

Management 541 (13366): Organizational Behavior
Online Course

Fall, 2012

Instructor Information:	Name: Dr. Maryann Albrecht Email address: maryann@uic.edu Please put Mgmt. 541 in any email heading.
Class Sessions:	This is an online MBA course.
Text:	<p><i>Required Texts and resources:</i></p> <p>1. Steven L. McShane and Mary Ann Von Glinow, Organizational Behavior: Emerging Knowledge. Global Reality, 6th ed., McGraw Hill, New York, N.Y., 2013. This sixth edition is the textbook. ISBN 978-0-07-811264-5 MHID 0-07-811264-8</p> <p>2. You will also need to enter the McGraw Hill website and pay about \$17.50 for full access to their web content for the fifth edition. You can go to www.mhhe.com/McShane6e (sixth edition) to gain access to practice tests and PowerPoint. However, you need to go to www.mhhe.com/McShane5e (fifth edition) and pay for premium content to access helpful Management Library Self Assessments and videos used in the course.</p> <p>3. Blackboard at http://www.uic.edu (quick links) is used as a framework for course materials and announcements. Please be sure you have both a UIC user ID <i>and an email account</i>.</p>
Course Description & Objectives:	<p>The class material includes both theory and practical application of Organizational Behavior in organizations. OB is the study of how individuals and groups impact behavior within an organization. It is a field of systematic study that focuses on improving productivity and other areas of performance improvement. At the completion of this course, you will have studied the major topic areas within the field and the challenges and opportunities for managers applying OB principles within organizations.</p>
Evaluation:	<p>It is the responsibility of both the student and the instructor to evaluate learning and performance during the class. Evaluation during the course will happen several ways. Elements to be evaluated will be the following:</p> <p>Student performance</p> <ol style="list-style-type: none"> 1. Quizzes 2. Completion of two self-assessment papers (one written report on course skill assessments and one on the chapter self assessments). 3. Completion of one skill building paper (written report) 4. Cases (one individual case) 5. Course participation

	<p>Instructor performance</p> <ol style="list-style-type: none"> 1. Use of questionnaires and essays to assess student satisfaction 2. Course evaluation questionnaire 														
Grading:	<p>Grades are based on the following assignments; midnight means 11:59 p.m. on the date given.</p> <table border="1"> <tr> <td>Online Quizzes (1-15): do the first seven by midnight, Fri., Oct. 19 and the rest by Wed., Dec. 12</td><td>45%</td></tr> <tr> <td>Management Library Self-Assessments (7) due midnight, Monday, Oct. 22.</td><td>14%</td></tr> <tr> <td>Chapter Self-Assessment Inventories (8 due midnight, Monday, Dec. 10</td><td>16%</td></tr> <tr> <td>Class Participation (discussion, adding ideas to discussion board or chats). Finish by Friday, Dec. 7.</td><td>5%</td></tr> <tr> <td>Case (Individual) due midnight, Friday, Dec. 7.</td><td>10%</td></tr> <tr> <td>Skill Development Paper due Midnight, Fri., Dec. 7.</td><td>10%</td></tr> <tr> <td>TOTAL</td><td>100%</td></tr> </table> <p>B is the expected average grade for a graduate student. The final grade cutoff points are found on the following scale: 100 – 90 = A 80 --89 = B 70 – 79 = C</p>	Online Quizzes (1-15): do the first seven by midnight, Fri., Oct. 19 and the rest by Wed., Dec. 12	45%	Management Library Self-Assessments (7) due midnight, Monday, Oct. 22.	14%	Chapter Self-Assessment Inventories (8 due midnight, Monday, Dec. 10	16%	Class Participation (discussion, adding ideas to discussion board or chats). Finish by Friday, Dec. 7.	5%	Case (Individual) due midnight, Friday, Dec. 7.	10%	Skill Development Paper due Midnight, Fri., Dec. 7.	10%	TOTAL	100%
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Class Assignments	<p>Detailed instructions for the skill, assessment and case assignments are given in the handout. Read the handout before you do each type of assignment: course self assessment paper, chapter self-assessment paper, cases and skill development paper. You will lose credit for late papers.</p>														
Quizzes	<p>Blackboard tests consist of ten multiple choice questions. Those questions are <i>open book</i>, and cover the material in the assigned reading. I put them in the Assignment section of Blackboard and have my name on them, e.g., Ch. 1 test Albrecht.</p> <ol style="list-style-type: none"> 1. You take each quiz <i>once</i> and for 15 minutes. <u>Do not click on (open) a quiz without being willing to take it. Do not move forward or backtrack on a quiz, double click it, or try to refresh a page;</u> each of these actions takes you out of 														

