

# Organizational Behavior

## LE 303

August 22-October 15, 2011  
Mid-Atlantic Christian University  
Elizabeth City, NC 27909

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### Course Description

This course equips the student to evaluate group culture within an organization. This course will show how and why organizations behave in certain manners. The student will also learn how to effectively introduce change into an organization system and how to develop appropriate infrastructure to allow for the best organizational achievement possible. (3 hour course).

### College Mission

Mid-Atlantic Christian University is an undergraduate institution of Christian higher education whose mission is to educate men and women for career and volunteer Christian service.

### Course Objectives

In light of the university's mission highlighted above, the student who successfully completes this course will meet the following objectives specific to this course. A student completing this course should be able to:

1. Identify culture and traditions of a group of people within an organization.
2. Develop an understanding of why individuals act the way they do within an organization.
3. Articulate various principles related to identifying organizational behavior.
4. Develop a hypothesis to explain, and an action plan to correct dysfunctional behavior within an organization.
5. Create a proposal to improve the productivity, satisfaction, and growth of an organization and its individual members.

### Course Textbook

Kreitner, Robert and Angelo Kinicki (2010), **Organizational Behavior 9<sup>th</sup> ed**, Burr Ridge: McGraw-Hill Irwin (ISBN: 9780073530451).

Connect Package for course text: ISBN 9780077372194. (If you are comfortable working with an Ebook, you can purchase this package and have access to the ebook for this course and not have to buy the book itself. That access however will expire after 180 days.)

**Connect Course Address:** [http://connect.mcgraw-hill.com/class/k\\_jones\\_sect\\_01\\_f11](http://connect.mcgraw-hill.com/class/k_jones_sect_01_f11)

After going to this website you will need to register as a student. If you do not have your text when you go to this site, you can sign-up for a three week free trial. This will give you access to the ebook. By doing this you will not be behind in terms of the course.

### **Attendance Policy**

As noted in the College Catalog, “students are expected to attend every class session of the courses in which they are enrolled, unless hindered by sickness, a family emergency, a school-sponsored activity, or some other extenuating circumstance. It is the responsibility of the student to notify the instructor as soon as possible of the reason for the absence. . . . General institutional policy allows no more than one absence for any personal reason per course credit hour.”

Since this is an online, intensive course the attendance policy will relate to the student accessing Moodle and Connect, completing discussion forums and meeting assignment deadlines. It is the responsibility of each student to monitor the Moodle and Connect sites related to this course on a daily basis. Any changes made to the course will be posted on those sites. It is also the responsibility of each student to adhere to the deadlines established in the course and assignment postings. Missing deadlines is the equivalent of missing class in a traditional classroom.

### **Assignment, Late Work and Return Policy**

As noted earlier, an on-line course requires a different mindset and behavioral approach than a normal class. The following guidelines are being provided to assure your success in this course.

- All assignments must be completed using the appropriate software for the assignment given: Word, Excel, Access, PowerPoint, or FrontPage. Other software packages will not be supported. Either Microsoft Office 2003 or 2007 may be used. Microsoft Office 2007 is the current software available to faculty and will be used for postings to Moodle and Connect. If you do not have 2007, there is a free download at Microsoft’s website that will allow you to convert 2007 documents to 2003.
- All assignments will be collected and returned electronically. Collection will be completed through one of the course web sites. If for some reason the website is not available, students may submit assignments *as an attachment* to an email.
- **DUE DATES:** All assignments will include a due date. Assignments must be posted by the stated time. If for some reason the website is not accessible then the assignment should *be attached to an email* and sent to the professor. Do not send the assignment as the body of the email.
- *Late assignments will not be graded/accepted. This policy is STRICTLY enforced.*

### **Grading Policy for Written Assignments:**

All written materials collected in this course must be generated using Word. (At this point in your education process the expectation is you know how to merge Excel and other Microsoft Office Suite files into a Word document. If you don’t, please contact the professor for assistance.) **All written materials will be critiqued for appropriate spelling and grammar.** If you have problems in these areas, you are strongly encouraged to seek out assistance.

The format specifications will vary based on the assignment. *If specifications are not stated*, the document format requirements are:

- 1 inch margins on all four sides, (you may have to reset the Word default settings).

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- Place your name, due date, and assignment title in the upper right hand corner of the first page. (It is very important that you do this so I know the author of the document.)
- If the document is longer than one page, use page numbers and a footer with your name and assignment title included starting on page 2 of the document.
- When naming the file, please use your first initial, last name and the chapter the assignment is associated with and if more than one assignment for the chapter include the assignment number. For example, if I was posting the first assignment for Chapter 2 the file name would be KJonesC2A1.
- The appropriate font is Times New Roman at a 12 pt. size.
- **The appropriate spacing is 1.5. When setting the spacing reset the “Spacing Before and After” both to 0 (zero).**
- The text should incorporate the appropriate paragraph headings and references/citations.

Several of the above specifications will require you to reset the default settings in Word.

**If these guidelines are not followed, the professor will reduce the grade on any assignment.**

It is the goal of the professor to return all papers prior to the next week’s assignments. This is an intensive course and allows little variance in this goal.

### **Dishonesty Policy**

As noted in the Catalog, “Dishonesty is both a sin and a violation of the rules of Mid-Atlantic Christian University.” A student suspected or accused of academic dishonesty will be approached by his or her teacher; if a student is judged guilty of dishonesty, he or she will be warned that a second offense will result in suspension or dismissal from the University. Any work on which it is judged that the student was dishonest will be nullified; this may result in failure of the course. The teacher will inform the Vice President for Academic Affairs; the VPAA will notify the University faculty.

