

You will not be able to access Moodle until 4th April
HOW TO START THE COURSE

At least make sure you have an order with either the LBCC bookstore for access to our text. Better still, have access to the text before the class starts.

If you know moodle, go to it now. If not:

You can click on <https://moodle.linnbenton.edu/> to get you to our online classroom called moodle. Then go to #4 below.

If the above does not work, try this:

1. Go to LBCC webpage <https://www.linnbenton.edu/>
2. Top right of the screen you see 'Quick Links'
3. Click on Moodle
4. Click on 'Student Resources' There are lots of resources here if you are new to Moodle. I recommend <https://moodle.linnbenton.edu/mod/page/view.php?id=453411&inpopup=1>
5. Click on 'Find your courses here'
6. Click on our course

You should now find yourself in our moodle classroom. Do not be intimidated by the screen you see. All will be explained

First thing you should do is read the syllabus at least twice. If you have any **NON PERSONAL** questions, and I expect some, please post to the HELP discussion board in the general section of our moodle home page. Everyone can then get the benefit of the answers.

Questions of a **PERSONAL** nature, please email me at priesti@linnbenton.edu

You can also visit me online for office hours Mon - Thursday, 3-4pm by clicking this link <https://linnbenton.zoom.us/j/117682848>

IF YOU HAVE QUESTIONS, PLEASE ASK!

Go to the introductions discussion board in the general section on our class Moodle site. Click on it and answer the questions. Post to the discussion board by clicking on 'Add a discussion topic'

The course will follow the same format most week

1. You should go to the relevant week on moodle course page, open the text book and read the relevant chapter. Make a list of what you do not understand and post to the HELP discussion board so everyone can see my answers
2. After you have done the reading, and/ studied my audiovisual lecture (where I talk around the powerpoints for this chapter), you can take your quiz attempt (its on moodle under the present week under study) and is titled Chapter 1 quiz. Some weeks there will be no audio-visual lecture as I expect you to read, as students do.
3. Discussion board
Open the discussion board link and choose a question to answer. Post your answer to deadline on the discussion board

As an alternative to answering an instructor question, you may discuss the relevance of any media article that relates to any of the chapter content studied that week. Be sure to state your views on the media article. Simply reporting on the news is not enough. News sources include but are not limited to The Nightly Business Report (OPB), Foreign Exchange (OPB), Wall Street Journal newspaper, All Things Considered, Market Place and Morning Edition, (National Public Radio), Financial Times, The Economist, and The US News.

Each discussion post should be between a minimum of 100 and 200+ words. **You are able to marginally exceed 200 words to complete your answer.** I need you to write your own answers rather than 'patch write' where the majority of the posting, although credited, is taken from another source other than the student. In your posts, I need you to highlight the concepts you are using from the textbook.

Responses to other students on the discussion board.

You should respond to 3 **student postings per chapter by Sunday midnight of each week.** (100+ words)

A response should show substance by stating what you agree or disagree with regarding the posting and in some way advance the discussion. Responses limited to 'Good Job' 'Way to go' etc are not considered

substantive responses. **I will be looking for content specific responses** to other course members. If a response could be applied to any subject e.g. scrapbooking, flower arranging, then it is probably not content specific to management.

Responses to other students should be 100+ words. Responses of less than 100 words will be considered below the minimum.

BA285: ORGANIZATIONAL BEHAVIOR

Spring 2020: Draft Syllabus

Instructor Ian Priestman **Office: Email** priesti@linnbenton.edu.

Office hours: Email me for immediate response Mon - Thurs 3pm - 4pm

Personal office hour visits <https://linnbenton.zoom.us/j/117682848>

COURSE DESCRIPTION:

Not really a class in organizational skills!

An analysis of the behavior of humans as actors in a variety of organizational contexts and cultures, including group, inter-group and individual behavior. A cross-cultural perspective of organizational behavior is also examined, including the concepts of time-management, work ethic, teamwork, and verbal and non-verbal communication.

TEXT: ORGANIZATIONAL BEHAVIOR AND MANAGEMENT. Ivancevitch. Tenth edition. McGraw Hill Irwin. ISBN-13: 978-0078029462 ISBN-10: 0078029465

Used at LBCC bookstore priced \$173.70.

Ebook from <https://www.bookstore.linnbenton.edu> \$52.49

OUTCOMES: Upon successful completion of this course, students will be able to:

- Describe why managers require a knowledge of organizational behavior.

- Describe characteristics of culture and resulting behavioral tendencies
- Explain the foundations of **individual** behavior in diverse organizational and cultural settings.
- Explain the foundations of **group** behavior in diverse organizational and cultural settings. Discuss inter-group behavior.
- Describe organizational culture

METHOD OF STUDY

“Tell me and I forget. Teach me and I remember. Engage me and I learn” - Chinese proverb

A variety of online instructional methods to attempt engagement and meet a range of learning styles. These methods include lecture, discussion, team activities, case studies, and videos. Students are expected to contribute to the learning of self and others in a workshop style. If you want a class where the instructor talks for the duration and you do not have to be engaged, this class might not be for you.

The class is interactive.

ASSESSMENTS (in percentages)

35%	Open Book Quizzes
5	Group Assignment
5	Peer Group Assessment
35	Discussion board
10	Individual Term paper
10	Midterm
100%	Total

GRADING

A	90 - 100%
B	80 – 89.5%
C	70 – 79.5%
D	60 – 69.5%

Grades are not ‘given’ by the instructor. Grades are earned by complying with the grading methods above. What is earned constitutes ‘where one lands’ in the grading scale above. No makeups or extra credit. An incomplete grade can only be given by negotiation and with 70 % of the course work submitted.

