



School of Business

MGT 305-03W

Professor and Syllabus Author Dr. Alison Wall

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COURSE INFORMATION:

Course Title Organizational Behavior

Department and Course Number MGT 303-0W

Semester, Year, and Class Meetings Dates and Hours Fall 2017; T/Th 1:50-3:05; BU 202

Prerequisites: Junior/Senior Standing

Course Description:

Organizational Behavior is a field of study that investigates the individual, group, and organizational processes and performance outcomes within organizations, for the purpose of applying the concepts and theories of behavioral sciences toward improving an organization's effectiveness. Topics in Organizational Behavior include individual differences, motivation, communication, group dynamics, power and conflict, leadership, organizational culture, and organizational change and development.

Course Text:

Organizational Behavior: A Practical, Problem-Solving Approach

Author: Kinicki & Fugate ISBN: 9781259915369 (Online) 9781307036121 (Loose-leaf)

Publisher: McGraw-Hill Higher Education

Please only use the link provided via Blackboard to access assignments and connect. You can also use this registration address: <http://connect.mheducation.com/class/a-wall-mgt-305-03w-fall-2017-1>

You are not required to have a print text for this class, but you will need access to the text for class activities. You can purchase Connect/EBook access directly online by following the registration directions given to you or by purchasing the Connect access card in the bookstore. This text also has a Mobile App for you to access your text anywhere:

<http://www.mheducation.com/highered/explore/readanywhere.html>

If having trouble registering or accessing Connect, please contact McGraw-Hill's Customer Support for the fastest help. Live chat, email, and phone support are available almost every hour of the day.

Website: www.mhhe.com/support | **Phone:** (800) 331-5094

Hours (EST) Sunday: 12:00 PM – 12:00 AM; Monday - Thursday: 24 hours; Friday: 12:00 AM – 9:00 PM; Saturday: 10:00 AM – 8:00 PM

Ensure your computer meets system requirements by going to this link:

<http://connect.mheducation.com/connect/troubleshoot.do>

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COURSE OBJECTIVES

Objective	Method of Evaluation (Assessment)	AOL Goals
Evaluate arguments and accepted practices critically.	Position/Research Papers	Goal 1
Analyze workplace issues using the concepts and scientific theories of organizational behavior.	Quizzes, Position/Research Papers	Goal 2
Apply effective communication skills in small group settings	Group Assignments & Activities	Goal 3
Demonstrate effective group performance skills.	Group Assignments & Activities	Goal 4
Demonstrate an understanding of diversity and culture and its impact.	Position Papers	Goal 4

Undergraduate (BSBA) learning goals and objectives:

GOAL 1: Our students will propose solutions to business problems by synthesizing across disciplines within the larger social context.

Objective 1: To apply appropriate business concepts and appropriate ethical actions in business.

Objective 2: To apply appropriate business concepts to the P³ business approach (people, planet, and profits, also called triple bottom line thinking).

GOAL 2: Our students will think critically.

Objective: (a) to identify vital questions and issues; (b) to collect relevant information and test against relevant criteria and standards; and (c) to defend the inferences made from the information.

GOAL 3: Our students will be effective communicators

Objective 1: To develop clear, concise, audience-appropriate, and grammatically correct written messages.

Objective 2: To develop clear, concise, audience-appropriate, interesting, and grammatically correct oral messages.

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GOAL 4: Our students will apply their knowledge of globalization and diversity to making business decisions.

Objective: To evaluate the impact of business decision-making upon P³ (people, planet, and profits, also called triple bottom line thinking).

GOAL 5: Our students will be quantitatively and technologically competent.

Objective: To apply appropriate statistical, mathematical, and technological tools to solve problems or make inferences regarding problems commonly encountered in business problems.

Minimum Topics Covered:

1. Perception and Individual Differences
2. Motivation
3. Leadership
4. Group Dynamics
5. Communication
6. Power and Conflict
7. Stress
8. Organizational Culture

INSTRUCTIONAL METHOD:

You will learn through classroom lectures and activities as well as reading your text and reviewing the posted PowerPoints. If you have any issues or need help understanding a topic, please contact me and I will do what I can to assist you.

Quizzes:

You will have 15 chapter quizzes worth 20 points each through Blackboard/Connect. I advise that you take the quizzes prior to our class meeting on that chapter to help prepare as well as again for a study tool.

Exams:

You will have five (5) exams over the course of the semester. Questions may cover anything discussed in class or from your assignments. Exams will be provided online during designated periods as per the syllabus. Unlike quizzes, you will not be able to take the exams multiple times. Exams may not be made up for any reason. Exams may consist of true/false, multiple choice, and/or essay questions.

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Position Papers:

You will have four (4) position/reaction papers throughout the semester. Topics may be related current events, experiential exercises, mini-cases, or assessments of your current skills, abilities, and/or experiences. Each paper will be approximately 500 words in length. You will receive feedback on each of the position papers that you are expected to incorporate into future papers. Your grade will be calculated as follows: 40% how well you develop and support your argument in favor of the practice that you have selected or response to set questions, 40% integration of appropriate information to support your argument, 10% writing quality (including spelling, grammar, and appropriate formatting).

