MAN 3240 - Applied Organizational Behavior (New/Master) - Coronel

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Notes	Note important input under the last section: Miscellaneous

Required Text

Title: *Essentials of Organizational Behavior*, 11th edition

Author: Stephen P. Robbins & Timothy A. Judge

Publisher: (2012) Pearson Education Inc.

ISBN: 13:978-0-13-254530-3
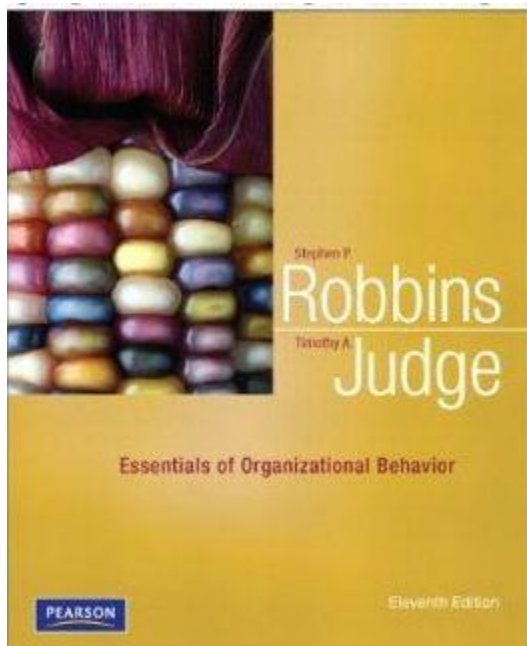
Course Description

There are four types of assignments in this course: Assignments, discussions, quizzes, and team assignments. Students must read the text, presentations and view the "audios to go" each week

to ensure understanding of the material. The weekly quizzes are designed to have you recall the course topics and take you through the remaining three stages of learning to deepen learning gained from the experience. It's important to review all tasks for the week before attempting to complete the quizzes. The textbook has an extraordinary selection of information related to your personal style or your organization's maturity in the various content areas of the course, including: learning styles, personality types, organizational commitment, leadership styles, conflict management styles, influence styles, organizational readiness for change, life stress events, and many more. Weekly discussion postings offer an opportunity to research and learn from peers. We discuss organizational issues, compare and contrast different instrnuments, and explore the human psyche more deeply. After your initial posting, your next posting should be a comment and critical thinking question to one of your classmates. (Poor questions will not receive full credit.) Finally, in your third posting you should answer a critical thinking question made to your initial post (or, if you don't have question to your post, you may answer a question to another post.) Team assignments. One of the chief concerns our employers give regarding their employees is their competence in working with teams; hence, all our courses have team assignments to give you practice. This course, in particular, has a special emphasis on teamwork because the content of the course covers small groups and teams, team decision-making, leadership, conflict resolution, organizational culture, and other topics related to teamwork. In particular, the focus is on the steps to developing a high-performing team: developing a team name and mission statement, team motivation plan, team values, and group norms; then practice problem-solving, leadership, influencing others, performance management, and other team issues. The team assignments include a peer review of contributions to the team assignment.

Course Objectives

The student will demonstrate an understanding of: 1.Basic management roles and skills. 2.Diversity issues, multiculturalism, and individual differences. 3.Theories of motivation as related to the work environment and differences in performance. 4.Dimensions of communication processes and negotiation. 5.Group behavior and effective work teams. 6.Dimensions of organizational structure, design, culture, and change.

Tentative Schedule

Topic & Activities	Individual Points	Team Points	Dead-line	Content / Preparation
Week 1: Introduction to Organizational Behavior				
Introduction	5		8/22/13	Bio (Attendance)
Discussion	15		8/22/13	Initial Question Response: Thursday. Additional Substantive Responses to Peers Sunday
Chapter 1, and 2			8/22/13	Introduction to Organizational Behavior
Syllabus			8/19/13	Confirm that you have read syllabus with your video introduction-students also need to read text, view presentations and listen to audio
Quiz 1, and 2	20		8/25/13	Read and review week one entirely (textbook, presentations, audios) before attempting quizzes
Assignment	20		8/25/13	Week One Assignment

Topic & Activities	Individual Points	Team Points	Dead-line	Content / Preparation
Week 2: Decision Making and Motivation				
Discussion	15		8/29/13	Initial Question Response: Thursday. Additional Substantive Responses to Peers: Sunday
Chapter 5 and 6			8/29/13	Read for Understanding
Quiz 3, and 4	20		9/1/13	Read and review week two entirely (textbook, presentations, audios) before attempting quizzes
Assignment	20		9/1/13	Week Two Assignment