Tentative Weekly Schedule: Please see the class homepage on moodle

ASSESSMENT METHODS:

1) Online Quizzes

1.1 As your homework assignment, most weeks you will be expected to complete open book, online quizzes.

1.2 You have 60 minutes within one week to complete each quiz after it becomes live. As the quizzes are partly an exercise in completing work to deadlines, there are no late submissions under any circumstances (unless there is a problem with the quiz software (moodle) that can be verified by the LBCC moodle administrator. My advice is to complete the quiz earlier rather than later in the week when family or computer problems may arise unexpectedly. **If you are having problems getting into the quiz then you must contact me before the closure deadline. Contacting me afterwards suggests the quiz has been missed.**

1.3 The web site for testing is called Moodle. All student activity on moodle is tracked and time/date stamped. Moodle records and or instructor word is final

1.4 At any time during the course, if you want to know whether there is a quiz currently on line, go on the course website on Moodle and under ‘Track the course here.’ you will see which quizzes are currently open and also when the quizzes close. You will also receive emails stating when work is due.

1.5 The answers to the quizzes will be published after the weekly deadline.

1.6 The quizzes are intended to ensure you read the text. My audio visual lectures might save you some time in reading and preparing for the quizzes but students must read too. That's what students do!

1.7 Please check your LBCC email for quiz notifications and reminders

1.8 Please check your grades weekly and address any issues before the course ends

2) Presentations and Peer Group Assessment (20%)

2.1 During the course you are asked to present in a group, a written response to a case study from the textbook. The presentation will be posted by your group on the discussion board on Moodle

2.2 Every student must participate in the preparation of the presentation.

2.3 I will be forming the groups for the presentations around week 4.

2.4 It is your responsibility to manage your role in the group process.

2.5 Documentation should be kept of group rules and meetings etc

2.6 From the 100 points available:

Within each group, 50 points will be awarded to each group member by each group member. This process is confidential

50 points will be awarded by the instructor in accordance with criteria agreed in class

2.7 Presentations are week 8

3) Discussion Board:

3.1 The discussion board is a powerful tool designed to disseminate concepts and ideas throughout our learning community. Minimal participation will probably mean one will be disappointed and not get the most out of this tool. Participate actively and I think you will learn a lot from the discussion board and our learning community. Main posts are submitted to deadline given by the instructor. Late discussions will be seen as a lack of time management in delivering a work assignment on time. The discussion board work is divided into two parts:

3.1.1. Main Postings to the Discussion Board:

For the chapter, answer questions given by your instructor. As an alternative, you may discuss the relevance of any media article that relates to any of the chapter content studied that week. Be sure to state your views on the media article. Simply reporting on the news is not enough. News sources include but are not limited to The Nightly Business Report (OPB), Foreign Exchange (OPB), Wall Street Journal newspaper, All Things Considered, Market Place and Morning Edition, (National Public Radio), Financial Times, The Economist, and The US News.

Each discussion post should be between a minimum of 100 and 200+ words. **You are able to marginally exceed 200 words to complete your answer.** It is unlikely that an A (as the maximum grade) be obtained from a minimum of 200 words. Such a word count does not usually allow for sufficient depth to obtain an A grade. For the most part, I grade the discussion on participation, unless a concept in your writing has been widely misconstrued. I encourage creative applications of the concepts in accordance with the words of Frank Zappa (a creative source

for a college class!) “Without deviation, progress is not possible.” I need you to write your own answers rather than 'patch write' where the majority of the posting, although credited, is taken from another source other than the student. In your posts, I need you to highlight the concepts you are using from the textbook.

3.1.2 Responses to other students on the discussion board.

You should respond to 3 **student postings per chapter by Sunday midnight of each week**. You should also respond to any questions from me about your postings on the discussion board.

A response should show substance by stating what you agree or disagree with regarding the posting and in some way advance the discussion. Responses limited to ‘Good Job’ ‘Way to go’ etc are not considered substantive responses. I will be looking for content specific responses to other course members. If a response could be applied to any subject e.g. scrapbooking, flower arranging, then it is probably not content specific to management. In your posts, I need you to highlight the concepts you are using from the textbook.

Responses to other students should be 100+ words. Responses of less than 100 words will be considered below the minimum.

5) Term paper 10%

The term paper is a summary of your learning throughout the term applied to the course outcomes. The paper should be posted to the moodle discussion board entitled ‘Post your term paper here’. You then should respond to 4 other students' term papers saying what you agreed with and offering any comments that move the discussion forward.

The college is committed to fostering a learning environment characterized by excellence in instruction and best practices in disability accommodation. We

comply with local, state and federal law regarding students with disabilities, including Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). The law requires that no qualified student may be discriminated against based on disability and every student with a disability must be provided reasonable accommodations and an opportunity to participate fully in all activities and programs for which they are qualified with or without accommodation

Request for Special Needs or Accommodations

Direct questions about or requests for special needs or accommodations to the LBCC Disability Coordinator, RCH-[105, 6500 Pacific Blvd. SW, Albany, Oregon 97321](#), Phone 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see [Board Policy BP-1015](#). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: linnbenton-advocate.symplicity.com/public_report

Sorry all this sounds a bit formal but we must establish the ground rules before we proceed. Always remember that I'm on your side. **I'm always available during office hours to discuss anything that you do not understand. I do not care how many times you ask the same question or ask for help.**

