

<b>Course</b>	<b>MNGT 5590</b> - Organizational Behavior
<b>Term</b>	Fall 1, 2011
<b>Instructor</b>	Name: Matthew McNabb Phone: 562-355-2422 Email: mcnabb1219@gmail.com
<b>Catalog Description</b>	This course introduces students to many of the basic principles of human behavior that effective managers use when managing individuals and groups in organizations. These include theories relating to individual differences in abilities and attitudes, attribution, motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, and organizational structure and design.
<b>Prerequisites</b>	None
<b>Course Level Learning Outcomes</b>	<p>Upon successful completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Define, discuss, and recognize important terminology, facts, concepts, principles, analytic techniques, and theories taught in this organizational behavior course.</li> <li>2. Identify and apply appropriate terminology, facts, concepts, principles, analytic techniques, and theories from the organizational behavior course when analyzing factual situations with organizational behavior problems.</li> <li>3. Develop reasonable solutions to organizational behavior problems using appropriate facts, concepts, principles, analytic techniques, and theories from this organizational behavior course.</li> <li>4. Evaluate the quality of their proposed solutions to organizational behavior problems against appropriate criteria, including organizational constraints.</li> <li>5. Discuss the relevance and application of the concepts, principles, and theories used in organizational behavior to contemporary events.</li> <li>6. Identify and discuss the interrelationships among the concepts, principles, and theories used in the different areas of organizational behavior.</li> </ol>

<b>Materials</b>	<p><b>Text:</b> Organizational Behavior (14<sup>th</sup> Ed)  <b>Author:</b> S. Robbins &amp; T. Judge  <b>Publisher:</b> Pearson  <b>ISBN:</b> 978-0-13-612401-6</p>																																
<b>Grading</b>	<p><b>Point Values for the Course Assignments:</b></p> <table border="1" data-bbox="488 415 1435 863"> <thead> <tr> <th data-bbox="488 415 971 464"><u>Assignment</u></th> <th data-bbox="971 415 1247 464"><u>Points</u></th> <th data-bbox="1247 415 1435 464"><u>Percentages</u></th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="488 478 1435 520"><u>INDIVIDUAL</u></td> </tr> <tr> <td data-bbox="488 531 971 573">Class Participation</td> <td data-bbox="971 531 1247 573">20</td> <td data-bbox="1247 531 1435 573">20%</td> </tr> <tr> <td data-bbox="488 604 971 646">Three Course Paper</td> <td data-bbox="971 604 1247 646">60</td> <td data-bbox="1247 604 1435 646">60%</td> </tr> <tr> <td data-bbox="488 678 971 720">Individual Presentation</td> <td data-bbox="971 678 1247 720">20</td> <td data-bbox="1247 678 1435 720">20%</td> </tr> <tr> <td data-bbox="488 825 971 863"><b>Totals</b></td> <td data-bbox="971 825 1247 863"><b>100</b></td> <td data-bbox="1247 825 1435 863"><b>100%</b></td> </tr> </tbody> </table> <p><b>Grading Scale:</b></p> <table data-bbox="678 951 1052 1203"> <tbody> <tr> <td data-bbox="678 951 873 993">A</td> <td data-bbox="873 951 1052 993">93-100</td> </tr> <tr> <td data-bbox="678 993 873 1035">A-</td> <td data-bbox="873 993 1052 1035">90-92</td> </tr> <tr> <td data-bbox="678 1035 873 1077">B+</td> <td data-bbox="873 1035 1052 1077">87-89</td> </tr> <tr> <td data-bbox="678 1077 873 1119">B</td> <td data-bbox="873 1077 1052 1119">84-86</td> </tr> <tr> <td data-bbox="678 1119 873 1161">B-</td> <td data-bbox="873 1119 1052 1161">80-83</td> </tr> <tr> <td data-bbox="678 1161 873 1203">C</td> <td data-bbox="873 1161 1052 1203">70-79</td> </tr> <tr> <td data-bbox="678 1203 873 1245">F</td> <td data-bbox="873 1203 1052 1245">69 and below</td> </tr> </tbody> </table> <p><b>Synthesis and Evaluation:</b></p> <p>A = Excellent performance. Work is exemplary and worthy of emulation by others. Student is in full attendance and constructively contributes to the learning environment.</p> <p>B = Above average performance. All assignments are complete and exhibit a complete understanding and an ability to apply concepts.</p> <p>C = Average performance. Accomplishes only the minimum requirements. Oral and written communication is at an acceptable level.</p> <p>F = Work is not passing and unsatisfactory, characterized by incompleteness, lateness, unsatisfactory demonstration of understanding and application.</p>	<u>Assignment</u>	<u>Points</u>	<u>Percentages</u>	<u>INDIVIDUAL</u>			Class Participation	20	20%	Three Course Paper	60	60%	Individual Presentation	20	20%	<b>Totals</b>	<b>100</b>	<b>100%</b>	A	93-100	A-	90-92	B+	87-89	B	84-86	B-	80-83	C	70-79	F	69 and below
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<b>Activities</b>	<p><b>Instructor reserves the right to alter assignments. If this should occur, the student will be notified before hand.</b></p>																																

