

Course # MGT 320: Organizational Behavior (3 Cr. Hr)
Benedictine Cohort - On-line Course
February 11, 2007 – April 27, 2007
Course Syllabus

Prepared Date: December 6, 2007

Instructor Information:	Name: Mr. Krishna M. Brahmamdam (Mr. B) Email address: kbrahmamdam@sci.edu Phone: 217-553-7772 (4pm – 8pm Mon - Fri) Office Hours: SCI Resource Center - by appointment only
	<ul style="list-style-type: none">• Best of way communication is using email within Blackboard• Responses to your email or voice mail messages will be made within a reasonable time (within 24 hours during weekdays).
Class Sessions:	<ul style="list-style-type: none">• On-line Course: Feb 11th 1 am– April 27th 5pm (10 weeks)• Your Instructor does not work during Weekends (Friday 7:00 pm – Monday 7:00 am.• Course site http://webctce6.ben.edu:8080/webct/entryPageIns.dowebct will be active from Feb 4th Monday.
	Overview of organization structures and group dynamics. Examines job satisfaction, motivation, performance evaluation, decision-making and goal setting. (3 Credit hours)
I. Course Description	The class material will include both theory and practical application of Organizational Behavior in organizations. OB is the study of how individuals and groups impact the behavior within an organization. It is a field of systematic study that focuses on improving productivity, quality, and assisting practitioners to develop methods to empower people as well as to design and implement change programs. We live in a world characterized by rapid change, globalization, and diversity. OB offers insights in these areas while providing guidance for managers in creating an ethically healthy work climate. *Note: Use of Blackboard, MS Word and basic use of computer file management are not covered in this class.
II. Textbook:	Textbook: Organizational Behavior 12th edition Robbins & Judge; Pearson Prentice Hall; ISBN 0132431564 Information Technology: Students will use Blackboard as an instructional tool for this course. Prior to beginning of this class, students must take necessary arrangements to have essential Information Technology resources to for this course. It includes but not limited to a Computer, internet connection (preferably cable modem or DSL connection), MS Word XP, Blackboard UserID and Password.
III. Mission Statement	<ul style="list-style-type: none">• The mission of Springfield College in Illinois is to provide students the best liberal arts education in the Ursuline tradition of a nurturing faith-based environment. We prepare students for a life of learning, leadership and service in a diverse world.• The mission of Benedictine University is dedicated to the education of undergraduate and graduate students from diverse ethnic, racial and religious backgrounds. As an academic community committed to liberal arts and

professional education distinguished and guided by our Roman Catholic tradition and Benedictine heritage, we prepare our students for a lifetime as active, informed and responsible citizens and leaders in the world community.

To have a general understanding of how individuals and groups impact the behavior within an organization.

Objectives:

IV. GOALS:

- To study the theoretical and practical applications of organizational behavior in organizations.

OBJECTIVES:

- Review the three key elements in building effective OB skills: Knowing the concepts, Self-awareness, and Skill applications.
- Students will complete self-assessment tests that help them to understand, apply and improve their interpersonal and behavioral skills.

Outcomes:

1. Explain how personality and perception influence behavior in organizations.

Expected Outcomes:

Upon completing this course, students should be able to:

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 to develop strategies for improving work performance.

5. Apply theories and concepts of leadership to develop strategies for improving work performance.

6. Apply theories and concepts of change to develop strategies for improving work performance.

7. Apply theories and concepts of goal setting, feedback, and conflict management to develop strategies for improving organizational communication.

8. Apply theories and concepts from the behavioral sciences to develop strategies for effective teamwork.

Upon completion of this course, the students will be able to demonstrate their mastery of the Course Based Student Learning Objectives (CBSLO).

**V. Teaching Methods/
Delivery System:**

On-line Course using Blackboard (discussion board, PowerPoint slides)

VI. Course Requirements:

Attendance:

Attendance policy:

This is a 10-week course and the material will move in a faster pace than the traditional semester. Failure to stay on course schedule will significantly impact the student's performance. By enrolling in this class, you acknowledge that you are fully aware of this course deliverables and expectations. Careful planning and preparation are required to succeed in this course.

Since this is an on-line class, students are expected to visit course **Blackboard** on a weekly basis (preferably on a daily basis during the 10- week Period). Every week, students may be asked to respond to discussion questions and quizzes on Blackboard. This will also be used for attendance. Attendance will be reported to the SCI registrar on every Monday.