Topic & Activities	Individual Points	Team Points	Dead-line	Content / Preparation
Week 3: Emotions and Moods/Group Behavior and Teams				
Discussion	15		9/5/13	Initial Question Response: Thursday. Additional Substantive Responses to Peers: Sunday
Chapter 3, 8,and, 9			9/5/13	Read for Understanding
Team Charter	5		9/5/13	Assign team Captain and individual roles/finish individual portion video for week four team assignment
Quiz 5, 6, and 7	30		9/8/13	Read and review week three entirely (textbook, presentations, audios) before attempting quizzes
Assignment	20		9/8/13	Week Three Assignment

Topic & Activities	Individual Points	Team Points	Dead-line	Content / Preparation
Week 4: Leaderhip and Power				
Discussion	15		9/12/13	Initial Question Response: Thursday. Additional Substantive Responses to Peers: Sunday
Chapter 11 and 12			9/12/13	Read for Understanding
Quiz 8, and 9	20		9/12/13	Read and review week four entirely (textbook, presentations, audios) before attempting quizzes
Team Assignment		55	9/15/13	Team Leadership Assignment
Peer Review	5		9/15/13	All students submit peer rating with comment

Topic & Activities	Individual Points	Team Points	Dead-line	Content / Preparation
Week 5: Organizational Structure, Conflict and Negotiation				
Discussion	15		9/19/13	Initial Question Response: Thursday. Additional Substantive Responses to Peers: Sunday
Chapter 13 and 14			9/19/13	Read for Understanding
Quiz 10, and 11	20		9/22/13	Read and review week five entirely (textbook, presentations, audios) before attempting quizzes
Assignment	20		9/22/13	Week Five Assignment

Topic & Activities	Individual Points	Team Points	Dead-line	Content / Preparation
Week 6: Organizational Culture and Functions of Human Resources				
Discussion	15		9/26/13	Initial Question Response: Thursday. Additional Substantive Responses to Peers: Sunday
Chapter 15			9/26/13	Read for Understanding
Team Charter	5		-	Roles and responsibilities
Quiz 12	10		9/29/13	Read and review week six entirely (textbook, presentations, audios) before attempting quizzes
Assignment	20		9/29/13	Week Six Assignment

Topic & Activities	Individual Points	Team Points	Dead-line	Content / Preparation
Week 7: Change and Stress Management				
Discussion	15		10/3/13	Initial Question Response: Thursday. Additional Substantive Responses to Peers: Sunday
Chapter 16			10/3/13	Read for Understanding
Quiz 13	10		10/6/13	Read and review week seven entirely (textbook, presentations, audios) before attempting quizzes

Topic & Activities	Individual Points	Team Points	Dead-line	Content / Preparation
Week 8: Performance Management/ Final Deliverables				
Peer Review	5		10/7/13	Due Monday
Final Team Assignment		60	10/7/13	Due Monday

Individual Points	Team Points	Total Points	
360	115	475	Total Points
		427.5	Minimum points for an "A"
		380	Minimum points for an "B"
		332.5	Minimum points for an "C"
		285	Minimum points for an "D"
		284	Points and less is an "F"

Course Requirements

SPC Information & Policies

SPC policies and information are no longer managed from the syllabus document. They may be found at the Syllabus Addendum on the general SPC website.

Computer Requirements:

Students should have regular access to a computer that is connected to the Internet. It is strongly recommended that students have a broadband (high-speed) internet connection such as DSL or a cable modem. When taking on-line quizzes and exams (or viewing on-line video), students should have an Internet connection that is stable and will not drop their connection. Students without a stable high-speed internet connection should consider making arrangements to take on-line quizzes and exams at one of the St. Petersburg College libraries (or a similar

facility) where a stable high-speed internet connection is available. Internet Explorer is the preferred browser to use to access course materials.

Because of the use of teams in many classes, a formal standard has been devised. This standard applies to all classes. Students are required to submit assignments and share team documents in Microsoft Office formats (Word, Excel and other Microsoft formats if specified). The College of Business provides full function student licenses of Microsoft software, other than the basic Office product. Details regarding obtaining the software and licenses are provided in a video under Course Materials and on the Technology Management Student Commons in ANGEL.

Some courses allow or require students to submit assignments as video responses with a PowerPoint attachment. Students would require a Webcam compatible with their computer to record these videos. Low cost cameras have been found to work well when they claim support for the student's computer operating system (such as XP, Vista, MAC, Linux). Alternatively, students may book a machine equipped with a camera at the EpiCenter in Clearwater. These bookings should be made through the College of Business.

For live interaction with sessions using WebEx (or similar) the College of Business requires students to use a headset to limit background noise. Many instructors and students have found Skype or other Internet contact systems valuable and effective. Common features used include the ability to see and set availability, allow voice, optional video, and screen sharing. While these options are free, a reasonable quality headset is important. Choose a reasonably priced headset with the microphone that extends out towards your mouth.