	<p>the test.</p> <ol style="list-style-type: none"> Tests are not cumulative and cover only the material contained in the text. Except for the first week, quizzes will be available by the Monday of the week a chapter is assigned and remain until midnight, Oct. 19 for the first seven and Dec. 12 for tests 8-15. You are required to take either all or 13 of the 15 quizzes and I will enter a low B grade (80) at the end of the course for any two lower grades (or for two missing grades). You may not use assistance from other individuals but you may use your own text and notes to take a test. Note: Each person's quiz has a different random order of questions. These are tests so study the material before you take one. You'll notice there are also practice quizzes in the publisher's website up but these do not have my name on them and I do not use them in grading. <p>There are no "extra credit" projects for this class.</p>
Conduct:	<ol style="list-style-type: none"> The following statement is included in almost all syllabi: "All students are expected to observe the rules and regulations of the college. Please refer to your student handbook for specific details. Feel free to ask me if you have any questions as to how those rules apply to this class. Not knowing the rules is not an excuse for a breach of the rules. Know that I take cheating very seriously. If I believe that a student has not adhered to the policies of the college on any matter, I will refer the matter to the appropriate disciplinary body." Remember not to make any comments about politics. It's unethical (and against state law) to use state resources for political purposes.
Accessibility:	Students with disabilities or special needs are asked to inform the instructor as early as possible in the term in order to facilitate accommodation to computers or other equipment.
Changes to Syllabus	This syllabus is subject to change. Announcements in class or on Blackboard take precedence over any other communication.

Weekly Assignments (Note: You only do 8 chapter self-assessments; I've listed more). The chapter assessments are in your text (6th edition). The Management Library Self Assessments (MLSA's) are part of the premium content of the fifth edition at www.mhhe.com/McShane5e

Aug. 27	Week 1 - Chapters 1 and Appendix A
Text	Ch. 1
Quiz	Ch. 1 in Blackboard (before midcourse).

Self Assessment(s)	Check out the assignments in Blackboard and make sure you have any required programs and can begin the 7 required Management Library Self Assessments. There's a list in the handout. Do all 7 within the first few weeks) so you have time to complete that paper and the report on the two you select to practice for your skill practice paper.
Comments:	1. Remember to check Blackboard about twice a week for announcements and check your computer for viruses. Set aside a clean disk or memory stick for your coursework. 3. Reminder: Don't start a test until you are ready to take it.

Sept. 3 Week 2 – Chapter 2	
Text	Ch. 2
Quiz	Ch. 2 in Blackboard (before midcourse).
Chapter Self Assessment(s)	Text 2.6 Are you Introverted or Extroverted (Note: Chapter Self-Assessments are not the same as Management Library Self Assessments; the Handout can help you find each set.)
Comments:	1. Check out the Management Library Self Assessment assignments in the Premier website of McGraw Hill (fifth edition) and make sure you have Shockwave and Flash and can begin the 7 required Management Library Self Assessments (MLSA). Do all 7 within the first few weeks and save results; your paper on these is due Oct. 22 . That gives you time to work on your skill development. You need to practice a skill every day for two weeks. You do lose credit for late papers. 2. Appendix A in the text is probably a brief review for you but it is very important for every person to understand the scientific method. 3. Remember to check Blackboard about twice a week for announcements and to check your computer for viruses. 4. Set aside a virus checked memory stick for your coursework. Computers do crash and at the worst time! 5. Print and read all the files in Course Information. 6. Reminder: Don't start a test until you are ready to take it. 7. Each week I put up an article in Blackboard. You can add new or interesting comments (not just agreement or examples) as a colleague for others in the class. Remember, you don't do all chapter self assessments. I do list those related to each chapter as you progress weekly through the text.

