exam may be given as opposed to a multiple-choice regularly scheduled exam) and will be taken at a time designated by the Instructor. Make-up exams are only for those who were unable to take the earlier assessment and is not an opportunity to try to improve a score on a previous exam. Make-ups will generally be given during the last week of the class.

**2. When exactly are assignments late?** Assignments are due on the day (and time, if noted)

indicated in the syllabus. Assignments submitted later or date will receive no credit or a   
 substantial penalty unless otherwise indicated in the syllabus.

**3. Do you give extra credit work?** No, not to individual students; however, extra credit

assignments are sometimes given to the entire class, and students will then earn extra credit.

**4. Are there excused absences?** Certainly. University-sponsored activities, medically related

absences and other family emergencies supported by appropriate written documentation are

generally approved. The Instructor will personally review each situation. However, excused

absences will not entitle the student to obtain extra credit participation points nor extra

credit for other projects or exams given on absence days.

**5. How about computer problems?** Generally, not turning in assignments on time, not taking

exams within the time allocated, or other computer-related issues will not be accepted as excuses, and the student will receive lesser points or no points. Please submit a BB Technical Support Request (found on BB Login page and on the page from the orientation students were instructed to print; see also in COURSE RESOURCES, To Ask for Technical Support for Issues/Problems in BB in the course) and this will generate an automatic time-stamped email response as evidence that the issue was reported. The Instructor is not obligated to believe unreported BB technical issues that affect course performance.

**6. Can students work ahead in this class?** No. Much research suggests that spaced learning

is better than massed learning for complex tasks like graduate work (see Noe, R. A. [2017].

*Employee training & development* [7th ed.]. New York: McGraw Hill Education, p. 181).

**7. Are there any netiquette rules for this class?** Yes, please follow the following netiquette rules:

[**https://www.se.edu/cidt/proper-netiquette/**](https://www.se.edu/cidt/proper-netiquette/)

**8. How long should I expect to hear back about questions I have emailed?** As a rule, 24 hours   
 or less is the goal for this class.

**And last but certainly not least is the University’s COVID-19 Policy.**

**We are all concerned about student health in these difficult times and**

**you should be aware of the following policy. Please stay safe.**

**Temporary COVID-19 Attendance Policy from the University** (although some of this is more relevant to face to face classes, parts of this also applies to our class): We are facing an unprecedented situation in which all of us must be flexible and make prudent decisions in the best interest of our families, our campus, and our community. In light of this, Southeastern is temporarily establishing campus-wide course attendance guidelines as follows: Students who are sick or need to quarantine should not attend classes. Students will not be required to provide formal documentation from a health care provider and will not be penalized for COVID-19 related absences when proper notification to campus health officials is made in accordance with the guidelines stated below. ([Illness Reporting Form](https://form.jotform.com/201426138264046))

Faculty will:

* Notify students about important course information and delivery changes through Blackboard and campus email

Students should:

* Provide notification to campus officials ([Illness Reporting Form](https://form.jotform.com/201426138264046)) if they have tested positive for COVID-19 or have to quarantine so we can confirm reported absence with instructors, monitor, and assist the campus community
* Notify instructors in advance of the absence
* Connect with that class through Zoom if the class session is being transmitted in a hybrid fashion
* • Keep up with and/or make up missed classwork or assignments
* Submit assignments digitally through Blackboard or other means as announced by your instructor
* Work with their instructors to reschedule exams, labs, and other critical academic activities described in the course syllabus.
* Check Blackboard and campus email daily to receive important announcements pertaining to the course

During this period, all faculty will establish assigned seating to facilitate roll-taking, and, if necessary, contact tracing. Additionally, we ask all members of the University community to be attentive to their health, and safeguard others, by following the CDC’s guideline to “stay home when you are sick.” You should stay home if you have symptoms. More information on what to do if you are sick is available at the CDC’s website. These policies and procedures were updated on July 24, 2020 and are subject to change.

Contact: **C. W. Von Bergen**Revised Date: January 3, 2020