Reading Assignments:

Reading:

Every week students are required to read one or two textbook chapters. Please see the course outline for more details. In addition to the assigned readings, it is expected that the students read current publications for articles which are pertinent to this course.

Written assignments:

Written Assignments:

During the course period, students will be required submitting written responses to on-line discussion questions, lessons-learned journal reports; Case analysis reports, Weekly quizzes, mid-term Exam, and Final Exam.

- Students are required to post to the message board journal observations on the newspaper or broadcast news site you monitor. When news events occur that relate to principles we are studying, I will post pertinent information and questions to the message board. (CBSLO 1, 2, 3, 4, 5)
- Quizzes, Mid-term and final exam will be a combination of multiple choice, True/False, and short-answer type questions, in which students will discuss broad trends related to overarching course goals and objectives; Final exam will not be cumulative. All quizzes and Exams will be on-line and timed. (CBLSO 1, 2, 3, 5)

Detailed instructions for the weekly assignments are posted on the Blackboard in the Assignments Section. Please be aware of the due dates to avoid late penalties.

- Plagiarism is defined as follows: "The deliberate and knowing presentation of another person's original ideas or creative expressions as one's own. Generally, plagiarism is immoral but not illegal. If the expression's creator gives unrestricted permission for its use and the user claims the expression as original, the user commits plagiarism but does not violate copyright laws. If the original expression is copied without permission, the plagiarist may violate copyright laws, even if

Plagiarism:

credit goes to the creator. And if the plagiarism results in material gain, it may be deemed a passing-off activity that violates the Lanham Act." Black's Law Dictionary, 8th ed. (2004), p. 1187. Also useful to establish guidelines for delineating plagiarism is Diana Hacker's definition: "Three different acts are considered plagiarism: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words." (A Writer's Reference, by Diana Hacker, Bedford St. Martin's Press, 2003, page 331.

Academic Integrity and honesty:

Academic Integrity & Honesty:

- All students are expected to observe the rules and regulations of the college. Please refer to your student handbook for specific details. Ethically appropriate behavior is expected from all students. Students, who violate the College's code of ethics and/or other academic policies, will be referred to the appropriate disciplinary body.

Instructor's Policy:

Please be noted that if the instructor finds any one cheating on assignments, quizzes, tests, reports and any other course related documents, the student and any other student(s) involved will be subject to the disciplinary actions that may include getting a fail grade for the entire course. Due to several recent instances of plagiarism, I can no longer accept student papers that are not responsive to the assignment; a grade of zero (0) will be recorded for the subject item in question. If a preponderance of evidence demonstrates that the subject item was intentionally plagiarized, course final grade will be "Fail" for all the parties involved.

VII. Means of Evaluation:

Learning is the responsibility of both the instructor and the students. Student performance will be assessed in several ways during the semester. Evaluation will be based on the following elements:

Student performance

1. Use of exams, and in-class exercises to assess student's mastery of the course outcomes (on-line discussion questions, on-line quizzes, Exams, case analysis reports)
2. Self assessment by student through the Self Assessments

Instructor performance

1. Use of instructor evaluation surveys and comments as to whether or not objectives for class were met
2. Self assessment by instructor to assess whether or not objectives for class were met
3. Outcomes Assessment Survey.

4. Lessons Learned reports from students

Grades will be based on the following assignments:

Grading:

Exam(s) - 3: 20% each = 60%;

Assignments: 15%

On-line Discussion Questions /participation/attendance: 10%;

Quiz(s) - 3: 5% each = 15%

** The final grade cutoff points are found on the following scale:

90 - 100 Grade A;

80 – 89 Grade B;

70 – 79 Grade C;

60 - 69 Grade D;

Below 60 Grade E (Fail)

Note: Students are expected to attend on-line class each week to submit work when due date is specified. No late or make-up work will be accepted without proper documentation (i.e. physician's note, obituary, police report, etc.). Unless excused, **penalty of 15%** will be applied for the late submittals.

Lack of experience using Blackboard or having technical difficulties to submit or post assignments on-line is not an excuse for late submittals. It is your responsibility to learn the Blackboard system to submit the work in a timely manner. I will NOT be around during weekends to help you.

You will have two days after the original due date to submit Late work or to take the quiz (except 2nd Assignment and Final Exam). After those 2 days, Blackboard will not allow you to upload any files or will allow you take the missed quiz or exam. YOU MUST CONTACT your instructor to resolve the issue. Your instructor will not accept any work submitted using other than Blackboard. Furthermore, even in Blackboard, you must follow the instructions where to submit the material (using the appropriate link).

