

WC MGT329 Syllabus
Organizational Behavior for Managers Fall 2009
Monday 6:00 PM to 10:00 PM @ Cincinnati State

Instructor: Brenda Calhoun, SPHR, Assistant Professor

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Text: *Organizational Behavior* (13th Ed) Robbins, Stephen P. & Judge, Timothy A., 2009, Pearson Prentice Hall
Supplement to Text: Self-Assessment Library 3.4

Wilmington College Mission Statement

The purpose of Wilmington College is to educate, inspire, and prepare each student for a life of success and service.

To fulfill that purpose, Wilmington College provides a high quality undergraduate and graduate education shaped by the traditions of the liberal arts, career preparation, and the distinctive values of the Religious Society of Friends (Quakers). By offering academic programs, practical experience, and co-curricular activities in a variety of settings to students from diverse backgrounds, the College leads students to gain an awareness of the world, to acquire knowledge of career and vocation, and to seek truth and social justice.

In keeping with the rich heritage of the liberal arts, the College seeks to educate the whole person - intellectual, emotional, physical, and spiritual - in ways that foster critical thinking, reflection, the free exchange of ideas, open inquiry, tolerance, and a desire for lifelong learning. The liberal arts are integrated with career preparation to help students develop the knowledge and skills to succeed in a career or further education.

As an academic community, Wilmington College is rooted in historic Quaker values that include integrity, service, simplicity, equality, peace and social justice, and respect for all persons. These values motivate those who learn and work at Wilmington College to make positive contributions to their professions and their communities.

Accelerated Course Policy: Accelerated courses are designed for working adults. They are intense learning experiences with fewer class hours and more independent study.

Attendance Policy: It is my expectation that class members will attend every class. However, I understand that emergencies happen. If you must miss a class, you are required to contact me prior to the start of class. If you miss two classes, for any reason, your final grade will be dropped by one letter grade. If you have to miss more than two classes you will be dropped from the class.

COURSE DESCRIPTION: The intent of this course is to become familiar with basic organizational behavior concepts and their application in contemporary organizations. Organizational Behavior (OB) is the study of how human behavior and organizational environment impact organizational effectiveness.

COURSE PREREQUISITES: MGT211 (preferred) or PSY151

COURSE OBJECTIVES:

- To understand how workers and managers influence individual and group motivation and behavior.
- To understand the impact of diversity and globalization issues facing organizations.
- To understand related topics such as leadership and the use of teams in organizations.
- To understand organizational structure, organizational culture and managing change
- To understand the four management functions of planning, organizing, leading and controlling.
- To understand the role of the manager in various forms of contemporary organizations.
- To understand the challenges and opportunities facing organizations today such as globalization, diversity, technology and social responsibility.
- To understand the difference between management and leadership in contemporary organizations.
- To understand how the basic concepts from leadership, communication and motivation theory apply to organizational leadership.

CLASS FORMAT: Class meetings will consist of a combination of lecture, discussion, self-assessment exercises, case analysis, video & other exercises. Students will be accountable for all assigned readings, lecture material, any supplemental material, and, for changes in assignments and dates that may be announced in class. Responsibility for missed lectures resides with the student. **Students are required to read the assigned text and any supplemental material BEFORE class.** Effective learning and participation in the classroom cannot happen without this.

CLASS PARTICIPATION: Students are expected to participate by asking/answering questions, providing relevant examples, etc. Participation is worth 30 points toward your grade in the class. Students who regularly attend class but rarely contribute to class discussion should not expect to receive the same credit for participation as those who consistently participate in a meaningful way.

I encourage a relaxed, open atmosphere in class but appropriate and supportive behavior is expected. In other words, listen actively and respectfully to whoever is speaking, whether it is the instructor or a fellow student and do not interrupt. In addition, please refrain from side conversations as they are disrespectful to the person talking and make it difficult for your fellow students to hear.

NOTE: Be sure to use class time to ask questions about any material in the book that you do not understand. There is no such thing as a stupid question! Chances are someone else has the same question you do.

ASSIGNMENTS: There will be chapter quizzes given on the reading assignment. The quizzes are worth 5 points each. At the end of the semester, your lowest quiz score will be dropped.

There will be two, four page papers due for this class. The papers must be double-spaced with 1-inch margins, 12 pt. font, and paginated. They should be emailed to me at professorbrenda@cinci.rr.com. The papers are due prior to midnight. Two points will be deducted for every 24 hours the paper is late.

There will be one oral presentation due. This is worth 30 points. You should use PowerPoint. A presentation rubric will be passed out the first night of class.

Pre-Assignment

Read chapters 1 & 2 of the textbook. Do the self-assessments shown for chapters 1 & 2. Be prepared for a test.

GRADING: A point system will be used to determine students' final grades for this course.

Quizzes	50 points (5 x 10)
Reflection Paper on <i>Pursuit of Happiness</i>	10 points
Oral presentation	45 points
Written papers	60 points (2 x 30)
Participation	<u>35 points (7 x 5)</u>
TOTAL:	200 point

It is anticipated the final grades will be based on the following scale:

194 – 200 = A
187 – 193 = A-
180 -- 186= B+
173 – 179 = B
166 --172 = B-
159 -- 165= C+
152 – 158 = C
145 -- 151 = C-
138 --144 = D+
131 – 137 = D
124 -- 130 = D-
Below 124 = F

MAKE-UP POLICY: There is none. Students are expected to take quizzes on the scheduled dates and times. You will not be permitted to make up any quizzes. You will automatically lose 15 points for each class missed (5 participation and 10 quiz points). IF there is an emergency on your scheduled presentation date we will discuss make up opportunities.

TENTATIVE CLASS SCHEDULE

DATE	TOPIC/CLASSWORK	CHAPTER
10/26/09	What is Organizational Behavior? Foundations of Individual Behavior	Chapter 1 Chapter 2
11/02/09	Attitudes & Job Satisfaction Personality & Values Perception & Individual Decision Making	Chapter 3 Chapter 4 Chapter 5
11/09/09	Motivation Concepts Motivation: From Concepts to Application 1 st Paper due <i>Career Autobiography</i> <i>Pursuit of Happyness</i>	Chapter 6 Chapter 7
11/16/09	Emotions & Mood Foundations of Group Behavior Understanding Working with Teams <i>Pursuit of Happyness</i> Paper Due	Chapter 8 Chapter 9 Chapter 10
11/23/09	Communication Basic Approaches to Leadership Contemporary Issues in Leadership	Chapter 11 Chapter 12 Chapter 13
12/07/09	Power & Politics Conflict & Negotiation Foundations of Organizational Structure Final Paper due <i>Self Assessment of Personal</i> <i>And Business Attributes</i>	Chapter 14 Chapter 15 Chapter 16
12/12/09	Organizational Culture Human Resource Policies & Practices Organizational Change & Stress Management	Chapter 17 Chapter 18 Chapter 19

ACADEMIC DISHONESTY: Students are expected to act with academic integrity. Academic dishonesty includes but is not limited to cheating on quizzes and submitting work that is not your own. . Failure to honor this code will result in failing the course.

AMERICANS WITH DISABILITIES ACT (ADA): In accordance with the ADA, Wilmington College provides reasonable accommodation to students with physical and mental disabilities. If you have a disability that requires accommodation, please notify the Director of the Academic Resource Center (800-341-9318 ext. 430) and me within the first week of the session.