

HRPO 2307, Section 2502
Fall 2009
Brookhaven College Course Syllabus
Organizational Behavior

<u>Instructor</u>	<u>Office</u>	<u>Office Phone #</u>	<u>Office Hours</u>
Marisa Walsdorf	Q213	(972) 860-4186	Mon. & Wed. 10:30 a.m. – 12:00 p.m.
	Fax	(972) 860-4142	Tues., 1 p.m. – 2 p.m., Thurs., 4:30 p.m. – 5:30 p.m.

CATALOG DESCRIPTION:

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

REQUIRED TEXTBOOK

Robbins, Stephen P, and Judge, Timothy A., Essentials of Organizational Behavior, 10th Edition, Prentice-Hall, 2010.

ISBN 13: 978-0-13-607761-9

ISBN 10: 0-13-607761-7

LEARNING OUTCOMES:

The student will explain organizational theory as it relates to management practices, employee relations, and structure of the organization to fit its environment and operation; analyze leadership styles and determine their effectiveness in employee situations; discuss experiences in managing and resolving organizational problems; describe the impact of corporate culture and atmosphere on employee behavior, and analyze and discuss team dynamics, team building strategies, and cultural diversity.

COURSE COMPETENCIES

Upon completion of this course the student will have:

1. An awareness of techniques aiding constructive assertiveness.
2. An awareness of and an appreciation for creativity, and for individuals in organizations.
3. Improved ability in organizational communications. This includes the study of active listening and job politics.
4. Improved skills in teamwork building and in managing conflict.
5. Acquired techniques for managing personal stress.
6. Developed a more effective operating philosophy for managing an organization. This includes the study of the nature of work groups, formal/informal networks, coping with a bureaucracy, leadership, power, and the growth/development of organizations.

STATEMENT OF WORKPLACE AND FOUNDATION COMPETENCIES

The Secretary=s Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills people need to succeed in the world of work. To prepare you with the knowledge and skills needed to succeed in today=s dynamic work environment, these workplace competencies and foundation skills have been designed into the curriculum for this course:

Common Workplace Competencies

Manage Resources: Time/Staff

Exhibit Interpersonal Skills: Work in teams/ Teach others/Serve customers/Lead work teams/Negotiate with others

Work with Information: Acquire and evaluate data/Organize and maintain information/ Interpret and communicate data.

Apply Systems Knowledge: Work within social systems/Work within organizational systems/Monitor and correct system performance

Foundation Skills

Demonstrate Basic Skills: Reading/Writing/Speaking/Listening

Demonstrate Thinking Skills: Creative thinking/Decision making/Problem solving/Thinking logically

Exhibit Personal Qualities: Individual responsibility/Sociability/Self-management

INSTRUCTIONAL STRATEGY

The objectives of the course will be achieved in a traditional environment. Students will be expected to participate in lecture-discussions, role playing exercises, small group discussions, film sessions, and case problem-discussions.

ATTENDANCE

Students are expected to attend all classes. However, if a student no longer wishes to stay in the class it is the student's responsibility to initiate a drop action in the Counseling Dept. Failure to do so will result in an "F" grade for the course. The last day to drop with a "W" is **November 12, 2009**.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(s):

Students desiring to observe a religious holy day, which will result in a class absence, must notify their instructor in writing, for each class, no later than the 15th calendar day after the first class day of the semester in which the absence will occur. The student is required to complete any assignments or take any examinations, within a reasonable time, which may have been missed as a result of the absence.

AMERICANS WITH DISABILITIES POLICY STATEMENT:

If you feel you may need an academic adjustment (such as help with taking notes, etc.) because of any type of physical disability or learning difference, please talk with your instructor during office hours or by appointment before the end of the second week of classes. You may also contact special Services at (972) 860-4847 for advisement and counseling.

ACADEMIC HONESTY POLICY:

All course work in this class is undertaken with the understanding that academic honesty is the only acceptable behavior at Brookhaven College. Further, it is understood that the instructor sets the standards of academic honesty in the classroom, determines when these standards have been violated, and determines the consequences of that behavior by the student. The following instances of academic dishonesty will not be tolerated:

- a. cheating – intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- b. collusion – unauthorized collaboration with another person in preparing work offered for credit, i.e., providing exam information to another student, working collectively on assignments intended as individual tasks.
- c. fabrication – intentional and unauthorized falsification or invention of any information in an academic exercise.
- d. plagiarism – intentionally representing the words or ideas of another as one's own in any academic exercise.

