



Course Syllabus

Course #: MGT 2650

Course Name: Organizational Behavior

Division: Business Technologies

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Class Days:

Class Time:

Location: Classroom:

Laboratory:

Credit Hours: 3

Contact Hours: 3

Lab Hours: 0

Lecture Hours: 3

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Instructor:

Office Location:

Phone:

Email Address:

Office Hours:

Division Office/Location:

Division Fax:

Full-time Contact Person:

Phone(s):

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Course Description:

A study that focuses on the whole culture of an organization. Study of beliefs, attitudes, values, motivation, leadership, performance, communications and their relationship to structure, people, technology, and the influence that external systems place upon organizations, as related to job satisfaction. (Fall)

Prerequisite(s):

None

Corequisite(s):

None

Entry Level Skills and Knowledge:

It is recommended that the student complete basic courses for college-level reading and writing.

Required Texts, Supplies and Equipment:

ORGANIZATIONAL BEHAVIOR—HUMAN BEHAVIOR AT WORK, 12<sup>TH</sup> EDITION by John W. Newstrom, 2007.

**Grading:**

| <u>Evaluation</u>      | <u>Weight</u>    | <u>Grading Scale</u> |
|------------------------|------------------|----------------------|
| Participation          | 60 points        | 100-93 = A           |
| Test 1                 | 100 points       | 92--85 = B           |
| Test 2                 | 100 points       | 84--75 = C           |
| Test 3                 | 100 points       | 74--65 = D           |
| Current Events Reports | 90 points        | Below 65% = F        |
| Oral Report            | <u>50 points</u> |                      |
| TOTAL                  | 500 points       |                      |

**Learning Outcomes:**

General Education

Technical

The overall objective of the class is to establish understanding of the organizational process from a behavioral point of view. Upon completion, the student should be able to understand the importance of people, structure, technology, and how a blend of these three key elements will produce a quality product or service to the external social system.

**Assessment of Student Learning:**

None

Assessment Project and Measurement in course (if any):

None

**Plan of Work:**

| Session | Date              | Activities   |
|---------|-------------------|--|
| Week 1  | August 20 & 22    | Introduction to Organizational Behavior  |
| Week 2  | August 27 & 29    | Massey Handout Discussion<br>Film—"Sudden Impact"  |
| Week 3  | September 5       | Chapter 1—Dynamics of People and Organizations   |
| Week 4  | September 10 & 12 | Chapter 2—Models of Organizational Behavior<br>Films   |
| Week 5  | September 17 & 19 | Chapter 3—Managing Communications<br>Films<br>Chapter 4—Social Systems and Organizational<br>Culture |
| Week 6  | September 24 & 26 | <b>TEST 1</b> ; Written Current Event Due<br>Test Review; Film                                       |
| Week 7  | October 1 & 3     | Chapter 5—Motivation<br>Film   |
| Week 8  | October 8 & 10    | Chapter 6—Appraising and Rewarding Performance   |
| Week 9  | October 15 & 17   | Chapter 9—Employee Attitudes and Their Effects<br>Written Current Events Due—Oral Presentations      |
| Week 10 | October 22 & 24   | <b>TEST 2</b><br>Test Review   |
| Week 11 | October 29 & 31   | Film<br>Chapter 7—Leadership   |
| Week 12 | November 5 & 7    | Chapter 8—Empowerment and Participation  |
| Week 13 | November 14       | Chapter 11—Interpersonal Behavior  |

Continued on the next page.

**Plan of Work:**

| Session | Date             | Activities  |
|---------|------------------|---|
| Week 14 | November 19      | Chapter 11—Interpersonal Behavior (Continued)<br>Written Current Event Due—Oral Presentation<br>Films |
| Week 15 | November 26 & 28 | Chapter 11—Interpersonal Behavior (Continued)   |
| Week 16 | December 3 & 5   | Chapter 12—Informal and Formal Groups   |
| Week 17 | December 10      | <b>FINAL EXAM</b>   |

**Course Requirements:**

## Course Requirements:

The student is required to read all assigned chapters in the text and complete all written assignments. All students are required to take notes on lectures and films during class sessions.

## Assignments/Projects:

Current Events: Students are required to submit three typewritten reports on current events concerning organizational behavior. The report should include a summary and critique of the organizational behavior article you have read. An important part of the report will be your critique of the article. Please type your source of the article on your report (including the date). Failure to hand in these assignments will have a negative impact on your grade. Handing in late work assignments will also affect your grade negatively. (See Plan of Work for due dates.) Five (5) points will be deducted.

Films: A number of films will be shown during the quarter. (See Plan of Work.) Extra credit for a film summary and critique is available to each student. Twelve films will be shown during the semester with each summary and critique being worth 3 points. The length should be 1 to 2 pages. The paper must be typed. The list of films includes the Leadership Alliance, Paradigm I, Do Right I, A Great Place to Work, Lincoln Electric--60 Minutes, Sexual Harassment--Prime Time Live, The Art of Listening, Emotional Quotient, Ethical Behavior at Work, In This Together, and Fish.

Assignments/Projects: (Continued)

\*Test questions will be asked on all films shown.

Cases/Exercises: Cases/exercises will be assigned during the semester.

Oral Report: On date assigned.

\*Participation is expected in this class. You will be allowed to miss one class during the semester. Every class missed after that will have 10 points deducted from your participation grade. This portion of your grade is worth 60 points.

## **Policies**

**Course Withdrawing:** If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic "F." Please follow official College procedure for withdrawing from this or any course.

*College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.*

**Support Services:** The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at 419-559-2342 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

***If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.***

Tutoring services are available to students beginning the second week of every semester. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).

Policies continued on the next page.

