**IST 335: Introduction to Information-Based Systems**

**Syracuse University iSchool Fall 2021**

**Instructor:** Kristy Lee Hochenberger **Class Time:** Tuesday & Thursday  
 11am-12:20pm

**email:** KLhochen@syr.edu **Location:** Hinds Hall 111

**Phone Contact (text):** 315-243-9946

**Office Hours:** Available via Zoom or in person Tuesdays and Thursdays.   
 Text or email for appointment!

***Last revised: August 25, 2021 – Subject to change!***

**Covid-19 Learning Environment**We are experiencing a completely brand-new, unprecedented academic environment. The coronavirus is changing how we learn, teach, and work together as a scholarly community. At the moment, we are lucky enough to be able to enjoy in-person learning again. However, we must still take careful consideration of personal boundaries, hygiene, and respect. Let’s all work together while we iron out the wrinkles and find the best method of teaching and learning!

**Course Audience Credits: 3**

This course is intended for any undergraduate. There are no prerequisites/corequisites.

**TA Contacts (aka Prof H’s Brain Squad)**

Lulu Maachi (Head TA): [lmaachi@syr.edu](mailto:lmaachi@syr.edu)

Katerina Vendikos: [Kvendiko@syr.edu](mailto:Kvendiko@syr.edu)   
Rachel Paulsen: [rpaulsen@syr.edu](mailto:rpaulsen@syr.edu)

**Course Description**

As social creatures, humans naturally tend to form organizations for government, business, and other purposes. Regardless of the size of an organization, its members face a common core of challenges: to communicate effectively and share information with one another, to motivate individual and group behavior towards a set of common goals, and to coordinate efforts among individuals and groups. They also face different norms and communication patterns rooted in various forms of diversity such as race, gender, sexual orientation, and cultural background.

These challenges reflect the goal-oriented interpersonal interactions that pervade all organizations. In this course, we will explore the current state of the art in organizational behavior research as related to information system use by enacting various slices of organizations and reflecting on the origins, meaning, and implications of our actions and interactions.

**Learning Objectives**

After taking this course, students will be able to identify the following primary and secondary objectives:

Primary Objectives:

* Provide a rich base of knowledge and experiences about human behavior in organizations;
* Examine and analyze organizational behavior at the individual, dyadic, group, and organization levels;
* Explore the role of information within organizations as social communication, organizational memory, and commodity within and across organizational units.

Secondary Objectives:

* Experience and integrate fundamental business concepts
* Participate in group related activities that mirror organizational groups

## Office Hours / Tutoring

Office hours will be available in-person or via Zoom or phone as requested with either Professor Hochenberger, a Teaching Assistant, or both!

Prof H has office hours Tuesday & Thursday, 1-4pm.

Email: klhochen@syr.edu

**Extra help is ALWAYS AVAILABLE!**

## Text & Required Supplies

Our textbook is Organizational Behavior, 5th Edition by Michael A. Hitt, Adrienne Colella, C. Chet Miller ISBN 978-1-11198-39173-9 November 2017, ©2017.

Additional readings will be posted online in the course Blackboard. If you need anything printed or photocopied, please let Prof H or a TA know ahead of time.

## Laptop / Smartphone / Tablet Policy

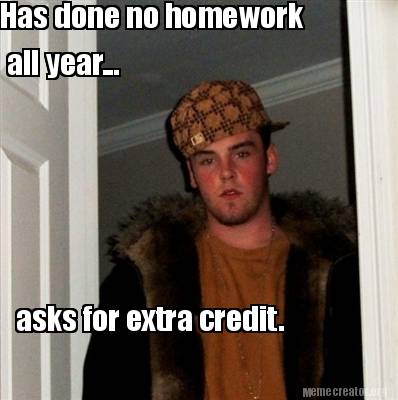
I am profoundly hard of hearing and rely on the use of technology (as well as lip reading) to assist with hearing and understanding others. To help with comprehension, I will log onto Zoom for the use of automatic transcribing but not record the class. We will also have Teaching Assistants who will work as a liaison to simplify the flow of communication. However, using a laptop/tablet/phone/etc to access non-educational information is strictly prohibited and will be monitored. Just because I am (partially) deaf doesn’t mean I am totally oblivious…just ask my kids!