Case Analysis:

You are to write a detailed case analysis using one of the cases provided by your text at the end of each Chapter, "Problem Solving Application Case". You can choose whichever case/chapter interests you the most. You should have a minimum of 5-7 sources to support your thoughts and recommendations, the textbook can count as one, if cited. We will set aside some class time for you to work on this paper and gather articles. The paper should be approximately 1500-2000 words in length. You will submit the analysis in two parts: 1) a rough draft and 2) a final draft. I will provide detailed feedback on the rough draft (10%) which will be focused on content, analysis quality, research support, and writing quality. You will likely be required to make substantial revisions to your rough draft (10%) in order to receive credit for your final draft (20%). Your paper should be structured using the Organizing Framework for Problem Solving presented in Chapter 1, p. 29-35. You should use the citations throughout your paper to support and strengthen your argument.

Your grade will be calculated as follows:

- Introduction/Executive Summary - The introduction should be attention grabbing and provide a concise overview of the paper, e.g. briefly define the problem and support the significance of the problem. (10%).
- Body - Use the details of the case to build your discussion, each case in the book provides a walkthrough of the things to consider. The bulk of the paper will address defining the problem and identifying the causes of the problem (40%).
- Conclusion - Conclude your paper by making recommendations to the company for solving the problems they are experiencing. You should provide a clear plan of action for implementation of the strategy you are proposing based on what has/has not worked for other companies. It is important that your paper demonstrates a thorough understanding of the topic so that your conclusions are based on the evidence provided in the paper and NOT your own personal opinions. (40%)
- Use headings to clarify the sections of your papers to facilitate readability. Include a works cited or reference list with appropriate citations throughout the paper. Read the paper thoroughly or

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have someone else read it to ensure proper spelling, punctuation and grammar. Your paper should be formatted according to APA style and double-spaced. (10%)

Active Class Participation/Homework:

Active class participation includes attendance, the completion of assignments, and high quality contributions to class discussions. I will ask you to complete several assignments and activities throughout the course, some of which will be done in groups, online, or outside of class. This course is designed to promote critical thinking and provide students with applicable knowledge for the workplace, as such; interactions including discussions of workplace experiences and questions are encouraged and will assist in developing your understanding of the topics. On-time submissions of homework assignments are included in active participation. Point allocations for assignments and homework may vary due to difficulty/time involved.

Grading:

You are held to a high standard for grading and course behavior and will receive individualized feedback aimed at improving your analytical and critical thinking skills and subject knowledge. If you do not understand or need clarification on feedback provided, please contact me as soon as practical. Failure to timely order and receive your textbook is not a valid excuse for lack of participation.

Do NOT wait until the end of the semester to address performance issues as it will be too late to make meaningful adjustments. Your performance in this class is important and I will do what I can to assist you in focusing your efforts to maximize performance.

Grades are based solely on points earned throughout the quarter on assignments and exams. No student grades will be increased for any reason. As this is a business course, you are expected to behave in a professional manner. You would not beg, coerce, threaten, or bribe your boss for a raise or promotion, so do not attempt to do so with your professor. *By asking for your grade to be changed or for you to receive extra credit and or make-up opportunities, you are asking me to compromise my integrity and the integrity of this course by grading you by a different set of standards than the rest of the students.* The only reason for a grade change is if there is an error on the part of your instructor.

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Grade Rubric

Graded Item	Weight Allocation
Quizzes	10%
Exams	10%
Position Papers	20%
Research Paper	(30%)
Rough Draft	10%
Final Draft	20%
Active Class Participation/Homework	20%
Total:	100%

Grade Scale

A+ 97-100	B+ 87-89.9	C+ 77-79.9	D+ 67-69.9	F below 60
A 94-96.9	B 83-86.9	C 73-76.9	D 63-66.9	
A- 90-93.9	B- 80-82.9	C- 70-72.9	D- 60-62.9	

GENERAL COURSE POLICIES:

Communication:

You are encouraged to check your e-mail and Learn9 accounts regularly for class information. Students are responsible for information sent to them via either form of communication. Failure to check Learn9 and/or email is not a valid excuse for missing information. If you do not regularly check your university email address, change your Blackboard e-mail address to the one that you do check. If class is cancelled due to weather conditions, you will receive an online assignment! You are responsible for checking for blackboard if class is cancelled or the university closed due to severe weather.

Conduct:

Students are expected to come to class with energy and enthusiasm to learn, behavior that is not conducive to the creation of a professional learning environment is prohibited.

Use of electronic devices for any means other than note-taking or use of tobacco products is strictly prohibited. Students who leave early without advance notice to the instructor and/or sleeping during the class session will be marked as absent.

This is a Management course, you are expected to behave in a professional manner, students who are found to be disruptive, rude, or disrespectful of the course rules, the instructor and/or fellow students

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will be asked to leave. If you are asked to leave, you will receive a zero for any work completed that day.

Make-up Work and Late Submissions:

Make up work will only be available for those students with a *valid and documentable* excuse. Per university policy, approved absences are at the discretion of the professor.