	<p>Classes will include lectures, group exercises, and discussions on course readings and case studies. Some individual exercises may be completed during class, but most will be completed outside class. All group exercises will be completed during class, and obviously cannot be made up individually later—you will simply not get credit for those missed group exercises. For all classes other than the first class, you are expected to have read the assigned chapters before class each week. This will enable you to participate in any exercises and to ask questions about material you didn't understand. Each student will be required to give <u>two short oral presentations individually and one presentation as a team member</u>. This will be discussed during the first evening session.</p> <p>There will be one midterm examination and a final examination. The examinations will consist primarily of multiple choice questions, short answers, and short essay questions or exercises. The examinations will cover all of the assigned readings, even if the material was not discussed in class. In addition, you may be tested on information introduced in lectures, class discussions, or cases, but which are not covered in the textbook.</p> <p>Finally, you will be required to write a paper analyzing a performance problem that involves issues in organizational behavior. You will be given detailed instructions on the paper, but in general you will identify and describe a performance problem in some organization, analyze the performance problem in terms of relevant organizational behavior theories, and suggest one or more plans that might help solve the problem. The most important part of the paper is your analysis of the problem and its causes, although research may help clarify your thinking and analysis. This paper should illustrate your abilities to analyze real-world situations and integrate the concepts you have learned during the course. <b>Note that this is not a traditional term paper about some topic, nor is it a book report.</b> The paper should be in length between 12 and 15 pages, including the list of references. Papers exceeding 15 pages may be penalized if the additional length was due to poor editing or writing.</p>
<p><b>Policy Statements: University Policies</b></p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p><b>Academic Honesty</b></p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p>

	<p><b>Drops and Withdrawals</b></p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p><b>Special Services</b></p> <p>If you need accommodations for a disability, please let the instructor know at the beginning of the course so that they can be provided.</p> <p><b>Disturbances</b></p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course</p> <p><b>Attendance</b></p> <p>The University reserves the right to cancel a student's course enrollment if the student does not attend class the first or second week of the term/semester. Students are expected to attend all class sessions. In the case of unavoidable absence (e.g., medical reason, work related travel), the student must contact the instructor directly and immediately. The instructor may give warning to the student and then recommend that the student withdraw from the course. The student is subject to appropriate academic penalty for incomplete or other make-up work, or for excessive or unexcused absences. A student who misses two class meetings per course without a documented reason or (advance) permission from the instructor should withdraw from the course.</p>
<p><b>Course Policies</b></p>	<p><b>Written Assignments</b></p> <p>All written assignments are to be typed, spell-checked and grammar checked, well written with a logical flow of thought. Submit double-spaced with 1" margins, and prepared in the APA. Papers should be in 12-pitch font, using Times New Roman. Indent paragraphs five spaces to indicate a new paragraph. Please include a title page in APA format on all papers so that the instructor can identify the student, assignment, course number, and</p>

workshop number. Although numbered, the title page does not count toward the required number of content pages.

Students are required to use the Webster University's online library PASSPORTS (<http://library.webster.edu>). The written assignments should include a minimum of 5 non-internet references (e.g. academic journals, books, professional publications). All students are required to submit their research papers to the Webster On-Line Writing Center for review and assistance (<http://www.webster.edu/acadaffairs/asp/wc/online.html>).

Please staple your papers together in the upper left hand corner. Do not put them into a folder, binder, or plastic cover.

### **Plagiarism**

Plagiarism or academic dishonesty, whether accidental or deliberate, is a serious violation. The faculty member has the option of using classroom sanctions or elevating the case to campus level. **Students are advised that written assignments may be submitted by the faculty member to an online plagiarism detection service.**

It is plagiarism to go to the Internet, find an article, copy it to the clipboard and then drop it into your word processor. Listing the article as a reference on the last page will not cover you.

### **Late Assignments**

Workshop assignments will be penalized two points for each day late. No assignments will be accepted after the end of the course (unless an Incomplete is granted).

### **Late Arrival and Early Departure**

Late arrival and early departure may constitute loss of participation points at one participation point for every 30 minutes.

### **Cell Phones**

Out of consideration for others, please turn your cell phone to the silent mode. If they do not have a silent or vibrate mode, please turn them off. These items tend to distract the other students when they ring during class discussions or study group activities.

### **Participation**

Participation in all class meetings is required. An absence for whatever reason will result in the loss of the participation points

for participation that night. If a student is absent, he/she does not gain the benefit of class involvement and is not contributing to the learning of other students in the class. The student will, however, make up all written work for the class missed.

Participation is graded on individual and Team contributions to class discussions and participation in the Team itself. The vast majority of managers' interactions with others are oral. They generally spend very little time reading and even less time writing reports. For this reason, the development of oral skills is given a high priority in this course. The classroom should be considered a laboratory in which a student can test their ability to convince their peers of the correctness of their approach.

