

COURSE SYLLABUS
BUSN 208 Organizational Behavior



COURSE TITLE: Organizational Behavior

NUMBER/SECTION: 33850 - BUSN 208 - 20C

CRN: 33850 Class 9:30 am - 12:20 pm T Coliseum Campus CC2360 Aug 20, 2012 - Dec 15, 2012

*Please Use MESSAGES in Blackboard for All Course Related
Communication.*

Your instructor will not respond to email correspondence related to this class.

CONTACT INFORMATION

Instructor:

First Name: Carla
Last Name: Quickel
Phone Number: 260-481-2285
Email (Ivy Tech Email): cquickel@ivytech.edu
Office/Campus Location: CC2323
Office Hours: Please see attached schedule

Instructor's Supervisor:

First Name: Anthony
Last Name: Ramey
Phone Number: 260-481-2294
Email (Ivy Tech Email): aramey1@ivytech.edu
Office/Campus Location: CC2320
Office Hours: Call for appointment

REQUIRED TEXT & MATERIALS

- TITLE:ORGB (w/Bind-In Access Code & Chapter Review Cards)
- AUTHOR:Nelson
- EDITION:3rd
- COPYRIGHT YEAR:2013
- PUBLISHER:Cengage Learning
- ISBN:9781133191193

CATALOG

DESCRIPTION: This class will explore human behavior in organizations at the individual and group levels including the effect of organizational structure on behavior. Special attention will be given to using organizational behavior concepts for developing and improving interpersonal skills.

COURSE

OBJECTIVES: Upon successful completion of the course, the student will be expected to:

1. Evaluate simple and complex concepts of organizational behavior (OB); including the theoretical and practical elements.
2. Identify basic managerial functions, roles, and skills and how they relate to the field of OB, including implications of environmental challenges.
3. Understand the elements of diversity within a global organization and environment.
4. Discuss the foundations of individual behavior through exploration in psychology; including personality, perception and interpersonal differences.
5. Illustrate understanding of need-based perspectives in motivation including: Maslow's hierarchy of needs, Alderfer's ERG theory and Herzberg's dual-structure theory.
6. Illustrate understanding of process-based perspectives in motivation through the equity, expectancy and reinforcement theories.
7. Explain how job design, work arrangements, and employee participation affect Individual performance and job performance.
8. Explain goal setting, performance management, and reward systems as they relate to total quality management efforts.
9. Discuss the nature of stress, managing stress and balancing work-life.
10. Demonstrate the understanding of how individuals make up teams and teams create an organization and organizational effectiveness is reliant on each level.

DISABILITY STATEMENT

If you need an accommodation because of a documented disability, you are required to register with Disability Support Services at the beginning of each semester.

ACADEMIC HONESTY

"Ivy Tech State College recognizes academic integrity as a fundamental principle of collegial life. The credibility of the College's educational programs rests upon the foundation of student learning and integrity. Students who misrepresent their academic work violate the rights of their fellow students and undermine the faculty's authority and their ability to assess learning. The College therefore views any act of academic dishonesty as a serious offense requiring disciplinary measures, including failure for the exam or specific course work, course failure, suspension, and expulsion from the College. In addition, an act of academic dishonesty may have unforeseen effects and lead to formal processes outside the College."
–Academic Policies & Procedures, Number 3.12

BUSN 208
Fall 2012

**DROPPING
A CLASS:**

If a student wishes to withdraw from this course, students are responsible for completing an official withdrawal form with the registrar. The last day to withdraw from this course is **Sunday, November 11.**

GRADING:

Exams 3@ 50 points each	150 points
Book Report	75 points
Group Project	125 points
Quizzes & Misc. Assignments	? points

Grading will be based upon a total point score. The total number of possible points will depend on the number of miscellaneous assignments. The student's course grade will be based on the following scale:

For an A, you need at least 90% of total points	
B	80%
C	70%
D	60%
F	59% or less

**ATTENDANCE
POLICY:**

Students are expected to be present for all class meetings. If a student is tardy and/or absent for more than two class meetings, their semester grade will be lowered by one letter grade. For each absence or lateness thereafter, the semester letter grade will be lowered an additional letter grade. Absence is any occasion that the student is not in attendance for the entire class until dismissed by the instructor.

EXAMS:

Each exam is worth 50 points. If a student must miss an exam, a make-up exam must be arranged **before 9:30 a.m. on the day of the exam.** If the student does not pre-arrange a make-up exam with the instructor, he/she forfeits the 50 points. **No more than one make-up exam allowed per semester. In**

QUIZZES:

Scheduled and unscheduled quizzes will be given throughout the course. There will be no make-up quizzes.

**INDIVIDUAL
PROJECT:**

See Book Report Project Description

GROUP PROJECT: See Group Project description

MISCELLANEOUS
ASSIGNMENTS:

Assignments will be made throughout the course. Some in-class activities and group work will be graded. In-class activities cannot be made up. If a student misses class, it is the responsibility of the student to get the assignment. (This does not mean leaving a message with the instructor). **MISSED ASSIGNMENTS WILL NOT BE ACCEPTED LATE, UNLESS PRE-ARRANGED WITH THE INSTRUCTOR.**

TENTATIVE COURSE OUTLINE*

Session	Readings	Assignments/Assessments	Due Date
1	Chapter 1	Introductions and Expectations Course Syllabus Review Begin Chapter 1	Aug. 21
2	Chapter 1	Meet in CC 1738 QUIZ, Syllabus and Textbook Overview Quiz Library Research Training Organizational Behavior and Opportunity	Aug. 28
3	Chapter 2	Challenges for Managers Managing the Changing Workforce Book Proposal Due - Ken Blanchard - short easy books	Sept 4
4	Chapter 3	EXAM ONE: Ch. 1, 2, and Managing the Changing Workforce Personality, Perception and Attribution	Sept. 11

Session	Readings	Assignments/Assessments	Due Date
5	Chapter 3	Personality, Perception and Attribution MBIT Due	Sept. 18
6	Chapter 5	Motivation at Work	Sept. 25
7	Chapter 7	Stress and Well-Being at Work	Oct. 2
8	Chapter 9	EXAM 2 Work Teams and Groups	Oct. 9
9	Chapter 9	Work Teams and Groups	Oct. 16
10		Emotional Intelligence	Oct. 23
11	Chapter 12	Leadership and Followership	Oct. 30
12	Chapter 18	Managing Change	Nov. 6
		<i>Last Day to Withdraw</i>	<i>Sunday, Nov. 11</i>

Session	Readings	Assignments/Assessments	Due Date
13		EXAM THREE Team Work Time	Nov. 13
		NO CLASS – FALL BREAK	Nov. 20
14		TEAM PROJECT PRESENTATIONS	Nov. 27
15		TEAM PROJECT PRESENTATIONS	Dec. 4
16		TEAM PROJECT PRESENTATIONS	Dec. 11

*The dates listed are a tentative guideline. The instructor will modify the course content and schedule to fit the needs of the class.