Course Links

Support Services and Resources

Student Help Desk	(727)341-4357 http://www.spcollege.edu/helpdesk/
SPC Library - COB section	http://spcollege.libguides.com/business
COB Commons	https://angel.spcollege.edu/section/default.asp?id=Technology%5FMgmt%5FStudent%5FCommons
College Calendar	http://www.spcollege.edu/calendar/
Career Development Services	http://www.spcollege.edu/Central/Career/OCDS/index.shtm
International Student Services	http://www.spcollege.edu/internationalstudents/
Learning Support	http://www.spcollege.edu/webcentral/resource/supplemental.htm

Centers	
New Initiative Center (NIP)	http://www.spjc.edu/hec/nip/
Libraries	http://www.spcollege.edu/central/libonline/location/clearwater.html

Grading Policy

Students must submit all of the assignments for each week by the deadline or they will not receive credit for the week. There will be absolutely no right for exceptions to the deadlines, and under no circumstances will partial credit be applied for late submissions.
In the "business world", if you are late with your bid, you will not get the contract. The very same principle applies here – it is all or nothing! Please note that computer problems, sickness, travel, children, and lack of planning do not constitute an excuse for not making a deadline. This may mean you will have to use computers on campus or somewhere other than your home, or submit the assignments to the instructors college e-mail account if ANGEL is down, should the need arise. Again, there will be absolutely no exceptions to this rule, so be sure to view all of the contents and expectations under weeks 1-8 to confirm you can meet them for proper completion of this course.
A grading curve may be applied at the instructor's discretion.
Incomplete grades have a number of special requirements before an incomplete becomes an option, these requirements are located at the bottom of the SPC Grading System page.

Time Commitment
This is a 3-credit course conducted over 8 weeks. In order to meet accreditation standards, on average, students should expect to spend between **12 to 15 hours per week** on course activities and assignments. Spending less time would be insufficient for success in this course. Some important information is provided in the Assignment and Due Dates section.

Attendance
Class participation is expected and encouraged. Participation is defined as reading and preparing for class, completing and submitting assignments on time, discussions on multiple days, and taking part in all course activities. The Assignments and Due Dates Overview has assignments, and final project due dates listed.
Attendance for the 60% point of this class will only count weeks where the student has completed a thorough on-time effort for the majority of graded activities. Student must be in attendance for all but one week. NOTE: Not achieving attendance leads to a WF (Withdrawn and Failed) implying serious financial and GPA consequences.

Academic Honesty
Academic dishonesty and plagiarism will not be tolerated. The full penalties set out in the SPC policies will be applied. Note that any form of copying or repeating input from other sources without proper APA citations would be a transgression. This includes repeating your own content from elsewhere! There WILL be a permanent record created for every act of plagiarism or cheating. Every student has confirmed their knowledge and understanding of these items - if you are not aware of details, rectify these items before you start the course. See the SPC policies below and on the Web.
The College of Business will record every event. The minimum penalty is a zero the maximum is expulsion from SPC. Please ensure that you follow APA citation and reference rules to prove your innocence.

Tutoring

Tutoring assistance will be available on line and on site at the Learning Support Center in Clearwater. The College of Business will post tutor and library assistance hours each mod-mester in the Student Commons for the Learning Resource Center at EpiCenter.

Expectations of Students

- Ensure that you act as a good class and team citizen!
- Always ensure that you are sure of requirements in time to ask and receive answers to achieve deadlines
- Plan ahead and go out of your way to deliver on expectations
- Communicate with your team
- Collaborate with your team
- Achieve all of your commitments to your team
- Ask questions before you invest effort on incorrect tasks or incorrect priorities
- This is a higher-level 4000 level course and it assumes that you will use your initiative, do research, write at senior level, and use critical thinking.

Expectations of the Instructor

- Students should anticipate a response to mail within one SPC workday.
- Grading is normally complete within 5 SPC days

Team Policy

Teams form an important part of this course. To allow equity and provide consequences of not delivering quality to the team, there are consequences for lack of participation, collaboration, and consequences for late work, a number of important processes have to be followed.

- To enable success, this course uses an enhanced Team Charter at the start of the team process – complete all fields in collaboration with your team using the Team Discussion forum.
- Your activity or reports of other activities form an important input to grading. Enter reports of activities in other places or other mediums within three days of an event. Focus on content that proves the scope of the activity.
- Teams should meet well ahead of deadlines to interact and ensure that there is a cohesive final product
- Peer reviews are confidential and mandatory. The instructor may ignore the highest and lowest reviews in the interest of equity
- Peer reviews will have a significant influence on scores awarded to individual team members
- The team and may vote a member off the team subject to consultation with the instructor. Decisions to withhold the paper have to be declared on the confidential peer-reviewed form, including reasons for this action
- The instructor will not normally authorize requests for team membership changes. There must be significant cause by other team members to justify any of the unlikely exceptions.
- There is no option to create additional teams.

Disability Policy

Students that have a disability please reach out to the disability office and send any documentation to the instructor

Miscellaneous

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