

Spring 2017 Monday & Wednesdays; 2:00PM - 3:50pm; NSH 110

Instructor: Betsy Rock

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Office hours: by appointment

Phone: please contact me through email rather than by phone

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 a 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 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, 14th Edition*. Robbins/Judge. Pearson 2017. ISBN: 9780134523859. Print or eText with Pearson MyManagementLab access code, for the online portion of the course. MyManagementLab course ID: **rock59364**.

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. Do not rely on MyManagementLab for determining your course grade.

Opportunities for earning points are:

Exam 1 (midterm)	75	_____
Exam 2 (final)	75	_____
Online quizzes (15 @ 5 points)	75	_____
Written assignments	75	_____
Class project	50	_____
Organizational citizenship	50	_____
	400	_____

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 or any other assignments.

Online assignments & quizzes: Each class session has an accompanying quiz to be taken online through MyManagementLab. Due dates will be listed online; most quizzes are due at noon the day the chapter/topic will be covered in class. In other words, you are expected to read the chapter and take the quiz for a topic before it is discussed in class. **Missed quizzes cannot be made up**, although only the highest 15 scores will count toward your grade.

Optional online exercises: Optional exercises on MyManagementLab are also available. These are provided to help with your understanding of the chapter materials. These exercises do not accumulate points toward your final grade.

Written and in class 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.

Class project: Students will work together to research, analyze and report on the organizational behavior activities of an organization. More detailed information on the project will be discussed in class.

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. Participation in major in-class activities will be recorded.

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. Absence from class is not an excuse for ignorance of syllabus updates.

Class announcements: Class announcements are sent out through MyManagementLab. It is important to sign-on to MyLab as soon as possible, and to maintain an active account, 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.)

BA 285 Spring 2017 Schedule

week	date	chapter/topic	Quiz due	Assignment due	Notes
1	Apr 3	1 What is Organizational Behavior?	1		
	Apr 5	2 Diversity in Organizations	2		
2	Apr 10	3 Attitudes and Job Satisfaction	3	#1	
	Apr 12	4 Emotions and Moods	4		
3	Apr 17	5 Personality and Values	5	#2	
	Apr 19	6 Perceptions & Decision Making	6		
4	Apr 24	7 Motivation Concepts	7	#3	
	Apr 26	8 Motivation: Application	8		
5	May 1	Exam 1			
	May 3	9 Foundations of Group Behavior	9		
6	May 8	10 Understanding Work Teams	10	#4	
	May 10	11 Communication	11		
7	May 15	12 Leadership	12	#5	
	May 17	13 Power and Politics	13		
8	May 22	14 Conflict and Negotiation	14	#6	
	May 24	15 Organization Structure	15		
9	May 29	No Class - Memorial Day			
	May 31	16 Organizational Culture	16		
10	June 5	17 Change and Stress Management	17	#7	
	June 7	Project wrap-up, class review			
Mon	June 12	Exam 2 3:00pm – 4:50pm			