Sept. 10 Week 3 - Chapter 3	
Text	Ch. 3

Quiz	Ch. 3 in Blackboard (before midcourse).
Chapter Self Assessment(s)	Text: 3.6 Does Work Define Your Self-Concept

Sept. 17	Week 4 – Chapter 4
Text	Ch. 4
Quiz	Ch. 4 in Blackboard (before midcourse).
Chapter Self Assessment(s)	Text: 4.5 Are You in Touch with Your Emotions

Sept. 24	Week 5 – Chapter 5
Text	Ch. 5
Quiz	Ch. 5 in Blackboard (before midcourse).
Chapter Self Assessment(s)	Text 5.6 Need-Strength Questionnaire
Comments:	Reminder: If you haven't worked on the Management Library Self Assessments (MLSA), reread the section in your handout and start working on it.

Oct.1	Week 6 – Chapter 6
Text	Ch. 6
Quiz	Ch. 6 in Blackboard (before midcourse).
Chapter Self Assessment(s)	Text: 6.3 What is Your Attitude Toward Money

Oct.8	Week 7 – Chapter 7
Text	Ch. 7
Quiz	Ch. 7 in Blackboard (before midcourse).
Chapter Assessment	Text 7.6 Measuring Your Creative Personality

Oct. 15	Week 8 - Chapter 8
Text	Ch. 8
Quiz	Ch. 8
Chapter Self Assessment(s)	Text 8.6 What Team Roles Do You Prefer?
Comment	Your paper on the seven MLSA's is due Oct. 22 Your papers will go into the place provided under assignments. Remember to put your name at the top of the paper before you send it. Check that you use .doc not Vista's .docx for the file

Oct. 22	Week 9 – Chapter 9
Text	Ch. 9
Quiz	Ch. 9
Chapter Self Assessment(s)	Text: Are You an Active Listener?

Oct. 29	Week 10 – Chapter 10
Text	Ch. 10
Quiz	Ch. 10
Chapter Self Assessment(s)	10.5 How do you Influence Co-Workers and other Peers

Nov. 5	Week 11 - Chapter 11
Text	Ch. 11
Quiz	Ch. 11 in Blackboard
Chapter Self Assessment(s)	Text 11.5 What is Your Preferred Conflict Handling Style?

Nov. 12	Week 12 - Chapter 12
Text	Ch. 12
Quiz	Ch. 12 in Blackboard
Chapter Self Assessment(s)	Text 12.4 Do Leaders Make a Difference

Nov. 19	Week 13 – Chapter 13
Text	Ch. 13
Quiz	Ch. 13 in Blackboard
Chapter Self Assessments	Text 13.4 What Organizational Structure Do You Prefer?

Nov. 26	Week 14 – Chapter 14
Text	Ch. 14
Quiz	Ch. 14 in Blackboard
Chapter Self Assessments	Text: 14.5 Which Corporate Culture Do You Prefer?

Dec. 3	Week 15 – Chapter 15
Text	Ch. 15
Quiz	Ch. 15 in Blackboard
Chapter Self Assessments	Text: 15.3 Are You Tolerant of Change?
Comments:	Complete Assignments (Class Participation, Individual Case and Skill Development Paper are due Dec. 7. The chapter self-assessment paper is due Dec. 10.