Receiving Your Grades

End-of-semester grades will not be mailed to you by the college. To receive your grades you have two options: through the Internet or through the Telephone Touch-Tone System. Depending on your choice use the following directions:

Internet Access to Grades:

- a.) Go to <http://econnect.dccd.edu>
- b.) Next, click on Credit Student Menu
- c.) Scroll down until you see My Personal Information. Click on Check My Grades
- d.) Enter your seven digit student ID (not your social security #)
- e.) Enter your password or if it is your first time to use the system enter your date of birth. (Example: Feb 16, 1965 021665)
- f.) Now select the term you wish to review
- g.) Next, select the grade type (CR-Credit Grades).
- h.) Click on submit, your grade(s) should then be displayed on your screen.

Telephone Access to Grades:

- a.) Dial 972-613-1818.
- b.) Press 2 for grades.
- c.) Press 1 – wait for directions to enter your seven digit Student ID#.
- d.) Enter PIN (Six digit -- Example: Date of birth Feb 16, 1965 021665)
- e.) Select correct option for the semester grades you are inquiring about.

GRADING

CLASS PARTICIPATION

Students may earn 10 points for each full class in which they participate, that is, attending class. This excludes **the dates of your mid-term and final exams**. If a student attends less than the full class he/she will earn only 5 points. A total of 120 points may be earned for class participation during the semester.

EXAMS

There will be 2 examinations given during this course - a mid-term and a final. Each exam is worth 150 points. See class schedule for dates of examinations. **Call the Testing Center, 972-860-4865 for the hours and days they are open. The last test is given one hour before closing. They are located in building S, Room S081.** Makeup exams are given at the discretion of the instructor.

Prentice Hall website for quizzes to be used to study for exams.

Each chapter in the Essentials of Organizational Behavior textbook by Stephen Robbins has a Study Guide section:

- 1) Go to <http://www.prenhall.com/robbins/>
- 2) Scroll down until you see the book “Essentials of Organizational Behavior, 9/e”
- 3) Click on Companion Website
- 4) Select a chapter from the list of chapters across the top. On the left you will see a quiz for the chapter you selected

Small Group Project and Individual Assignments

Detailed instructions for the project and out of class assignments will be given to you in separate handouts.

OPTIONAL EXTRA CREDIT: Quizzes:

Two, 20 point, extra credit quizzes will be given in class during the semester. Only one quiz will count as extra credit. If you take both quizzes the lowest graded one will be thrown out. If you take only one quiz then that one will count. If you are not in class at the time the quiz is given you will forfeit your chance to earn these points. There will be no make-ups given for these quizzes. See the “Tentative Schedule” for dates of the quizzes.

OPTIONAL EXTRA CREDIT: Wall Street Journal and WSJ.com

Item #1 is worth (20) points) and Item #2 is worth (10) points.

1) Read the Wall Street Journal during the semester. Pick 6 articles that interest you. **Each article must be from a different week's paper.** This is to encourage you to read the paper throughout the whole semester, and not just read several papers in the last week. It is preferable that these articles be from separate sections of the paper. On separate paper, you should type, on a cover page, **your name, the date you are submitting the work as Extra Credit, the name of the article, the date of the article, the author of the article, the section of the paper, the page number on which the article appears.** Following this page should be a 1 paragraph summary of the article, followed by **your interpretation of the article and how it applies to you.**

Semester-length, reduced-rate subscriptions are offered only to business students. Your instructor will circulate the subscription form during the first 2 classes of the semester, if you would be interested in subscribing to the Journal.

You need to write a minimum of one full page per activity.
(continued on next page)

2) Utilize the On-Line Wall Street Journal. Some of the on-line WSJ is available for free. Some of the site is only available to subscribers. If you subscribe to the newspaper you will also receive a free subscription to all parts of

the on-line WSJ.

