 

**Course: MGT 2530 – Management of Organizational Behavior**

**Semester: Fall 2018 - Section 005 and 002**

**Meeting times: Weeks start every Wednesday (8-29-2018 to 12-18-2018)**

**Location: Online**

**Instructor: Dr. Marian Mety**

**Phone number: 586-350-6803**

**Office hours: Cell M-F after 5pm and on weekends**

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**Course prerequisites**:

PSY 1010 or 1020.

**Course Description:**

Applied issues in management are examined through a focus on the organization and its external environment, group functions and processes, and employee attitudes and behaviors.

**Course Objectives**:

Organizations today confront a variety of challenges that cause them to reevaluate how they operate and when appropriate, implement new and more effective practices and programs. To effectively implement these programs, managers must be able to understand and influence organizational behavior (OB). This includes understanding group and individual behavior, and the effects of these behaviors on organizational goals and strategies. This course is designed to: 1) introduce you to the major concepts, models, and theories of OB, 2) help you diagnose organizational problems, 3) evaluate different management approaches, and 4) apply OB concepts and models to improve and influence organizational practices and behaviors.

**Major and Minor topics**

These are some of the topics we will be covering in the course:

1. What is Organizational Behavior?
2. Diversity in the organization
3. Attitudes and Job Satisfaction
4. Emotions and Moods
5. Personality and Values
6. Perception and Individual Decision Making
7. Motivational Concepts and their Application
8. Group Behavior and working in Teams
9. Communication
10. Management and Leadership
11. Conflict and Negotiation
12. Organizational Culture
13. Human Resources and OB
14. Organizational Change and Stress Management

All the chapters in the book will be covered; my goal is to include the key concepts in each chapter that will enable us to meet the Learning Outcomes.

**Learning outcomes**

At the end of this course, you should be able to:

1. Understand the concept of OB as it relates to the organization’s culture, workplace changes, and employee/employer relations.
2. Realize the importance of a diverse, satisfied workforce and the effects of job dissatisfaction on goal attainment, employee productivity, and ultimately, employee retention.
3. Understand how emotions, attitudes, stress, and emotional intelligence affect employee perceptions and management decisions.
4. Analyze group dynamics and the implications of various group behaviors on group effectiveness and cohesion.
5. Develop and understand the importance of effective communication skills for managers.
6. Compare and contrast the role of manager and leader and the importance of being both.
7. Analyze the effects of power on the negotiation process and understand the stages of the conflict process.
8. Develop critical thinking skills by conceptualizing problems, analyzing solutions, and selecting the best and alternate course of action.
9. Identify and understand the ethical issues facing both organizations and employees and the implications of various ethical decisions.
10. Evaluate the research methods used to test and revise models of OB and advance the practice of evidence-based management.

**Methods of instruction:**

Methods include lecture, readings, discussion board, Match Games, Research Paper, and Power Point presentation.

**Textbook information**:

Robbins, S.P., & Judge, T.A., Organizational Behavior (18th ed.). Pearson (ISBN 978-0-13-410398-3). The book is available at the bookstore and IS REQUIRED; access to My Management Lab is NOT REQUIRED.

**Canvas Navigation:**

All weekly readings, assignments, and activities can be viewed in Canvas by clicking the Modules link on the left navigation menu and navigating to the week you wish to review. Any information updates will be posted as a weekly announcement. This will also include any updates if the school is closed for weather or other reasons. Please make sure that you have access Canvas and have the book prior to the first class so that you are aware of the weekly course readings and requirements. YES, YOU NEED TO HAVE THE BOOK.

All assignments must be uploaded to Canvas by the due date. Do NOT wait until the last minute to upload an assignment; technical difficulties with an upload will NOT enable you to extend the due date. I will NOT accept copies that are emailed to me. Acceptable formats for uploaded assignments are doc, docx, or PDF. The recorded presentation must be submitted in Power Point. If you use a MAC, you will need to PDF the document so that it opens in Canvas. Make sure that you can view the document in Canvas once you have uploaded it. If you can see it, I can see it. It is your responsibility as a student to learn Canvas prior to the class so that you can effectively participate and succeed in the course.

**Match Games:**

The Match Games have been created to help you study for the exams. Print or save a copy and match the terms with the definitions as you listen to the Power Point lectures. The Match Game answers will be uploaded to your submission when I grade it. All Match Games must be uploaded to Canvas by the due date, which is indicated in the Syllabus and in the Modules in Canvas.

**Extra credit:**

There is no extra credit available for this class.