You must notify me on the first class you attend after the missed class/submission of your desire to make up or submit a missed assignment. Due to the nature of the assignments and quizzes, some work may not be available for make-up. If accepted, the grade for a late submission will be reduced no less than half a letter grade per class meeting. For example, a 100 point assignment will be dropped to a maximum grade of 95 if submitted at the subsequent class meeting. You are allowed two drop grades for assignments and they are given in most classes to encourage involvement and participation.

Disability Information:

Southern Connecticut State University provides reasonable accommodations for students with documented disabilities on an individualized and flexible basis. If you are a student with a documented disability, the university's Disability Resource Center (DRC) determines appropriate accommodations through consultation with the student. Before you may receive accommodations in this class, you will need to make an appointment with the Disability Resource Center, located in EN C-105A. To speak with me about other concerns, such as medical emergencies or arrangements in case the building must be evacuated, please make an appointment as soon as possible.

Sexual Misconduct Statement:

Southern Connecticut State University is highly committed to providing you with an educational experience that is academically and socially enriching. In line with this mission, we enforce Title IX of the Education Amendment of 1972 which prohibits acts of sexual misconduct (sexual harassment, sexual assault, dating violence, domestic violence and stalking) at educational institutions. To report sexual misconduct students should contact University Police at (203) 392-5375 or 911, and/or Pamela Lassiter, Office of Diversity and Equity, at (203) 392-5491 and/or Christopher Piscitelli, Office of Judicial Affairs, at (203) 392-6188. For advocacy and further information including your Title IX, rights and reporting procedures visit the Sexual Assault Resource Team (S.A.R.T.) website at www.southernct.edu/SART/. Please contact Catherine Christy, Women's Center and S.A.R.T. Coordinator, at (203) 392-6946 for assistance or with any questions regarding support and advocacy.

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Course Credits 3 credit hours

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than the following:

1) *Standard (semester or trimester) classes*: 1 credit hour = One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks.

Note: A 3 credit course involves an expected 3 hours of instruction and 6 hours of out-of-class student work each week or its equivalent.

Academic Integrity Standards:

“All violations of principles of academic integrity (e.g., plagiarism, cheating) will be reported promptly and dealt with in accordance with established policies and procedures of Southern Connecticut State University. Students should make sure they understand the high value we place on honesty, cooperation, and consideration, and the penalties the university imposes for infractions in these areas.” (The SCSU Student Handbook 2001-02, page 81)

Technical Support:

If you have any difficulty during the course, please contact your instructor or access Southern Connecticut’s technical support immediately at <http://www.southernct.edu/about/technology/>

Academic Assistance:

If you find that you are in need of assistance in this or other classes, you are encouraged to speak with your professors or the Academic Success Center. The Academic Success Center is located on the 3rd Floor of Buley and the main entrance is room 103. Hours are Monday – Thursday from 8:00 am – 8:00 pm and Friday from 8:00 am – 4:30 pm. For more information visit:
<https://www.southernct.edu/student-life/academic-success/academic-success-center/index.html>

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TENTATIVE COURSE OUTLINE:

Date	Topic	Papers Due
Tuesday, August 29, 2017	Syllabus Review & Intro	
Thursday, August 31, 2017	Part 1: Chapter 1	
Tuesday, September 05, 2017	Part 1: Chapter 2	
Thursday, September 07, 2017		
Tuesday, September 12, 2017	Part 1: Chapter 3	Paper 1
Thursday, September 14, 2017	Part 1: Chapter 4	
Tuesday, September 19, 2017		Case Topic Selection
Thursday, September 21, 2017	Exam 1	
Tuesday, September 26, 2017	Writing/Research Day	
Thursday, September 28, 2017	Part 1: Chapter 5	Paper 2
Tuesday, October 03, 2017	Part 1: Chapter 6	
Thursday, October 05, 2017	Part 1: Chapter 7	
Tuesday, October 10, 2017		Paper 3
Thursday, October 12, 2017	Exam 2	
Tuesday, October 17, 2017	Reading Day	
Thursday, October 19, 2017	Part 2: Chapter 8	Case Rough Draft
Tuesday, October 24, 2017	Part 2: Chapter 10	
Thursday, October 26, 2017	Writing/Research Day	
Tuesday, October 31, 2017	Part 2: Chapter 11	Paper 4
Thursday, November 02, 2017	Exam 3	
Tuesday, November 07, 2017	Part 2: Chapter 12	
Thursday, November 09, 2017	Part 2: Chapter 13	Paper 5
Tuesday, November 14, 2017		
Thursday, November 16, 2017	Exam 4	
Tuesday, November 21, 2017	Writing/Research Day	
Thursday, November 23, 2017	Thanksgiving Holiday	
Tuesday, November 28, 2017	Part 3: Chapter 14	Paper 6
Thursday, November 30, 2017	Part 3: Chapter 15	
Tuesday, December 05, 2017	Part 3: Chapter 16	Case Final Draft
Thursday, December 07, 2017		
Tuesday, December 12, 2017	TBD Exam 5	

*****Schedule is subject to change due to appropriate coverage of topics. It is your responsibility to stay apprised of any changes or modifications.**

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