*PLEASE NOTE:*

*None of us have any idea what this semester holds in store for us regarding health standards, quarantine, COVID, traveling, etc. We are going to take this semester DAY BY DAY. Due dates and class schedules will remain in effect unless stated otherwise by the instructor OR by the University. Please check your email, text messages, campus notifications, and other outlets to stay updated.*

## Extra Credit

Extra credit will be available ***WHEN OFFERED BY THE INSTRUCTOR.***

These assignments can help add points to a class you missed,

a test you bombed,

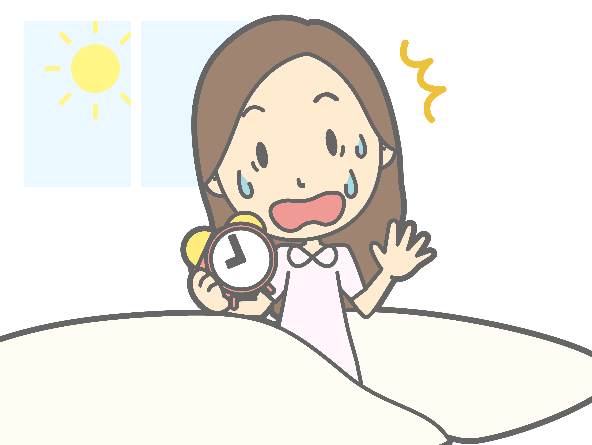
or an assignment you decided to just ignore (not recommended tbh).

***Last day to submit late/catchup work is December 9.***

Don’t be this guy 🡪

## Absences / Late Assignments

**Late assignments will NOT be accepted, but help is available.**  I am on your team and I want you to succeed! If there is a situation that truly warrants your assignment being late, we will discuss it. Your TAs have also been through this course before and can provide great support and suggestions!

***Your attendance in class is expected and required.*** I understand that emergencies happen. However, being hungover and missing the bus isn’t an emergency. If you are going to be **late**, and notify me before class (prior to noon), you will not be marked “tardy/late”. If you give me **advance notice** (at least 24 hours) that you will not be in class (sports, traveling, family emergency) you will be marked “excused”. However, you will be required to make up all missed work and notes or “excused” will be changed to “absent”.

If you will be absent due to **religious observations** you need to do two things: (1) notify me as soon as possible in order to make arrangements for make-up assignments; (2) submit your religious observances notification form(s) through MySlice - the deadline is the end of the second week of classes.



**ROTC**? You’re awesome. Same policy applies: contact me and we will work things out.

Excuses for class absences for medical reasons will be given only if such absences are advised by a health care provider at a health center. Excuses for sports games (cheerleaders, players, musicians) must be approved with a letter or notification from coach/instructor.

***Note that this process provides notification to your instructor(s) that you will not be in class, but it is your responsibility to make sure you understand each instructor’s requirements for making up any missed work.***

## Tentative Course Breakdown

|  |  |  |
| --- | --- | --- |
| **Week Number** | **Class Dates** | **Important Details** |
| 1 | Aug 31 / Sept 2 | First Week |
| 2 | Sept 7 / Sept 9 |  |
| 3 | Sept 14 / Sept 16 | Early Progress Reports |
| 4 | Sept 21 / Sept 23 |  |
| 5 | Sept 28 / Sept 30 |  |
| 6 | October 5 / October 7 |  |
| 7 | Oct 12 / Oct 14 | *--Midterm Progress Reports--* |
| 8 | Oct 19 / Oct 21 |  |
| 9 | Oct 26 / Oct 28 |  |
| 10 | November 2 / November 4 |  |
| 11 | Nov 9 / Nov 11 |  |
| 12 | Nov 16 / Nov 18 |  |
| 13 | ~~Nov 23 / Nov 25~~ | Thanksgiving Break  (No Classes!) |
| 14 | Nov 30 / December 2 |  |
| 15 | Dec 7 / Dec 9 | Last Week of Classes |
| 16 | Dec 14 / Dec 16 | Reading Days / Finals |

## How To Pass This Class

|  |
| --- |
|  |
| Assignments – 150 points (3 assignments at 50 points each) |
| Exit Ticket/Attendance – 130 points (26 journals at 5 points each) |
| Quizzes – 150 points (4 quizzes at 50 points each, lowest grade dropped) |
| Final Project – 200 points (paper and presentation) |
| Total Points – 630 points |