**Research Paper:**

A research paper is due as indicated in Canvas. You will be required to identify and describe in detail an organizational problem that you have researched and/or have experienced. You will also be required to discuss the following: 1) background and why you selected the problem, 2) three reasons for the problem, 3) the effects of the problem on five specific areas outlined in the rubric, 4) three possible solutions to the problem, and 5) your recommendation from one of the three possible solutions to resolve the problem. At least five references are required, in addition to the text. They must be scholarly articles, with an author and a date. Wikipedia and other such sources are not acceptable forms of scholarly research. The paper must be 7-10 pages and must follow APA format. A blank template and a sample paper are posted in the APA Module in Canvas, along with other helpful APA resources.

The successful completion of this assignment will require you to put on your “consulting” hat and really think about what actions or behaviors you would like to correct in an organization. You can write about an organization that you are familiar with or the organization where you are currently employed. You can also include write about an organization that you discovered in your research. A rubric outlining the details of the paper is posted in the APA Module in Canvas. You will be given more information regarding the paper as we proceed through the semester. Remember that you are focusing on the PROBLEM and NOT the ORGANIZATION. For example, you would not submit a paper on the problem of absenteeism at Walmart, but you would submit a paper on the problem of absenteeism,and include Walmart as one of several examples. See the difference?

**Presentation:**

The presentation must be in PowerPoint and recorded as if you are presenting your paper to the class. It is NOT merely a copy and pasting of the paper into the presentation. I have created a PowerPoint template for you to use for the presentation. It is in the APA Module in Canvas and follows the paper rubric outline. There is also a presentation rubric in the APA Module. You do not need to include references in your presentation; they will be included in the paper. We’ll discuss as we go through the semester.

**Discussion Board**

A weekly discussion that is based on a concept, case, or scenario from the book is posted to help you apply concepts presented in class to real life situations. Two posts are required each week: one post is your own answers to the questions presented; the second post is your response to one of your peers. The purpose of the weekly discussion is to develop your critical thinking skills by applying what you have learned to resolve organizational problems and using research to support your comments. Please note the following:

1. Initial post
	1. You MUST use the text to support your answers, use in-text citations, and list the book as a reference.
2. 2nd Post
	1. You MUST respond to one of the posts from your peers. You do not need to use a reference, but your post must be substantive and add value to the discussion. Statements such as “I agree” will help you receive a zero for the ENTIRE discussion.
3. You MUST post twice in a week to receive the possible 20 points; you will NOT receive ½ of the points for 1 post. Your posts must be substantive and add value to the discussion.

**Exams**

Three 100-question, multiple choice exams will be administered in Respondus and will cover the following chapters:

* Mid-term Exam 1
	+ Chapters 1 – 6 – 9/29/2018 from 9 am until 11:59pm
* Mid-term Exam 2
	+ Chapters 7 – 12 – 10/27/2018 from 9 am until 11:59pm
* Final Exam
	+ Chapters 13 - 18 – 12/15/2018 from 9 am until 11:59pm

You have one attempt and 2-1/2 hours to complete each exam in Respondus. You are allowed one page (8-1/2 x 11 – two-sided, typed or written) of notes for each exam. Respondus Monitor is also required for the exams; be prepared to show your WSU ID and your face during the ENTIRE exam. If you do not, you will receive a zero for the exam.

**Make-up exams:**

Since this is an online class, there are NO make-up exams. Each exam has been scheduled on a Saturday to avoid conflict with any onsite exams. You will be able to take the exam at any time from 9 am until 11:59 pm Eastern Standard time on each scheduled exam date

**Student Responsibilities:**

There is no formal attendance, but you need to be engaged in the class by listening to posted recordings, completing assignments on time, and preparing for exams as if you were in a F2F class. I will be adding my own weekly recordings to the class to address questions and prep you for the coming week.

Your success in this course is predicated on your actions during the semester. I expect you to become familiar with Canvas prior to the beginning of the course, so that you can access course materials, keep up with readings, upload assignments, post discussion responses, and understand your progress in the course. If at any time during the semester, you do not understand something, it is your responsibility to let me know. If you do not ask for help during the semester, then I cannot give it. Waiting until after the semester is over is NOT an option.

Sometimes students decide to ignore an assignment because they have questions and are embarrassed to ask for help. If any of my assignment directions are unclear, it is my responsibility to correct them, but I cannot do so if no one lets me know. I am here for you and your success, but we must work TOGETHER. Sound good?

