

BA285 – CRN20285 – Organizational Behavior

Fall 2020 Syllabus

Instructor: **Judy Corwin**

Zoom Remote Class, TH 3:00-4:50 pm

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Course Description (CRN 20285)

This is NOT a class in organizational skills. It is a course in the analysis of the behavior of humans in a variety of organizational and business contexts and cultures, including group, inter-group and individual behavior. A cross-cultural perspective of organizational behavior is examined, including the concepts of time-management, work ethic, teamwork, and verbal and non-verbal communications. *Note: Students who don't complete the first assignment will be dropped by the instructor.*

Course Schedule

Tuesday and Thursday, 3-4:50 pm online via Zoom

Zoom class link: <https://linnbenton.zoom.us/j/99567819238>

Course 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

Texts

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

Technology Recommendations

Our class this term will be delivered fully remote and we won't be able to meet face-to-face. LBCC is encouraging students to be as prepared as possible by encouraging them to obtain the equipment they need to be successful. Please see the recommended list of equipment below. Students who cannot afford these resources can contact the [Roadrunner Resource Center](#) about funding.

Standard equipment recommendation:

- Broadband internet
- A computer with 256g SSD, 8G RAM, i5 6th gen processor (or equivalent functionality)
- Device with a microphone and speaker
- Device with a camera
- Students can consult [Standard Recommendation 1](#) or [Standard Recommendation 2](#) if they are looking for a product recommendation.

Minimum equipment recommendation:

- A wifi hotspot
- A computer with 128g SSD, 4G RAM, i3 6th gen processor (or equivalent functionality)
- Device with a microphone and speaker
- Device with a camera
- Students can consult [Minimum Requirement 1](#) if they are looking for a product recommendation.

About the Instructor

My *career* has combined leadership team experience in business and organizations, with marketing, public relations, and cultural skills. My *passion* is sharing what I have experienced with you in organizational behavioral skills with real-world examples. I've focused most of my 20-plus years in the service industry, working in health care, higher education and for newspapers and broadcast organizations. I loved my time working at The Corvallis Clinic, Western Oregon University, Oregon State University and Fox Sports NW.

My master's degree is in interdisciplinary studies with an emphasis on integration and marketing communications. My bachelor's degree is in journalism. I have taught customer service to frontline workers in the service industry and received service behavior training through the Medical Group Management Association. I am also a graduate of Leadership

Corvallis and have received Diversity Training from OSU. So, I'm excited to be a resource for ideas, insights and contacts as you move ahead in your education or business endeavors.

Office hours: We can meet online before class or send me an email and we'll set a time to connect.

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 will be used to engage students and meet a range of learning styles. These methods include conversations, writing, weekly quizzes, guest speakers, and an individual term paper. Participation in class is part of your grade and you must be present to win. Students are expected to contribute to class learning.

Assessments

- **Weekly Writing Assignments** (50 points)
 - **Weekly Quizzes – Open Book** (100 points)
 - **Individual term paper on Leadership** (200 points)
 - **Final Essay Exam** (100 points)
 - **Participation** (50 points)
 - **Total possible points -- 500**
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- A – 90 to 100 percent (450 or more points, equivalent to 90 to 100%)
 - B – 80 to 89 percent (400 to 449 points, equivalent to 80 to 89.5%)
 - C – 70 to 79 percent (350 to 399 points, equivalent to 70 to 79.5%)
 - D – 60 to 69 percent (300 to 349 points, equivalent to 60 to 69.5%)
 - F – 59 percent and below (299 points and below, equivalent to 59.5% or below)

Weekly Writing Assignments (50 points) -- Writing about topics *in your own words* is a form of active learning that will help you process, understand, and remember the information you are reading or hearing. **Think** about what is being said and how it relates to things you have observed or experienced in your life. With this in mind, students will be provided topical questions and asked to write about them by sharing interesting leads you have experienced and/or discovered about organizations and behaviors.

"Your grade will be based on a variety of factors, including grammar and spelling (remember, these reflect on your abilities as a business person); content that goes beyond a casual observation, providing useful insight to readers is expected. Elements such as photos, images and videos (*Properly attributed and permitted, of course!*), *can also be used*. Each writing assignment should include thoughts about what you are learning about organizational leadership.

Weekly Quizzes (Up to 100 points) – As your homework assignment, most weeks you will be expected to complete open book, online quizzes. These will be worth 10+ points each and will be timed (usually 60 minutes). These are “open book” quizzes, meaning students should use their textbooks as a resource. The website for quizzes is called Moodle. Student activity on Moodle is tracked and time/date stamped. Please do not use other classmates since *this is not a “crowdsourcing” activity.* Please do not Google your answers from the Internet. The quizzes are a way to focus your attention on the relevant course subjects and see what you already know and don’t know. Quizzes generally will be posted after class on Tuesday and must be completed BEFORE the start of our next class. You will receive emails from me when quizzes are posted and due.