Dishonesty includes misrepresenting the truth about completion of assignments, cheating on any form of assignment, plagiarism, or in any way passing off the work of others as your own or permitting another student to pass off your work as his own.

### **Classroom Decorum Policy**

Mid-Atlantic Christian University expects all students to behave in a Christian manner in and out of the classroom. In this course, part of what that means is that every student is expected to display courtesy, complete assignments honestly, and—in general—behave maturely in all communications and interactions. Violations of this policy can result in a warning, a grade demotion, failure of this class, and/or referral to the VPAA’s Office for further action.

For on-line/distance courses this policy applies to all electronic correspondence and communication. Christian, polite and professional behavior is the expectation of all participants in this course.

### **Instructor/Student Covenant**

As instructor of this course, I covenant with each student that I will model Christ-like behavior, value and respect each student as a child of God, “come to class prepared”, “begin and end class on time”, make appropriate assignments and grade them fairly, and be available for consultation outside of class. In return, I expect each student to model Christ-like behavior, show proper respect to me as the instructor, “come to class prepared”, “arrive and leave class on time”, and submit assignments and participate in ways that demonstrate your integrity.

### **Course Assignments/Exams/Quizzes**

Your course grade will be based on your ability to accurately and successfully complete the following course components.

#### *Connect Assignments and Quizzes:*

Specific assignments/quizzes will be created in Connect for each chapter. The assignments will focus on specific topics within the chapter and some integrate multiple chapter concepts. Each student will be responsible for completing the assignments. These assignments/quizzes are to be completed on an individual basis; these are not group assignments. Yes, you are free to use your textbook when completing these assignments/quizzes.

There will be a quiz for each chapter that you must complete. These will be timed quizzes and you only have one chance to complete each quiz. The quizzes are due by 5:00 PM on Sunday. Yes, the quizzes are open book but please make sure you have read the chapter before attempting the quizzes. They are to be completed on an individual basis.

**These questions assist in the fulfillment of Objectives 1-4 of this course.**

#### *Course Project:*

Throughout the class students will obtain the key concepts of Organizational Behavior. To determine if the students have adequately obtained and retained information, each student will complete a specific course project which will require them to apply course specific content. The specifics of this course project will be provided in a separate document.

**The main focus of this project is to assist with the fulfillment of Objective 5 for this course but will require the incorporation of Objectives 1-4.**

#### *Threaded Discussions:*

Each week a threaded discussion will be posted in Moodle. Each student will be responsible for posting an original reply to a discussion thread. The original discussion thread must be posted before midnight on Tuesday. **Then each student is responsible for posting a response to one of the other student’s postings by 5:00 PM on Friday.** The process to use to determine which threaded discussion response you will reply to is to move forward one student for each week of the course we are in. As an example, for Week 1 you will respond to the next student in the alphabetic course list. For Week 2 you will respond to the second student in the alphabetic course list. If the course is small enough and you get to your own name, then move to the next student.

**This project will assist in the assessment of Objectives 1-3 of this course.**

*Examination:*

Since this is an intense course, there will be one exam administered and will be collected during the last week of this course. This exam will focus on the course content presented throughout the semester. Yes, this will be an open book/open note style of exam. However, that does not imply that you do not have to study or have a grasp of the material prior to beginning the exam.

**This exam will assess components of all five of the Course Objectives.**

**Course Grading**

The college's grading scale will be followed in terms of grade determination. The grades will be based on the following weighted scale:

<b>Assessment Component</b>	<b>Percent of Grade</b>
Connect Assignments/Quizzes	25
Course Project	30
Threaded Discussions and Responses	20
Exam	25

The college's grading scale is as follows:

Letter Grade	Scale	Description	Quality Points
A+	97-100		4.000
A	93-96.5	Excellent	4.000
A-	90-92.5		3.667
B+	87-89.5		3.333
B	83-86.5	Good	3.000
B-	80-82.5		2.667
C+	77-79.5		2.333
C	73-76.5	Satisfactory	2.000
C-	70-72.5		1.667
D+	67-69.5		1.333
D	63-66.5	Inferior but passing	1.000
D-	60-62.5		0.667
F	Below 60	Failing	0.000

## Course Schedule

The following schedule is tentative. Topics may be altered to accommodate the projects, current business events or other changes in the semester. Please use this only as a guide. Any modifications to this schedule will be made by email messages and/or on Moodle. These dates do not reflect a binding contract.

### Course Schedule:

Week:	Reading Assignment:	
August 22	Chapter 1: Organizational Behavior: The Quest for People-Centered Organizations and Ethical Conduct Chapter 2: Managing Diversity: Releasing Every Employee's Potential	
August 29	Chapter 3: Organizational Culture, Socialization, and Mentoring Chapter 4: International OB: Managing Across Cultures	
September 5	Chapter 5: Key Individual Differences and the Road to Success Chapter 6: Value, Attitudes, Job Satisfaction, and Counterproductive Work Behaviors	
September 12	Chapter 7: Social Perception and Attributions Chapter 8: Foundations in Motivation	
September 19	Chapter 9: Improving Job Performance with Goals, Feedback, Rewards, and Positive Reinforcement Chapter 10: Group Dynamics	
September 26	Chapter 11: Developing and Leading Effective Teams Chapter 16: Leadership	
October 3	Chapter 17: Organizational Design, Effectiveness, and Innovation Chapter 18: Managing Change and Stress	
October 10	Course Project is due this week. Course Exam is due this week.	

***This syllabus is subject to change without notice.***

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