



Peru State College BUS 373 – Organizational Behavior

Syllabus – Fall 2011

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Required Textbook: Organizational Behavior: 14th Edition, by Robins & Judge, 2011:
ISBN: **ISBN-10:** 013612401-1 **ISBN-13:** 978-013612401-6
Textbook Website: http://wps.prenhall.com/bp_robbins_ob_14/

Course Description & Objectives

This course presents the foundations of the history, theory, and applications of organizational behavior including personality, stress, motivation, job design, goal setting, learning theory, behavior modification, group behavior, power, leadership, organizational structure, decision-making, and control.

Upon completion of this course you should be able to:

1. Explain how personality and perception influence behavior in organizations.
2. Apply concepts associated with effective work design to suggest tactics for enhancing work performance in organizations.
3. Apply theories and concepts of decision making/problem solving to develop strategies/design effective systems in these areas.
4. Apply theories and concepts of motivation, leadership, and change to develop strategies for improving work performance.
5. Apply theories and concepts of goal-setting, feedback, and conflict management to develop strategies for improving organizational communication.
6. Apply theories and concepts from the behavioral sciences to develop strategies for effective teamwork.

Expectations and Instructional Approach

This course will introduce the student to theories, methods, and practices of organizational behavior, which includes interactions between individuals, small groups, and organizations. Organizational Behavior (OB) helps to prepare up and coming managers to become leaders of change. You will learn to assume leadership roles essential to meeting the challenges and uncertainty that confront today's organizations. Globalization, cultural diversity, technology advancement, keen competition, constrained resources, seemingly instant communication and

a profusion of information are some of the factors that influence the effectiveness of organizations. The field of OB is structured to equip managers with the skills, knowledge, attitudes, values and tools that will allow them to facilitate the success of an organization. Classes will include exams, quizzes, interactive group discussion, lectures, written case papers, required readings, research, and panel presentations.

This class will also develop your research and scholarship skills by requiring students to use the research databases from the Peru State College Library in preparing course work. Use of the APA style will be expected.

Grading Policy

Critical thinking skills are an essential part of any academic program. This class focuses on using Bloom's Taxonomy of Higher Learning, developing critical thinking skills, developing research and writing skills, public speaking skills, and how to successfully work in an organizational environment in a team. Students in this class will learn the questioning techniques to easily integrate them into any academic program.

Students will work in groups, read chapters, make presentations, take quizzes, and write scholarly case studies.

You will have the opportunity to earn a total of 600 points. Your final grade will be determined by the number of points you earn as noted below.

Homework Assignments	100 pts.
Reading Quizzes	50 pts.
Midterm Written Case Study	50 pts.
Exams (5 exams)	300 pts.
Group Case Study/Presentation	75 pts.
<u>Attendance/Participation</u>	<u>25 pts.</u>
Total Points	600 pts.

Homework Assignments: Various assignments will be assigned during the course. Homework must be submitted as required; late assignments are NOT accepted.

Reading Quizzes: Throughout the semester, there will be unannounced quizzes to assess reading and comprehension of textbook material prior to class. Chapters are to be reviewed prior to class; these quizzes will help to ensure this occurs.

Midterm Written Case Study: This is an opportunity for students to conduct scholarly research and present the information in a formal written case report. Students may be working in groups of 2 or 3 for this assignment. Periodically during class, I will check group progress. More information will be announced in class.

Exams: There will be 5 exams over the course of the semester. These will include multiple forms of questions to assess your knowledge and understanding of the subject matter. The last exam will be a cumulative final.

Group Case Study/Presentation: A final project will be assigned that includes developing detailed responses in a written report to a Strategic Case Study. You will also make a formal presentation to the class. Additional details will be provided throughout the semester.

Attendance/Participation: It is the responsibility of the student to be present at each class and on time. It is also expected that you read the assigned materials prior to class sessions. Each unexcused class absence or tardiness to class results in a loss of 5 attendance/participation points. PLEASE NOTE: There are circumstances that may merit your being absent. (For example, scheduled PSC extracurricular events, hospitalization, death of a family member or friend, circumstances beyond your control are understandable). In order for the absences to be considered excused, you need to contact me by phone, email, or in person prior to the class session you are missing.

Academic Integrity Policy

Unless directed otherwise, students are expected to do their own work on assignments and examinations. The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend students for two semesters found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

Student Assistance and Reasonable Accommodations – Title IX Compliance

Students with special needs are encouraged to make them known to the instructor at the beginning of the course. In accordance with the law and the policies of the college, reasonable accommodations will be provided for students with documented disabilities. Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

Course Decorum

In order to foster a climate conducive to learning, please join me in treating your classmates with respect. It is expected that you will demonstrate your ability to interact with others in a mature, thoughtful, and respectful manner.

Modification of Course Syllabus and Course Schedule

The instructor reserves the right to modify any part of this course syllabus and course schedule. Any such modifications will be communicated to students in advance of becoming effective. Detailed assignment information will be provided in the classroom and on Blackboard.

Tentative Course Schedule

Class Date	Topic Covered in Class	Reading Assigned
August 22	Introduction to the Course	Read Ch 1
August 24	Chapter 1	Read Ch 2
August 29	Chapter 2	Read Ch 3
August 31	Chapter 3	Read Ch 4
September 5	No Class – Labor Day	Ch 4 (continued)
September 7	Chapter 4 & Exam Review	Study Ch 1-4
September 12	Exam 1	Read Ch 5
September 14	Chapter 5	Read Ch 6
September 19	Chapter 6	Read Ch 7
September 21	--	Outside Assignment
September 26	Chapter 7	Read Ch 8
September 28	Chapter 8 & Exam Review	Study Ch 5-8
October 3	Exam 2	Read Ch 9
October 5	Chapter 9	Read Ch 10
October 10	Chapter 10	Read Ch 11
October 12	--	Outside Assignment
October 17	No Class – Midterm Break	Case Study Guidelines
October 19	Midterm Written Case Discussion	
October 24	Chapter 11	Read Ch 12
October 26	Chapter 12	Read Ch 13
October 31	Case Study Work	Continue Reviewing
November 2	Chapter 13	Read Ch 14
November 7	Chapter 14 & Exam Review	Study Ch 9-14
November 9	Exam 3	Read Ch 15
November 14	Chapter 15	Read Ch 16
November 16	Chapter 16	Read Ch 17
November 21	Chapter 17	Read Ch 18
November 23	No Class – Thanksgiving Break	
November 28	Chapter 18 & Exam Review	Study Ch 15-18
November 30	Exam 4	Case Study Reviews
December 5	Final Panel Presentations	
December 7	Final Panel Presentations	Study Course Review
December 14	Cumulative Final Exam - Exam 5	

Please note: Attendance is required during all final student case presentations in order to receive your own case presentation points.