**Grading**:

The standard grading scale that will be used for this class is as follows:

A = 93 - 100%

A- = 90 - 92%

B+ = 87 - 89%

B = 83 - 86%

B- = 80 - 82%

C+ = 77 - 79%

C = 73 - 76%

C- = 70 - 72%

D+ = 67 - 69%

D = 63 - 66%

D- = 60 - 62%

F = 0 - 59%

All assignments, exams, and activities will be equally weighed and counted toward a total of 1000 points. Percentages and points for the items included in the 1000 points are as follows:

* Mid-term Exam 1 10% 100 points (100 questions @ 1 point each)
* Mid-term Exam 2 10% 100 points (100 questions @ 1 point each)
* Final Exam 10% 100 points (100 questions @ 1 point each)
* Discussion Board 22% 220 points (11 weeks @ 20 points each)
* Match Games 18% 180 points (12 weeks @ 15 points each)
* Paper 20% 200 points
* Presentation 10% 100 points

 1000 points

**Course Schedule**:

8-29-2018 Introduction to course assignments and requirements

**Module 1** Chapter 1 – What is Organizational Behavior?

 Chapter 2 – Diversity in Organizations

 **Match Game – 15 points (due by 9-4)**

 **Discussion Board – 20 points – 2 posts due by 9-4**

9-5-2018 Chapter 3 – Attitudes and Job Satisfaction

**Module 2** Chapter 4 – Emotions and Moods

 **Match Game - 15 points (due by 9-11)**

 **Discussion Board – 20 points – 2 posts due by 9-11**

9-12-2018 Chapter 5 – Personality and Values

**Module 3** Chapter 6 – Perception and Individual Decision Making

 **Match Game – 15 points (due by 9-18)**

 **Discussion Board – 20 points – 2 posts due by 9-18**

9-19-2018 Chapter 7 – Motivation Concepts

**Module 4** Chapter 8 – Motivation – From Concepts to Applications

 **Match Game – 15 points (due by 9-25)**

 **Discussion Board - 20 points – 2 posts due by 9-25**

9-26-2018 Exam will be given in Respondus

**Module 5** **Mid-term Exam 1 (100 points) (available 9-29 from 9 am till 11:59pm)**

 (Chapters 1through 6, 100 multiple choice questions – 1 point each)

10-3-2018 Chapter 9 – Foundations of Group Behavior

**Module 6** Chapter 10 – Understanding Work Teams

 **Match Game - 15 points (due by 10-9)**

 **Discussion Board - 20 points – 2 posts due by 10-9**

10-10-2018 Chapter 11 – Communication

**Module 7** **Match Game – 15 points (due by 10-16)**

 **Discussion Board – 20 points – 2 posts due by 10-16**

10-17-2018 Chapter 12 – Leadership

**Module 8** **Match Game – 15 points (due by 10-16)**

 **Discussion Board – 20 points – 2 posts due by 10-23**

10-24-2018 Exam will be given in Respondus

**Module 9** **Mid-term Exam 2 (100 points) (available 10-27 from 9 am to 11:59 pm)**

 (Chapters 7 through 12, 100 multiple choice questions – 1 point each)

10-31-2018 Chapter 13 – Power and Politics

**Module 10** Chapter 14 – Conflict and Negotiation

 **Match Game – 15 points (due by 11-6)**

 **Discussion Board – 20 points – 2 posts due by 11-6**

11-7-2018 Chapter 15 – Foundations of Organization Structure

**Module 11** **Match Game -15 points (due by 11-13)**

 **Discussion Board – 20 points – 2 posts due by 11-13**

11-14-2018 Chapter 16 – Organizational Culture

**Module 12**  **Match Game – 15 points (due by 11-20)**

 **Discussion Board - 20 points – 2 posts due by 11-20**

11-21-2018 **Thanksgiving Break – No Class**

11-28-2018 Chapter 17 – Human Resources Policies and Practices

**Module 13** **Match Game – 15 points (due by 12-4)**

 **Discussion Board – 20 points – 2 posts due by 12-4**

12-5-2018 Chapter 18 – Organizational Change and Stress Management

**Module 14**  **Match Game – 15 points (due by 12-11)**

 **Research** **Paper – 200 points (due by 12-11)**

 **Recorded Presentation – 100 points (due by 12-11)**

12-12-2018 Exam will be given in Respondus

**Module 15** **Final Exam – 100 points** **(available 12-15 from 9 am until 11:59pm)**

 (Chapters 13 - 18, 100 multiple choice questions – 1 point each)

