



DIVISION OF BUSINESS

COURSE SYLLABUS: MGMT 4320-VC03, Organizational Behavior Summer 2008, Virtual Campus, May 27 - August 9, 2008

Instructor:	John E. Jemison, Adjunct Instructor
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Course Web Site:	http://websites.swlearning.com
FAX:	None
Office Hours:	9am-9pm 24/7
Class Hours:	24/7
Class Location:	Online

DESCRIPTION: Ethical dimensions of goals and values of organizations and managers, perspectives on corporate social responsibility, influence of government, history, and culture on organizations, effective management roles, dynamics of informal groups, and understanding and working with people.

PREREQUISITE(s): MGMT 3304 or consent of division.

TEXTBOOK:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>Organizational Behavior with CD</u>	Hellriegel & Slocum	11th	2007	Thomson Learning	0-324-32363-8

OUTCOME COMPETENCIES:

Upon completion of this course the student should be able to:

- Describe the competencies necessary for managerial effectiveness;
- Identify how personalities and attitudes affect behavior and organizational commitment;
- Describe motivation and the motivational process;
- Explain the concepts of stress and the stressors that affect organizational performance;
- Describe the basic characteristics of groups, including informal groups;
- Identify the different styles of conflict handling and different negotiation strategies;
- Identify the essentials of effective leadership; assess the limitations on a leader's impact;
- Discuss how interpersonal communication affect relationships among employees;
- Explain the basic concepts for making ethical decisions;
- Explain how organizational cultures are formed, sustained, and changed.

COURSE REQUIREMENTS AND EVALUATION

SUBMISSION OF ASSIGNMENTS:

This is the most important item in this syllabus.

The following guidelines will be used when submitting assignments:

Assignments **will only be submitted in the “Assignment Box” for that week.** This means that when there are multiple chapters assigned in a given week, all chapter assignments for that week must be cut and pasted into the Assignment Box for that week. This includes the “Week 1 Submitting Assignments” assignment and Research Paper assignments BUT DOES NOT include the Final Research Paper. (See Research Paper Instructions) Presentable formatting and grammar is expected in your work. Your grade depends upon it.

We will be using the Blackboard "Messages" function that is on the Blue Menu in Tools-Communication for all instructor communication. This is a **REQUIRED** item. You can access this from any computer and it makes it easier for us to track what has been exchanged between us. Call if urgent please.

SIGNING INTO COURSE: (*mandatory*) To be accomplished after you read through to the end.

All students are required to submit the Week 1 Assignment to the instructor by Sunday of the first week of class with the following information using the Submissions of Assignments instructions above:

1. Your full name, telephone number and an alternate e-mail address.
2. A statement acknowledging that you have read and understand this syllabus.
3. A brief paper on why you are taking this course and what you expect to get from the course. Include how this course may relate to your current employment. Follow the submission instructions above.

Remember! All on-line course students are required to have access to the Internet and an e-mail account. All information exchanges between instructor and student and assignments will be only through Class Messages.

EXAMINATIONS:

There will be one course quiz and two text quizzes, a Mid Term and a Final exam. All quizzes and the exams will be open book. The quizzes will cover the chapters as shown above and the exams will cover chapters 1 through 16 as divided below. All quizzes and the exams will be administered on the Blackboard course website. They will consist of True/False and/or Multiple Choice questions and timed by Blackboard. No proctored exams.

IMPORTANT GRADE INFORMATION:

Weekly Assignments – Case Studies - 90 pts (9 @ 10 pts one each)

Research Paper - (110pts) – Topic - 5pts

– Outline & References - 5pts

– Final Paper = 100 points (see Blackboard for details)

Practice Quiz – 0pts

Text Quizzes – 100 points (2 each @ 50 pts per quiz)

Mid Term & Final Exam – 200 points (100 pts per exam)

Total points - 500

GRADE CONVERSION

A = 90 - 100 = 450 - 500 pts

B = 80 - 89 = 400 - 449 pts

C = 70 - 79 = 350 - 399 pts

D = 60 - 69 = 300 - 349 pts

F ≤ 59 = ≤ 299 pts

I = An incomplete may be given to students who are passing, but have not completed some of the course requirements for reasons *beyond the control of the student.*

ATTENDANCE POLICY: This is an on-line course. Attendance is not taken, however, assignments and exams will be completed on or before the due date. Not turning in work for a given week constitutes an absence for that week unless an excuse is granted by the instructor. Late work will suffer late penalties. No early submissions without prior approval from instructor.

STATEMENTS:

"This class will adhere to zero tolerance for using someone else's work as your own."

"It is university policy that no otherwise qualified disabled person be excused from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. Students should inform the instructor of existing disabilities at the first class meeting"

"Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study."

COURSE OUTLINE/CALENDAR: (for detailed schedule see course Blackboard site)

WEEK 1 - Syllabus, Intro & Practice Quiz
WEEK 2 - Chapters 1-2 Research Paper Topic
WEEK 3 - Chapters 3-4 & Quiz 1
WEEK 4 - Chapters 5-6
WEEK 5 - Chapters 7-8 Outline & References Due
WEEK 6 - MIDTERM Chaps 1-8
WEEK 7 - Chapters 9 and 10
WEEK 8 - Chapters 11 and 12 - Quiz 2
WEEK 9 - Chapters 13 and 14 - Research Paper Due
WEEK 10 - Chapters 15 and 16
WEEK 11 - FINAL EXAM Chaps 9-16

Letter Grade Criteria Defined:

A - At this grade level, the adult learner demonstrates insightful mastery of the course subject material and has achieved exceptional quality in precise understanding, and use of interdisciplinary courses and course key terms and theories in both written and oral communications format.

B - At this grade level, the adult learner exhibits professional competency and proper use of

interdisciplinary courses and course subject material and demonstrates the skills to effectively use the key terms and theories of the course in both written and oral communications format.

C - At this grade level, the adult learner achieves a general understanding of the course subject material and demonstrates an adequate competency in the correct use of key terms and theories in both written and oral communications format.

D - At this grade level, the adult learner achieves a vague and minimally adequate understanding of the course subject material and demonstrates a marginal competency in the correct use of key terms and theories in both written and oral communications format.

F - At this grade level, the adult learner is unable to present a general understanding of the course subject material and demonstrates an inadequate competency in the correct use of key terms and theories in both written and oral communications format.

I - An incomplete may be given to students who are passing, but have not completed some of the course requirements for reasons ***beyond the control of the student.***

Statement to Students to retain course research projects: WBU degree seeking students are strongly encouraged to retain copies of all research projects. To graduate from WBU, students must complete the senior Exit Seminar course GRAD 4101. The Exit Seminar is designed to capstone an adult learner's discipline knowledge through the completion of a program portfolio of the completion of an approved research project. The research project retained from previous courses, particularly courses within the discipline, will aid the adult learner in completing the GRAD 4101 course. This must be a separate message from all others. For more information on the Exit Seminar, GRAD 4101, speak with a WBU academic advisor or visit the web site at http://www.wbu.edu/ak/exit/exit_seminar.htm.