

Benedictine University at Springfield College in Illinois

Summer 2008

Online

Start Date: Week of June 9, 2008

End Date: Week of August 17, 2008

Instructor: Glenn Cuyugan

Office Hours: By Appointment

Home Phone: 630-389-9056

email: gcuyugan@sci.edu

MGT 320 – Organizational Behavior

Course Description: Overview of organization structures and group dynamics. Examines job satisfaction, motivation, performance evaluation, decision-making and goal setting.

Class Sessions:

- On-line Course: (10 weeks)
- For the purpose of this class, typical week is Monday 9 am – Friday 5pm
- Your Instructor is not available on certain days and times. Please make an appointment prior.
- I will be available online on Thursday mornings or evenings via **Yahoo IM** (depending on my schedule).
- For this class online aside from Blackboard please get a **Yahoo IM** account and add my handle to your list as well as your classmates. My Yahoo IM handle is: **iteachbiz300**

Textbook and Materials

- ***Organizational Behavior 12th edition*** Stephen P. Robbins Prentice Hall: Upper Saddle River, NJ
- Wall Street Journal and other business publications.
- Internet web sites relating to Organizational Behavior

Mission Statement

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.

Goals, Objectives and Student Learning Outcomes:

Objectives:

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

Course Requirements:

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.

Academic Integrity

Plagiarism, cheating and other forms of academic dishonesty are prohibited and will not be tolerated. Plagiarism refers to the material from books, notes and other sources, in the students work without due credit to the sources used; it is the presentation of materials as if the students own. Sources to be listed on a reference page include news papers, magazines, Internet websites and personal interviews. Cheating refers to securing or offering assistance during the exam, unauthorized copying of tests, assignments, reports, papers, etc. If deemed appropriate by the instructor, a grade reduction could be imposed as a minimum. This policy applies to material used for grading purposes and does not include notes taken in class sessions.

Missed Assignments

Students are responsible for submitting work to the instructor at the beginning of the class session in which the assignment is due. Any assignment that is not submitted at the assigned time is **not accepted**. We have a limited schedule and we need to be prompt in our submissions.

Americans with Disabilities Act (ADA)

If you have a documented learning, psychological, or physical activity, you may be eligible for reasonable academic accommodations or services. To request accommodations or services, contact the Director of the Resource Center as early as possible.

Assessment: Classroom Assessment Techniques (CAT)

Goals, objectives, and learning outcomes that will be assessed in the class are stated in the syllabus. The instructor will use Pre/Post Testing and Minute papers and/or other classroom assessment techniques as deemed necessary in order to provide continuous improvement of instruction. Students are required to take part to take part in all assessment measures.

Other:

The instructor reserves the right to make changes to the syllabus and any course requirements as needed.

Course Schedule:

Week #1

Introductions and course overview

What is Organizational Behavior? (Chapter 1)

Quiz #1 (Chapter 1) Due Thursday 4pm

Week #2

Foundations of Individual Behavior (Chapter 2)

Quiz #2 (Chapter 2) Due by Thursday 4pm

Week #3

Values, Attitudes, and Job Satisfaction (Chapters 3)

Personality and Emotions (Chapters 4)

Quiz #3 (Chapter 3 & 4) Due by Thursday 4pm

Week #4

Perception and Individual Decision making (Chapters 5)

Assignment #1 And Quiz #4 (Chapter 5): Due by Thursday 4pm

Week #5

Basic Motivation Concepts (Chapters 6)

Motivation: From Concepts to Applications (Chapters 7)

Quiz #5 (Chapter 6 & 7) Due by Thursday 4pm

Week #6

Foundations of Group Behavior (Chapters 8)

Quiz #6 (Chapter 8) Due by Thursday 4pm

Week #7

Understanding Work Teams (Chapters 9)

Quiz #7 (Chapter 9) Due by Thursday 4pm

Week #8

Communication (Chapters 10)

Basic Approaches to Leadership (Chapters 11)

Quiz #8 (Chapter 10 & 11) Due by Thursday 4pm

Week #9

Contemporary Issues in Leadership (Chapters 12)

Quiz #9 (Chapter 12) Due by Thursday 4pm

Week #10

Assignment #2 and Final Exam (Chapter 9 - 12): Due Thursday 5pm

Grade Computation:

Tests (quizzes)	30%
Journal	30%
Participation and Attendance	20%
Final Test	<u>20%</u>
Total	100%

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

Lessons Learned Journal Guidelines - End of Semester (needed for Assignment #2)

- Students are to submit, on the last week of class, a typed "Lessons Learned" report, summarizing at least 5 of the key concepts about Organization Behavior you felt were most important to you. Explain them in your own words and try to relate them to your experiences.

Typically, each Assignment may consist of: (Actual assignments will be posted on Blackboard)

1. Weekly Discussion question
2. Weekly Self-Assessment and Report
3. Weekly Lessons Learned Journal report
4. Weekly Quiz
5. Weekly reading assignment