Your instructor will not accept any submittals after the course is officially ended. Failure to submit complete files will be considered as late work and 15% penalty will be applied automatically. Your instructor will not give you confirmation messages where he received your submittals or not.

Each exam/quiz may consist of short answer, multiple choice and True/False type questions. All Exams and Quizzes are on-line and timed. The quiz/exam will cover the material discussed in the class and the assigned reading. The exams are not cumulative and will cover only the material contained for the weeks specified prior to the exam. Hence, the final exam is simply your last exam. You are required to take all exams/quizzes.

Please see the course outline for the exam / Quiz schedule. No

	reminders will be issued to take quiz/exam. <u>It is your responsibility to keep track of the due dates or any revisions made during the term.</u>
VIII. Course Outline	Please see the "Course Outline" page Besides Blackboard, Students should use SCI email account for the purposes of communications with the instructor. It is your responsibility to check emails frequently. In general, any issue that the whole class doesn't need to know is communicated using the SCI email media.
IX. Americans with Disabilities Act (ADA):	Springfield College in Illinois provides individuals with disabilities reasonable accommodations to participate in educational programs, activities, and services. Students with disabilities requiring accommodations to participate in college-sponsored programs, activities, and services or to meet course requirements should contact the Director of the Resource Center as early as possible. Also, Students with disabilities or special needs are asked to inform the instructor as early as possible in the term in order to facilitate accommodation.
X. Assessment: Classroom assessment Techniques	Goals, objectives, and learning outcomes that will be assessed in the class are stated in this syllabus. Instructor will use on-line discussion questions, self-assessments, assignments, quizzes/exams, lessons-learned journal reports (weekly reports and end of the semester report). Students are required to take part in all assessment measures.
XI. Other: Changes to Syllabus	<u>Changes to Syllabus:</u> The Instructor reserves the right to modify this syllabus at any time. Such changes will be announced on the Blackboard in the appropriate Week category of the discussions sections. Student is responsible to keep up with the revisions.

Course Outline

Week# 1 (Feb 11th 1am– Feb 17th 11pm)

Introductions and course overview – Meet your Instructor at SCI – Mandatory meeting
What is Organizational Behavior? (Chapter 1)

Week# 2 (Feb 18th 1am– Feb 24th 11pm)

Foundations of Individual Behavior (Chapter 2)

Quiz# 1 (Chapters 1 and 2) Due by Feb 25th Monday 11:00 pm

Week# 3 (Feb 25th 1am– March 2nd 11pm)

Attitudes and Job Satisfaction (Chapters 3)

Personality and Values (Chapters 4)

EXAM 1 (Chapters 1, 2, 3 and 4) : Due by Mar 3rd Monday 11:00 pm

Week# 4 (March 3rd 1am– March 9th 11pm)

Perception and Individual Decision making (Chapters 5)

Assignment# 1: Due by March 10th Monday 11:00 pm *****

Week# 5 (March 10th 1am– March 16th 11pm)

Motivation Concepts (Chapters 6)

Motivation: From Concepts to Applications (Chapters 7)

Quiz# 2 (Chapter 6 and 7) Due by March 17th Monday 11:00 pm

March 17th – 23rd Spring Break

Week# 6 (March 24th 1am– March 30th 11pm)

Foundations of Group Behavior (Chapters 9)

EXAM 2 (Chapters 5, 6, 7, and 9): Due by March 31st Monday 11:00 pm

Week# 7 (March 31st 1am– April 6th 11pm)

Understanding Work Teams (Chapters 10)

Week# 8 (April 7th 1am– April 13th 11pm)

Communication (Chapters 11)

Basic Approaches to Leadership (Chapters 12)

Quiz# 3 (Chapters 11 and 12) Due by April 14th Monday 11:00 pm

Week# 9 (April 14th 1am– April 20th 11pm)

Contemporary Issues in Leadership (Chapters 13)

Conflict Negotiation (Chapters 15)

Week# 10 (April 21st 1am– April 25th 11pm FRIDAY)

Assignment #2 And EXAM 3 (Chapters 10, 11, 12, 13 and 15):

Due by April 25th FRIDAY 11:00 pm

Note: Weekly on-line discussion question assignments and due dates will be posted in the Discussion section on the Blackboard.

