

# Elmira College

## Organizational Behavior MGT 3710.01 Syllabus Term I 2019

Instructor: **Mr. Matthew Burr, Assistant Professor**  
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Credit Hours: Three (3)  
Office Location: Hamilton Hall

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### **Course Description:**

This course focuses on individual and group behavior in organizations. Both classic and contemporary topics are examined to broaden and diversify students' exposure to core readings and issues in the field. This course focuses on identifying best practices and systems within organizations that have the potential to facilitate effective behavior. Instructional topics include motivation, group dynamics, leadership, power, counterproductive work behavior, organizational culture, constructive feedback, conflict resolution, organizational development and change management. A major component of the course will be the students' preparation of a project and paper working with an organization on an underlying issue related to organizational behavior.

**Prerequisite:** MGT 2240 Principles of Management  
*Completion of Psychology 1010 is recommended*

### **Student Learning Outcomes:**

1. Understand how organizations work and why people behave as they do in work settings.
2. Better understand your own OB related traits and perspectives.
3. Improve your ability to analyze and understand organizational situations in terms of OB theories and concepts.
4. Improve your skills in reacting appropriately to organizational situations using OB concepts.
5. Improve your ability to create and maintain healthy and productive work environments.

### **Required Text Book:**

**Organization Behavior & Management** – By John M. Ivancevich, Robert Konopaske & Michael T. Matteson. 11<sup>th</sup> Edition  
ISBN10: 1259852482 | ISBN13: 9781259852480

**Leadership Theory and Practice** – By Peter G. Northouse. 2016. 8<sup>th</sup> Edition  
ISBN: 9781506362311

### **Required Course Materials:**

Readings and Case Studies in Org Behavior – Note that this material will be handed out in class or made available through the Canvas Learning Management System. <http://canvas.elmira.edu/>

All email communication will be through the Elmira College email address.

### **Method of Evaluation:**

1. See project guidelines 25% (First Deliverable 5%, Write-up/Analysis 10%, Presentation 10%)
2. 3 Exams (10% each) Final exam is non-cumulative. Total of (30%)
3. Writing Assignments/Reaction Papers as (15%) of the final grade (10).
4. In class Case Analysis and Discussion as (10%) of the final grade. (Participation)
5. LinkedIn Profile Development Assignment (5%) of the final grade, see Canvas pdf for details.
6. Leadership Theory and Practice: Leading Discussion (15%)
  - a. Groups of 2-3 will be assigned a section each week in Leadership Theory and Practice. The group will summarize the section(s), work through the assessment tests, the cases and how these specific tests can impact organizational behavior and management. Remember to use your resource, get creative and know the material. This book is a tremendous resource as you grow in your career. Expectation is 20-30 minutes for each group presentation.

Total: 100 points.

## GRADING SCALE:

<b>A</b>	<b>= (94.5)95-100</b>
<b>A-</b>	<b>= (89.5)90-94.4</b>
<b>B+</b>	<b>= (85.5)86-89.4</b>
<b>B</b>	<b>= (82.5)83- 85.4</b>
<b>B-</b>	<b>= (79.5)80-82.4</b>
<b>C+</b>	<b>= (75.5)76-79.4</b>
<b>C</b>	<b>= (72.5)73-75.4</b>
<b>C-</b>	<b>= (69.5)70-72.4</b>
<b>D+</b>	<b>= (64.5)65-69.4</b>
<b>D-</b>	<b>= (59.5)60-64.4</b>
<b>F</b>	<b>=below 60</b>

*Rounding of grades will be .5 and above or below. Example, a student with a 94.4 will receive an A-, a 94.5 will be rounded to a 95.*

*Academic Policies – Please refer to your copy of the Elmira College Bulletin and Student Handbook*

### Grading System

The following grades are included in computation of the grade point average (GPA).

