**SYLLABUS MGT 3305 Organization Behavior SUMMER2, 2017**

**Phil Van Auken**

**Management Dept, 2nd floor of the Foster building, office 220.50** (the very last office at the very end of the MGT Dept. suite).

**Class material website:** [**http://business.baylor.edu/Phil\_vanauken/home.html**](http://business.baylor.edu/Phil_vanauken/home.html)

**phil\_vanauken@baylor.edu**

**Office hours: 8:30-9:30 daily**

**Misc. class info**: There is **no attendance policy** and **no exams** or a final. Canvas is not used in class. Everything you need is on my website (see URL above). Classes last only **60** minutes, at which time you may leave. I will be available during the last 30 minutes to provide grade-related **feedback** on your cumulative write-ups. This will help you know where your cumulative grade stands at any time and ways to improve future write-ups. If you want, you can also use the last 30 minutes (while class material is **fresh in your mind**) to complete your daily write-up (handwritten or typed).

**Class online materials**: Class lectures/discussions come from the **online** manual (see URL in the above box), *100 Ways to Enjoy Your Job More* (104 pages). If you interested, **optional** (not part of the class) online material (relating to professional career savvy) is also linked on the class website. All class material is found on my website (see URL link in the above box). **No** purchased text is used for class. **Printing** (front and back = around 53 printed sheets) the “100 Ways” manual will make it much **easier** to follow our daily class discussions. No other online material will be used in class.

**Assignments**: Your overall class grade comes from one short write-up (**max of 5-7** sentences) per class over material covered that day. All cumulative write-ups are due during class on Friday, **August 4**, which is the last day we will meet for class. The purpose of the WUPs is for you to apply class material to your up-coming unique career: how class material would help you better survive and thrive in your professional life. Your unique WUPs are wrapped around your unique career. In each WUP, use a hypothetical EXAMPLE to show HOW specific class content material made your (anticipated) job/career more POSITIVE. Use enough imaginary DETAILS in your example to show a good UNDERSTANDING of the class material used. WUP format: single-spaced; skip 2 lines after each WUP and number each one consecutively. There is a total of **22** WUPs (one per class), beginning with the second class and ending on August 3. WUPs should follow the topic order shown on the online handout, “100 Coverage Order.” Each WUP is over a different topic. You can take this class online as much as you wish, but if you want feedback on your write-ups, you will need to attend the last 30 minutes of any classes you choose (which are set aside for WUP feedback).

**Grading**: All of your write-ups are graded at the end of the semester as **one package** = your overall course grade, which will be **emailed** to you. Steady progress on your WUPs throughout the semester is taken into consideration. This course grade is based on how beneficial your write-ups might be **to you** in your future career.