The answers to quizzes are intended to be published after the weekly deadline. The quizzes are intended to ensure you read the text. Please check your LBCC email for quick notifications and reminders, as well as check your grades weekly to be sure there are no issues.

Term Paper on Leadership – Successful management and good organizational behavior requires leadership. You will be asked to source 1 to 3 resources (book, articles) and write a 5 to 7-page term paper that is accurately attributed about a leadership topic. I will provide a potential list of sources and topical ideas in the second week of the term. The paper should be posted to Moodle.

Final Exam (100 points) -- This comprehensive essay exam will give you a chance to demonstrate what you learned this term and how you can apply it in business settings moving forward. Most likely, the questions will be posted at the conclusion of our next to last class meeting and you will submit your exam via email/Google Docs to the instructor by our last class meeting.

Participation (50 points) -- You should show up for each class ready to discuss the assigned readings or other activities and be prepared to participate. For the Participation score, each week of the term is worth 5 points. To earn those points, students will have a particular activity that they will need to complete each week. Keep in mind, *you must be present to win!*

Other Stuff

Deadlines Matter! – You will be given deadlines for turning in your assignments. *Failure to turn in assignments on the specified dates may result in a reduction of at least one letter grade.* Extensions on deadlines must be discussed with the instructor IN ADVANCE to avoid this penalty. The deadline to turn in assignments is typically midnight Sunday. For more information, see “Late Assignments, Incompletes and Week 1 Attendance” below.

Moodle -- We will utilize LBCC’s online learning system for a variety of functions. By logging on to Moodle you can access your grades, quizzes, the syllabus, marketing leads and other useful information. To get started, log on to LBCC’s eLearning site at **moodle.linnbenton.edu**.

Statements of Inclusion and Nondiscrimination

The LBCC community is enriched by diversity. Everyone has the right to think, learn and work together in an environment of respect, tolerance and goodwill. We will work toward creating a community without prejudice, intimidation or discrimination. *(Related to Board Policy #1015)*

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age or any other status protected under applicable federal, state or local laws.

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), see the [CFAR website \(www.linnbenton.edu/cfar\)](http://www.linnbenton.edu/cfar) for steps on how to apply for services or call 541-917-4789.

Cultural Richness at LBCC

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to nurturing the development of culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

Basic Needs Beyond the Classroom

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support (resources@linnbenton.edu, or visit on the web www.linnbenton.edu/RRC under Student Support for Current Students). That office can help students get connected to resources to help. Furthermore, please notify the instructor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

Seven Positive Expectations:

Students at LBCC:

1. Take responsibility for learning material, participating in class activities, advocating for their needs and knowing the rules of the educational environment.
2. Follow the direction of faculty and staff, including providing information and identification when requested.

3. Respect the learning environment within the classroom and follow safety guidelines.
4. Maintain honesty and integrity in all work, communication and interactions.
5. Properly use college equipment, computers and facilities, including timely return of loaned equipment/materials.
6. Follow all college regulations, including those posted in special labs and classrooms, such as rules governing electronic devices.
7. Follow state and federal laws.

For more information see the "Student Right to Know" section of the LBCC website.

The Writing Center

LBCC's Writing Center is an excellent source of help organizing, developing and revising written assignments. The Writing Center is in the Learning Center on the second floor of Willamette Hall. It is open to students from 8 a.m. to 5:30 p.m. Monday through Thursday; 8 a.m. to 5 p.m. Friday; and 11 a.m. to 4 p.m. Saturday. Students also can use the Writing Centers at the Benton Center and the Lebanon Center.

You also can get help through the Online Writing Lab (OWL). For more information, call 541-917-4708 or go online to the **www.linnbenton.edu/writing-center**.

Note: You can earn extra credit on your assignments if you use the Writing Center to help organize, write and edit those assignments. To earn extra credit, be sure to have the Writing Center staff note that you worked with one of the staffers.

Late Assignments, Incompletes and Week 1 Attendance

- Any assigned coursework with a fixed deadline that is not turned in on time may be reduced at least one letter grade. Assignments that are posted or turned in one week or more after the deadline will earn a maximum of half credit. No assignments will be graded if turned in two weeks after the deadline.
- "I" grades (incomplete) will not be granted.
- **Students who don't show up for class the first week or don't complete the first assignment will be dropped from the class.**

If you withdraw from class

Students who are unable to successfully complete the course should withdraw prior to the end of the 7th week of class. For more information on withdrawing, including refund dates, see www.linnbenton.edu/admissions/withdraw-deadlines.

