**BA 285: ORGANIZATIONAL BEHAVIOR** CRN 20285

Fall 2016 Monday & Wednesdays; 4:00PM - 5:50pm MKH-107

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**Instructor**: Kym Clift

Email: cliftk@linnbenton.edu

Phone: Please contact me through email rather than by phone

Office: Albany Campus SSH 111

Office hours: MW 3:00 PM – 4:00 PM

**Course description**:

BA 285 is an analysis of the behavior of humans 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.

**Course objectives:**

1. Describe why managers and entrepreneurs require knowledge of organizational behavior.
2. Describe characteristics of culture and resulting behavioral tendencies (especially as related  communication, teamwork and leadership, and conflict resolution).
3. Explain the foundations of individual behavior in in diverse organizational and cultural settings.
4. Explain the foundations of group behavior in diverse organizational and cultural settings.
5. Discuss inter-group behavior. Identify the rules of organizational design.
6. Describe organizational culture.
7. Define commonly used business and economics terminology.

**WHAT YOU WILL NEED FOR THIS COURSE**

**Required text**: *Essentials of Organizational Behavior*, *13th Edition*. Robbins and Judge. Pearson 2016. Textbook ISBN-13: 9780133920819 Print or eText with Pearson MyManagementLab access code, for the online portion of the course. MyManagementLab course ID: clift13222

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*Pearson MyManagementLab is used for class communication so it is important for students to enroll by the first day of class. A two-week free trial is available.*

**COURSE GRADES**

Students receive a letter grade based on the total points they earn during the term.

**The grading scale is:**

A = 90-100% of points

B = 80-89% of points

C = 70-79% of points

D = 60-69% of points

F = 0-59% of points

**Tracking grades:** As a business student you are expected to track your own course grades.

**Opportunities for earning points are:**

**Exam 1 (midterm) 75**

**Exam 2 (final) 75**

**Online quizzes (15 @ 5 points) 75**

**Online & written assignments 75**

**Organizational citizenship 50**

**350**

**Late assignments:** Late assignments are accepted at the discretion of the instructor, check with your instructor before submitting a late assignment. Assignments submitted after the due date, or in a manner other than specified by the assignment directions (in other words emailed when a paper copy was required or vice versa) will incur a penalty. The penalty is a reduction of 20% of earned points per day (24 hours) late.

**EXPLANATION OF GRADED WORK**

**Exams:** Two exams are scheduled; one at midterm and one during finals week. If you cannot take an exam on the scheduled date you must notify me in advance so alternate arrangements can be made. You must have compelling and documented circumstances, in order to be eligible, at my discretion, to make-up a missed exam.

**Online quizzes:** Each class session has an accompanying quiz to be taken online through MyManagementLab. Due dates will be listed online; generally an assignment or quiz is due at 11:59pm the day the chapter/topic will be covered in class. **Missed MyManagementLab assignments & quizzes cannot be made up**.

**Optional online exercises:** Optional exercises on Pearson MyManagementLab are also available. These are provided to help with your understanding of the chapter materials.

**Online and written assignments:** Details of these assignments will be provided in class. You may need to do additional research outside of class for some assignments. And as in any business document, proper spelling, grammar, and punctuation are important, and are a factor in grading.

**Organizational citizenship:** Positive student behaviors contribute to the success of the class for all. Students should attend class regularly and actively contribute to class activities and discussions.

   

**OTHER IMPORTANT INFORMATION**

**For more information:** This syllabus is presented as an outline and summary of this section of BA 285 and does not contain every detail of every assignment, policy, or requirement. More detailed information will be provided in class. Any updates made to the syllabus will be announced in class.

**Class announcements:** Class announcements are sent out through MyManagementLab. It is important to sign-on to MyLab as soon as possible, and to retain an active account, in order to receive up-to-date class information. *It is essential to promptly notify the instructor if you experience problems with MyLab access at any point.*

**Classroom etiquette:** Please be respectful of your fellow students and your instructor, and refrain from activities that detract from the learning environment. Electronic devices must be in silent mode, and should not be used without approval of the instructor.

**Academic integrity:** Students are expected to follow LBCC policies regarding academic integrity as articulated in the Students’ Rights Responsibilities and Conduct Policy (http://www.linnbenton.edu/current-students/administration-information/policies/students-rights- responsibilities-and-conduct). Students found to be involved in academic dishonesty will receive an F (failing grade) in this course.

**Accommodations:** Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you think you may need accommodation services, please contact Center for Accessibility Resources, 917-4789.

**Nondiscrimination Policy:** LBCC maintains a policy of nondiscrimination and equal opportunity in employment and admissions, without regard to race, color, sex, marital and/or parental status, religion, national origin, age, mental or physical disability, Vietnam era, or veteran status. (See Administrative Rule No. E029 and Board Policy Series No. 6090.)

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| **BA 285 Fall 2016 Schedule** |

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| **Week** | **Date** | **Chapter/topic** | **Assignment Due (tentative)** | **Quiz Due** |
| 1 | Sept 26 | 1 What is Organizational Behavior? |  | 1 (optional) |
| Sept 28 | 2 Diversity in Organizations |  | 2 (optional) |
| 2 | Oct 3 | 3 Attitudes and Job Satisfaction | #1 | 3 |
| Oct 5 | 4 Emotions and Moods |  | 4 |
| 3 | Oct 10 | 5 Personality and Values | #2 | 5 |
| Oct 12 | 6 Perceptions & Decision Making |  | 6 |
| 4 | Oct 17 | 7 Motivation Concepts | #3 | 7 |
| Oct 19 | 8 Motivation: Application |  | 8 |
| 5 | Oct 24 | EXAM |  |  |
| Oct 26 | 9 Foundations of Group Behavior |  | 9 |
| 6 | Oct 31 | NO CLASS - writing assignment |  |  |
| Nov 2 | 10 Understanding Work Teams | #4 | 10 |
| 7 | Nov 7 | 11 Communication |  | 11 |
| Nov 9 | 12 Leadership |  | 12 |
| 8 | Nov 14 | 13 Power and Politics | #5 | 13 |
| Nov 16 | 14 Conflict and Negotiation |  | 14 |
| 9 | Nov 21 | 15 Organization Structure | #6 | 15 |
| Nov 23 | 16 Organizational Culture |  | 16 |
| 10 | Nov 28 | 17 Change and Stress Management | #7 | 17 |
| Nov 31 | Review/Class Exercise |  |  |
| **Mon** | **Dec 5** | **Final Exam 3:00 - 4:50** |  |  |