Lessons Learned Journal Guidelines – (needed for Assignment #1 and #2)

Students will make private learning journal entries to help them reflect on their learning. This journal should be a dated record of each student's learning related to Organizational Behavior (OB).

The following questions should be answered in each student journal **on a weekly basis**:

1. What key concepts (minimum 1 per chapter assigned) about OB did you learn about? Explain them in your own words and try to relate them to your experiences.
2. How is your class going? What is going well and why? What isn't going so well and why? What have **you** done to help you succeed in this class?
3. Do you have suggestions for improving the class or how the material was presented?

Assessment Scale – Weekly Lessons Learned

Your grade will be based on the following scale. Each weekly assignment is worth 5 points.

Excellent (90% - 100%): All of the above criteria are met. May have only a minor flaw.

Very good (70% - 80%): Only the first and second criteria are met.

Good (50% - 60%): Only the first and third criteria are met.

Fair (30% - 40%): Only one of the above criteria is met.

Not there yet (10% - 20%): Other

Didn't participate (0)

Additional Notes:

- Assignment#1 and #2 will be posted on Blackboard.
- Quizzes and Exams will be posted on Blackboard
- Sample Exams will be posted on Blackboard
- Prior to beginning of the class, if you need one on one Blackboard training or have any general questions or concerns, please contact Mr.B at 553-7772.
- SCI management will contact you for attending a Mandatory class 1 week prior to the beginning of the course.
- There will be an assignment due during the first week of the course. Watch out for details on the Blackboard.



Student Access to Blackboard (formerly called Blackboard) Springfield College

For All Students

Access Blackboard directly at <http://Blackboardce6.ben.edu:8080>, or by using the **Blackboard (Blackboard)** link near the bottom of the page at <http://www.ben.edu>.

Campus PCs are properly configured for the Blackboard Learning System. The first time you use an off-campus PC to access Blackboard, it is highly recommended that you perform a browser check to see if that PC is properly configured to use Blackboard. Follow the Check Browser link near the upper right corner of the Blackboard Entry Page to initiate the check.

Once your PC is properly configured, click the Login button on the Blackboard Entry Page. The Login Page will load. Provide your Blackboard User Name and Password, as described below, and click OK.

For SCI Students

Blackboard User Names

Blackboard User Names for SCI students are of the form "s" followed by a 7-digit number, for example, s1234567. User Names will be distributed by your instructor. The SCI Resource Center (resourcecenter@sci.edu, 217-525-1420, Ext. 320) can also provide them, as can the BU IT Helpdesk (helpdesk@ben.edu, 630-829-6684)

Blackboard Passwords

The Initial Password for all SCI Blackboard User Names is the last four digits of the student's Social Security Number, repeated. For example, the SSN 123-45-6789 yields initial password 67896789. Students will be required to change their password the first time they log in to Blackboard.

Students who have problems with their SCI Blackboard password should email eclark@ben.edu. Include your name, the last four digits of your Social Security Number, and your Blackboard User Name in your email.

NOTE: The Forgot your password? feature on the Blackboard login page will **not** work.

For BU Students

Blackboard User Names and Passwords

Blackboard User Names and Passwords are automatically matched to the STUBEN campus network. Use your network ID and Password to log in to Blackboard. (STUBEN network IDs are of the form b1234567 where 1234567 is your Benedictine Student ID number.)

Password Reset

The first time you access Benedictine University Network resources, including Blackboard, you must reset your password. If your first network access is from an on-campus PC, you will be prompted to do the reset.

If your first access to network resources, including Blackboard, is from off-campus, you must initiate the mandatory password reset. Use the Student Password Reset Page, <https://www.ben.edu/stuadmin/>, to accomplish the reset.

Network passwords expire every 90 days. If you log in to the network from an on-campus PC you will be notified whenever your password is about to expire.

If Blackboard is the only network resource you use, and your only access is from off-campus, **you will not be notified that your password is about to expire**. If you are suddenly denied access to Blackboard the problem may be an expired password. Resetting your password as described above may solve the problem.

NOTE: The *Forgot your password?* feature on the Blackboard login page will **not** work.

For All Students

Duplicate User Names

Students who have been assigned two User Names, one for SCI courses and one for BU courses, may request that the BU User Name be used for all courses. Email the request to eclark@ben.edu. Include your name, the last four digits of your Social Security Number, and both User Names in your request.

Access to Courses

Once you have logged in to Blackboard, your personal Blackboard home page will load. That page will provide links to all of your Blackboard courses.