A Word About Plagiarism and Cheating

Do your own work! Claiming someone else's work as your own or using information or ideas without proper attribution can lead to you failing an assignment or the class. Attribution is required whenever you use sources, especially ones on the Internet. *Resist the urge to copy and paste!*

Likewise, cheating is...shall we say, frowned upon. Resist the urge to use online tools to cheat. Again, do your own word. You are on your honor and if you cheat you are only cheating yourself. If you feel funny about using the help of a resource or another student because it feels like cheating, it probably is. So, don't do it!

Plagiarism is subject to disciplinary action as described in LBCC's guide on Student Rights, Responsibilities and Conduct, which is available online at the linnbenton.edu.

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Revised 09/27/2020

<https://docs.google.com/document/d/1YYCBuup7s2ipEfpk-SzgYzWOgTo25c-6VBgaeBbDgz4/edit?usp=sharing>

Course Timeline and Assignments - (Tentative)

BA 285 CRN 20285, 3-4:50 pm

NOTE: *This Syllabus Outline of Assignments may be revised by the instructor as needed.*

Week 1 – Sept. 29-Oct. 1: Welcome and Introduction.

- Tuesday: Welcome to Organizational Behavior -- Don't be boring; Safe is risky; Syllabus Review; Introducing Leadership Paper
- Thursday: Literature Review on Leadership and Topics; Set up writing assignments.

Week 2 – Oct. 6-8: Chapter 1 -- Effective Managers Understand OB; Chapter 2 -- International and Organizational Culture

- Read Chapter 1 -- pp. 3-30
- Read Chapter 2 -- pp. 31-54
- Tuesday: Writing Topic; **Quiz due before class on Thursday**
- Thursday: Submit Leadership Paper Topic

Week 3 – Oct. 13-15: Chapter 3 -- Individual Differences at Work; Chapter 4 -- Perceptions and Attributions; Chapter 5 -- Motivation.

- Read Chapter 3 -- pp. 55-80
- Read Chapter 4 -- pp. 81-100
- Read Chapter 5 -- pp. 101-127
- Tuesday: Writing Topic: **Quiz due before class Thursday**
- Thursday:

Week 4 – Oct. 20-22: Chapter 6 -- Job Design and Performance; Chapter 7 -- Evaluation and Rewards Influence Behavior

- Read Chapter 6 -- pp. 131-156
- Read Chapter 7 -- pp. 157-190
- Tuesday: Writing Topic: **Quiz due before class Thursday**
- Thursday:

Week 5 – Oct. 27-29: Chapter 8 -- Managing Employee Behavior; Chapter 9 -- Managing Individual Stress

- Read Chapter 8 -- pp. 191-212
- Read Chapter 9 -- pp. 213-244
- Tuesday: Writing Topic: **Quiz due before class Thursday**
- Thursday: Kim Nelson, HR Director, Oregon Tilth
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Week 6 – Nov. 3-5: Chapter 10 -- Groups and Teams; Chapter 11 -- Managing Conflict and Negotiations

- **Read Chapter 10 -- pp. 245-278**
- **Read Chapter 11 -- pp. 279-306**
- **Tuesday: Writing Topic: Quiz due before class Thursday**
- **Thursday:**
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Week 7 – Nov. 10-12: Chapter 12 -- Power and Politics; Chapter 13 -- Communicating Effectively

- **Read Chapter 12 -- pp. 307-336**
- **Read Chapter 13 -- pp. 337-370**
- **Tuesday: Quiz due before class Thursday**
- **Thursday: Brad Wakefield**

Week 8 – Nov. 17-19: Chapter 15 -- Leadership

- **Read Chapter 14 -- pp. 371-400**
- **Read Chapter 15 -- pp. 401-436**
- **Quiz due before class Thursday**
- **Thursday:**

Week 9 – Nov. 24-26: Chapter 16 -- Organizational Structure and Design; Chapter 17 -- Managing Organizational Change

- **Read Chapter 16 -- pp. 437-470**
- **Read Chapter 17 -- pp. 471-500**
- **Quiz due before class Thursday**
- **Thursday:**
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Week 10 – Dec. 1-3: Review

- **Quiz due before class Thursday**
- **Thursday: Guest Speaker TBD**
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Final Class Meeting: Tuesday, Dec. 8, 5:30-6:20 pm

Term paper due/wrap-up/evaluation.

Revised 09/27/2020

https://docs.google.com/document/d/1htXfOWeecCDc7qn16_14wRb-rDBYmJEH3lbg0qy1u74/edit?usp=sharing