**Outstanding Contributor:** Contributions in class reflect thorough preparation. Ideas offered are usually substantive; provide one or more major insights, as well as, direction for the class. Arguments, when offered, are well substantiated and persuasively presented. If this person were not a member of the class, the quality of the discussions would be diminished significantly.

**Good Contributor:** Contributions in class reflect thorough preparation. Ideas offered are usually substantive; provide good insights and sometimes direction for the class discussion. Arguments, when presented, are, generally, well substantiated and are often persuasive. If this person were not a member of the class, the quality of the discussion would be diminished considerably.

**Adequate Contributor:** Contributions in class reflect satisfactory preparation. Ideas offered are sometimes substantive, provide generally useful insights, but seldom offer a major new direction for the discussion. Arguments are sometimes presented, and are fairly well substantiated and sometimes persuasive. If this person were not a member of the class, the quality of the discussions would be diminished somewhat.

**Non-participant:** This person has said little or nothing in this workshop or class. Hence, there is no adequate basis for evaluation. If this person were not a member of the class, the quality of the discussions would not be changed.

**Unsatisfactory Contributor:** Contribution in class reflects inadequate or non-existent preparation. Ideas offered are seldom substantive; provide few, if any, insights; and rarely provide a constructive direction for the class discussion. Integrative

	<p>comments and effective arguments are completely absent. Class contributions are, at best, “time fillers” efforts to make isolated, obvious, or confusing points. If this person were not a member of the class, valuable class time would be saved.</p>																														
<b>Weekly Schedule</b>	<table border="1"> <thead> <tr> <th><b>Date</b></th> <th><b>Topics</b></th> <th><b>Assignments Completed</b></th> </tr> </thead> <tbody> <tr> <td>Jun 2</td> <td>What is Org. Behavior</td> <td>Chapter 1</td> </tr> <tr> <td>Jun 9</td> <td>Diversity &amp; Attitudes</td> <td>Chapter 2 &amp; 3</td> </tr> <tr> <td>Jun 16</td> <td>Emotions &amp; Values</td> <td>Chapters 4 - 5</td> </tr> <tr> <td>Jun 23</td> <td>Perception, Motivation &amp; Application PAPER #1, “The Individual” Due NEXT WEEK</td> <td>Chapters 6, 7, &amp; 8</td> </tr> <tr> <td><b>Jun 30</b></td> <td><b>Paper #1 Due</b> Group, Teams &amp; Communication</td> <td>Chapters 9, 10 &amp; 11</td> </tr> <tr> <td>Jul 7</td> <td>Leadership, Power &amp; Conflict PAPER #2, “The Group” Due NEXT WEEK</td> <td>Chapters 12, 13 &amp; 14</td> </tr> <tr> <td><b>Jul 14</b></td> <td><b>Paper #2 Due</b> Organization Structure &amp; Culture</td> <td>Chapters 15 &amp; 16</td> </tr> <tr> <td>Jul 21</td> <td>HR Policies &amp; Organizational Change PAPER #3, “The Organization System, Due NEXT WEEK</td> <td>Chapter 17 &amp; 18</td> </tr> <tr> <td><b>Jul 28</b></td> <td><b>Paper #3 Due</b> Final</td> <td>Individual Presentation(s)</td> </tr> </tbody> </table>	<b>Date</b>	<b>Topics</b>	<b>Assignments Completed</b>	Jun 2	What is Org. Behavior	Chapter 1	Jun 9	Diversity & Attitudes	Chapter 2 & 3	Jun 16	Emotions & Values	Chapters 4 - 5	Jun 23	Perception, Motivation & Application PAPER #1, “The Individual” Due NEXT WEEK	Chapters 6, 7, & 8	<b>Jun 30</b>	<b>Paper #1 Due</b> Group, Teams & Communication	Chapters 9, 10 & 11	Jul 7	Leadership, Power & Conflict PAPER #2, “The Group” Due NEXT WEEK	Chapters 12, 13 & 14	<b>Jul 14</b>	<b>Paper #2 Due</b> Organization Structure & Culture	Chapters 15 & 16	Jul 21	HR Policies & Organizational Change PAPER #3, “The Organization System, Due NEXT WEEK	Chapter 17 & 18	<b>Jul 28</b>	<b>Paper #3 Due</b> Final	Individual Presentation(s)
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<b>Additional Information</b>	<p>The instructor is available to meet individually or talk via telephone with each student to insure adequate undertaking of course requirements and to offer assistance and suggestions. If the instructor is not immediately available, please feel free to leave a message and telephone number where you can be reached. Your call will be returned within a 48-hour time frame.</p>																														
<b>Paper Topic</b>	<p>The relationship between Individual/Group/Organizational System behavior and its effect on the organizational. Each paper must utilize three or more assessments handed out during class or emailed to the student. The paper will include your score and interpretation of each assessment utilized and how your score would impact Organizational Behavior. Examples will be provided for each paper.</p>																														