***General Policies***

**Religious holidays** (from the online Academic Calendar):

Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

**Student Disabilities Services:**

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. The SDS telephone number is 313-577-1851 or 313-202-4216 for videophone use. Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University. You can learn more about the disability office at [www.studentdisability.wayne.edu](http://www.studentdisability.wayne.edu/)

To register with Student Disability Services, complete the online registration form at: <https://wayne-accommodate.symplicity.com/public_accommodation/>

**Counseling and Psychological Services (CAPS):**

It is quite common for college students to experience mental health challenges, such as stress, anxiety and depression, that interfere with academic performance and negatively impact daily life. Help is available for any currently enrolled WSU student who is struggling with a mental health difficulty, at WSU Counseling and Psychological Services (caps.wayne.edu; 313 577-3398). Other options, for students and nonstudents, include the Counseling and Testing Center, and the Counseling Psychology Training Clinic, in the WSU College of Education (coe.wayne.edu/tbf/counseling/center-index.php). Services at all three clinics are free and confidential. Remember that getting help, before stress reaches a crisis point, is a smart and courageous thing to do – for yourself, and for those you care about. Also, know that the WSU Police Department (313 577-2222) has personnel trained to respond sensitively to mental health emergencies at all hours.

**Academic Dishonesty -- Plagiarism and Cheating:**

Academic misconduct is any activity that tends to compromise the academic integrity of the institution or undermine the education process. Examples of academic misconduct include:

* Plagiarism: To take and use another's words or ideas as your own without appropriate referencing or citation.
* Cheating: Intentionally using or attempting to use or intentionally providing unauthorized materials, information or assistance in any academic exercise. This includes copying from another student's test paper, allowing another student to copy from your test, using unauthorized material during an exam and submitting a term paper for a current class that has been submitted in a past class without appropriate permission.
* Fabrication: Intentional or unauthorized falsification or invention of any information or citation, such as knowingly attributing citations to the wrong source or listing a fake reference in the paper or bibliography.
* Other: Selling, buying or stealing all or part of a test or term paper, unauthorized use of resources, enlisting in the assistance of a substitute when taking exams, destroying another's work, threatening or exploiting students or instructors, or any other violation of course rules as contained in the course syllabus or other written information.

Such activity may result in failure of a specific assignment, an entire course, or, if flagrant, dismissal from Wayne State University. <https://doso.wayne.edu/conduct/academic-misconduct>

**Course Drops and Withdrawals:**

In the first two weeks of the (full) term, students can drop this class and receive 100% tuition and course fee cancellation. After the end of the second week there is no tuition or fee cancellation. Students who wish to withdraw from the class can initiate a withdrawal request on Academica. You will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal. No withdrawals can be initiated after the end of the tenth week. Students enrolled in the 10th week and beyond will receive a grade. Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step. More information on this can be found at: <https://reg.wayne.edu/students/information#dropping>

**Student Services:**

* The Academic Success Center (1600 Undergraduate Library) assists students with content in select courses and in strengthening study skills. Visit [www.success.wayne.edu](http://www.success.wayne.edu/) for schedules and information on study skills workshops, tutoring and supplemental instruction (primarily in 1000 and 2000 level courses).
* The Writing Research and Technology Zone is located on the 2nd floor of the Undergraduate Library and provides individual tutoring consultations free of charge. Visit <http://clasweb.clas.wayne.edu/writing>to obtain information on tutors, appointments, and the type of help they can provide.
* Library research assistance: Working on a research assignment, paper or project? Trying to figure out how to collect, organize and cite your sources? Wayne State librarians provide on- campus or online personalized help. Contact them at: <https://library.wayne.edu/forms/consultation_request.php>

**Class recordings:**

Students need prior written permission from the instructor before recording any portion of this class. If permission is granted, the audio and/or video recording is to be used only for the student’s personal instructional use. Such recordings are not intended for a wider public audience, such as postings to the internet or sharing with others. Students registered with Student Disabilities Services (SDS) who wish to record class materials must present their specific accommodation to the instructor, who will subsequently comply with the request unless there is some specific reason why s/he cannot, such as discussion of confidential or protected information.

**Online courses only:**

* Will class will be held in case of school closures (e.g., due to snow)? <https://reg.wayne.edu/students>
* Hardware and software requirements
* Are there any extra fees associated with access to required course materials (e.g., a subscription to Netflix)
* Are any synchronous meetings required; if so, what are the dates and times?
* Are any proctored exams required; if so, how many and what is the method for proctoring (e.g., at a testing center or via an electronic proctoring system that might involve costs)?
* Information on how to remotely access library resources