**Letter Grades\***

|  |  |  |  |
| --- | --- | --- | --- |
| Total Points | Percentage Range | Letter Grade | Grade Credits |
| 600+ | 94% | A | 4.000 |
| 769-799 | 90 – 93% | A- | 3.667 |
| 738-768 | 87 – 89% | B+ | 3.333 |
| 707-737 | 84-86% | B | 3.000 |
| 676-706 | 80-83% | B- | 2.667 |
| 645-675 | 77-79% | C+ | 2.333 |
| 614-644 | 74-76% | C | 2.000 |
| 583-613 | 70-73% | C- | 1.667 |
| 552-582 | 64-69% | D | 1.000 |
| 521-551 | 60-63% | D- | .667 |
| >520 | <60% | F | 0 |

*The total number of points may change but the point differential will remain the same. As a result, only the highest achieving students will attain an A for the semester. There is a gap of 30 points between levels.* source: http://www.syr.edu/registrar/students/grades/faq.htm

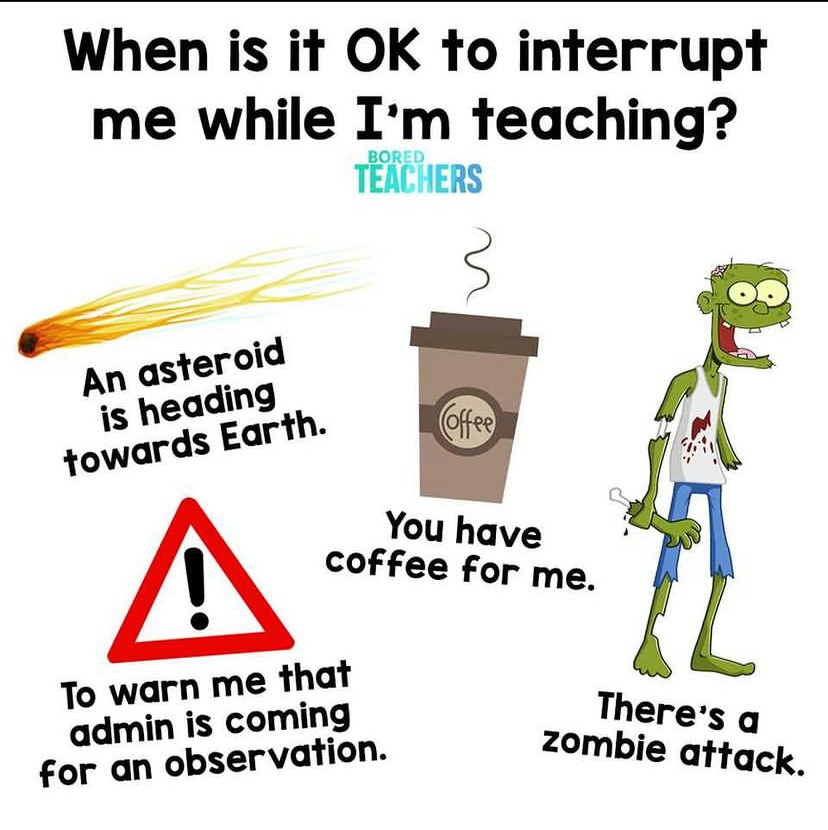
**Class Topics**

| Lecture(s) & Topics |
| --- |
| Starting Off on the Right Foot: Interviewing, Hiring, and Keeping Employees |
| Theories of Management: High Involvement Management, Positive Management |
| Psychology of Business: Industrial Organizational Psych |
| Leadership Theories: Traits, Principles, & Failures |
| Diversity Challenges in Leadership |
| Motivation in the Workplace |
| Decision Making: Individual and Teams |
| Communication in the Workplace |
| Conflict & Mitigation |
| Discrimination in the Workplace: Laws & Protection |

## Addressing Faculty

Most of your course contributors and faculty have worked hard to earn advanced degrees and professional credentials. A hallmark of professional conduct is referring to people by their preferred names and titles. It’s always a safe bet to refer to a course instructor as “Professor”. If they have earned a PhD or other terminal degree, the title “Doctor” is usually preferred, but not always.

***Using Miss or Ms. to refer to female faculty is inappropriate and makes assumptions about marital status. Ms., while status neutral, does not properly recognize academic or professional achievements.***

 Using a faculty member’s first name is typically discouraged and, unless faculty has specifically requested you use their first name, it is best to use their honorific and last name: example, *Professor Hochenberger* or *Professor H* rather than *Kristy Lee*. “Your Highness”/“Your Majesty” is also generally accepted and is gender neutral.