Engage in at least 2 beneficial activities from the WSJ.com. "Free Journal Sites" section (this is a free site).

Type and submit a paper describing each of the activities in which you engaged

For example:

Go to the Home Page of the online Wall Street Journal at <http://online.wsj.com/public/us>

On their Home Page you will find a section titled "Free Journal Sites." In that section you may click on and use any of the sections listed there. Here are three of the sections you will find there and further information when you click the link:

CareerJournal - Salary and Hiring Info, Career Columnists, Who's News, Job Hunting Advice, Manage Your Career, HR Center

CollegeJournal - Salary Center, MBA Center, Career Paths, Job Hunting, Success at Work, Global Careers, Aid and Admissions

StartupJournal - Columnists, How To, Ideas, Franchising, Financing, Technology, Running a Business

Some of the types of activities in which you might engage include, but are not limited to:

- Reading articles, applying information read, and typing a summary of the article and how you applied the information.
- Sharing your career stories in letters to the editor.
- Engaging in on-line career discussions.
- Researching salaries for various jobs.
- Utilizing their database for free or low-cost job seminars, career events, or job clubs.

You need to write a minimum of one full page per activity.

All work that is submitted is expected to conform to the guidelines in this syllabus. Work will also be graded based on:

Professionalism, which includes writing style and appearance of your package.

Grammar, which includes spelling, word usage, punctuation and tense (past, present, future) used in your writing.

Submit the work in Item #1, Item #2, or both on or before November 5, 2009 Staple them together and be sure you put your name on it.

GRADING SUMMARY:

Class participation 12 weeks @ 10 points each	=.....120 possible points
Exams 2 @ 150 points each	=.....300
Small Group Project	=20
Individual Assignments	=..... <u>60</u>
Total Possible Points	=.....500 points

A = 450 points or above (90% or higher)

B = 400 - 449 points (80% - 89%)

C = 350 - 399 points (70% - 79%)

D = 300 - 349 points (60% - 69%)

F = 299 or fewer points (59% or less)

HRPO 2307 TENTATIVE CLASS SCHEDULE FOR 5:30 CLASS

Textbook: Essentials of Organizational Behavior by Stephen P. Robbins

All chapters and exercises are to be prepared before class meets.

<u>WEEK</u>	<u>DATE</u>	<u>TOPIC(S)</u>	<u>ASSIGNMENTS</u>	
1	8-27-09	Intro to the Management Program Introduction to Organizational Behavior	Buy textbook Chapter 1	
2	09-03	Foundations of Individual Study	Read Chapter 2	
3	9-10	Personality and Values	Read Chapter 3	
4	9-17	Perception & Individual DM Emotions & Moods	Read Chapter 4 Read Chapter 7	
5	9-24	Motivation Concepts Motivation: From Concepts to Application	Read Chapter 5 Read Chapter 6	
		Extra Credit Quiz today.		
	10-01	Mid-term Exam. Covers all exercises, readings, handouts, videos. Take exam in Testing Center. No class meeting or lecture tonight.		
6	10-08	Foundations of Group Behavior Understanding Work Teams	Read Chapter 8 Read Chapter 9	
7	10-15	Communication	Read Chapter 10	
8	10-22	Leadership	Read Chapter 11	
9	10-29	Power & Politics	Read Chapter 12	<u>BRING A \$1 TO CLASS!</u>
10	11-05	Conflict and Negotiation Extra Credit due today.	Read Chapter 13	
11	11-12	Foundations of Organization Structure Organizational Culture	Read Chapter 14 Read Chapter 15	
12	11-19	Review for Final Exam.		
	11-26	THANKSGIVING HOLIDAY. SCHOOL CLOSED. Extra Credit quiz today.		
	12-03	Final Exam. Covers everything in the Organizational Behavior class since the mid-term. Take exam in Testing Center. Class will not meet tonight.		
	12-10	It is strongly recommended that you come to the classroom tonight at 5:30 to review your grades with your instructor. This is your opportunity to clarify that your understanding of your grades is the same as the instructor's. This is also your opportunity to protest a grade if you disagree. The instructor will be available from 5:30-6:00 p.m. in Room M115.		