

**Course Syllabus**

<b>Course</b>	MNGT 5590 LC Organizational Behavior
<b>Term</b>	Fall 1, 2009 Lackland AFB, TX
<b>Instructor</b>	Name: Dr. Millie Klein Phone: 830-981-5845 Email: <a href="mailto:kleinm@webster.edu">kleinm@webster.edu</a>
<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>Title: <i>Organizational Behavior</i>, 5<sup>th</sup> edition          Author(s): Steven McShane and Mary Ann Von Glinow          Publisher: McGraw-Hill,          ISBN: 0073381233 or 9780073381237</p>

<p><b>Grading</b></p>	<p>Your course grade will be based on your scores on the examination, papers, assignments, and your contributions to class discussions. These different components will be weighted as follows:</p> <table data-bbox="521 304 1105 447"> <tr> <td>Four Concept Papers</td> <td>12%</td> </tr> <tr> <td>Research Paper</td> <td>40%</td> </tr> <tr> <td>End of Term Activity/Exam</td> <td>40%</td> </tr> <tr> <td>Class Participation</td> <td>8%</td> </tr> </table> <p><b>The GRADUATE catalog provides these guidelines and grading options:</b></p> <ul data-bbox="537 520 1430 961" style="list-style-type: none"> <li>• <b>A/A-</b> Superior graduate work</li> <li>• <b>B+/B/B-</b> Satisfactory graduate work</li> <li>• <b>C</b> Work that is barely adequate as graduate-level performance</li> <li>• <b>CR</b> Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.</li> <li>• <b>F</b> Work that is unsatisfactory</li> <li>• <b>I</b> Incomplete work</li> <li>• <b>ZF</b> An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal.</li> <li>• <b>IP</b> In progress</li> <li>• <b>NR</b> Not reported</li> <li>• <b>W</b> Withdrawn from the course</li> </ul>	Four Concept Papers	12%	Research Paper	40%	End of Term Activity/Exam	40%	Class Participation	8%
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<p><b>Activities</b></p>	<p>Classes will include lectures, group exercises, discussions of videos and short cases. 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 exercise.</p> <p>You will complete four concept papers based on a concept of your choice from an assigned text chapter. The papers will be a minimum of two pages with the first page focusing on a definition of the concept and the second page on a description of how you have used or could use the concept. The research paper will be based on a course related topic and will be 12 pages using APA guidelines. There will be a minimum of an average of three citations per page. The end of term activity/exam will be formatted much like the concept papers with the emphasis on application.</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</p>								

	<p>definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><b>Drops and Withdrawals</b> 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> If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><b>Disturbances</b> 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>Student Assignments Retained</b> From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p><b>Contact Hours for this Course</b> It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<b>Course Policies</b>	Assignments will not be accepted via e-mail.
<b>Weekly Schedule</b>	<p>Week 1: Introduction to the Field of Organizational Behavior; Individual Behavior, Values, and Personality (Chapters 1 &amp; 2)</p> <p>Week 2: Perception and learning in Organizations; Workplace Emotions and Attitudes (Chapters 3 &amp; 4)</p>

	<p>Week 3: Motivation in the Workplace; Applied Performance practices; Work-Related Stress and Stress Management (Chapters 5, 6 and 7)</p> <p>Week 4: Decision Making and Creativity; Foundations of Team Dynamics (Chapters 8 &amp; 9)</p> <p>Week 5: High Performance Teams; Power and Influence in the Workplace (Chapters 10, 11 &amp; 12)</p> <p>Week 6: Conflict and Negotiation in the Workplace; Leadership in Organizational Settings (Chapters 13 &amp; 14)</p> <p>Week 7: Organizational Structure and Design; organizational Culture; organizational Change (Chapters 15, 16 &amp; 17)</p> <p>Week 8: Begin Paper Presentations</p> <p>Week 9: Complete Paper Presentations and End of Term Activity</p>
<b>Additional Information</b>	All grades will be based on accuracy of content, appropriate application and writing style.