A, A-	(90%-100%) indicates a mastery of the knowledge and skills of the course. The student receiving this grade has demonstrated the ability to recognize, analyze, and solve new problems independently.
B+, B, B-	(80%-89%) indicates achievement of a high order, involving high proficiency in the attainment and application of knowledge and skills.
C+, C, C-	(70%-79%) represents an adequate performance, indicating familiarity with the content of the course and active participation in the work of the class.
D+, D, D-	(60%-69%) indicates work which is in one or more respects below the acceptable standard for graduation, but which is sufficient in quantity and quality to be given credit toward the degree if offset by a sufficient amount of superior work in other courses.
F	(Below 60%) indicates failure. No credit is awarded. It is calculated into the GPA.
WF	Withdrawal Failing: indicates withdrawal while failing the course, or withdrawal from the course after the second week of a long term or after the fourth day of a six-week term. No credit is awarded and an F is calculated into the GPA.

[https://www.elmira.edu/academics/academic\\_resources/Registrar/Policies\\_and\\_Information/Grading\\_information.html](https://www.elmira.edu/academics/academic_resources/Registrar/Policies_and_Information/Grading_information.html)

*Everyone starts with an A, it is your job to maintain that grade moving forward.*

## Academic and Classroom Policies

1. Honesty, Integrity, and Respect for Others are fundamental student expectations in this course.

2. Students are expected to complete the assigned reading before the material is discussed in class.
3. Students are expected to actively and constructively participate in class discussions and case reviews.
4. Presentation will be due as specified. Late assignments will not be accepted. Each presentation must include at least 4 references (Journals, Magazine, Books, not Wikipedia or unrecognized source). Papers should be 5-7 pages in length. Remember citations and academic integrity.
5. Individual writing assignments must be typed and will be due as specified. Late assignments will not be accepted. Reaction papers should be 1-2 pages in length double spaced. Remember citations and academic integrity.
6. Groups of 2-3 will be assigned a section each week in Leadership Theory and Practice. The group will summarize the section(s), work through the assessment tests, the cases and how these specific tests can impact organizational behavior and management. Remember to use your resource, get creative and know the material. This book is a tremendous resource as you grow in your career. Expectation is 20-30 minutes for each group presentation.
7. 15% of your grade is based on in class participation and discussion. Excused Absences and Make-Up assignments will be handled on a case by case and consistent basis, but will not become the norm or standard. Your attendance and participation expected, to enhance the academic learning environment for all of us.
8. **Attending class is vital to successful performance in this course. Unexcused absences will count against your participation grade.**  
**Enrolling in this class is an indication that you are committed to making it an important priority in your life.**
9. ***Technology:*** *Cell phone, laptop, iPad, etc. use during class discussions, group activities, guest speakers, movies, exams is not acceptable and will not be tolerated. Examples include; texting, social media (Facebook, Twitter, Instagram), phone calls, surfing the internet, etc. Students found using Technology during class will be asked once to put it away and the second time will be asked to leave. Using a laptop to take notes or review the text book is acceptable use of technology, or using a laptop during a group project to research. If you have specific questions about acceptable technology use, please see me. Your participation grade can and will be effected if technology use becomes excessive and disrupts the learning environment.*
10. Exams must be taken at their scheduled time and in the designated area. No final exams will be moved from designated date and time.
11. Students with documented academic, medical, emotional, and/or physical disabilities, who require accommodation, must provide current documentation attesting to the specific nature of their disability to Carolyn Draht, Academic Accommodations Coordinator and Associate Registrar, at [accommodations@elmira.edu](mailto:accommodations@elmira.edu) or in McGraw Hall room 113. Students are responsible

for submitting the appropriate documents and forms in a timely manner. A meeting to review documentation and discuss accommodations is strongly recommended. If you have questions concerning this, please contact the course faculty or Carolyn Draht directly.

**Class Master Schedule (Subject to Change)**

<b>Date – week of</b>	<b>Text Chapter</b>	<b>Topics</b>	<b>Readings &amp; Other Assignments</b>
9/2/2019	1 2	Course Introduction, Review Syllabus, Writing Assignments, Team Project, Course Readings, Exams <b>Activity: Globalization Effect on American Business</b> Lecture: Chapter 1: Introduction to Organizational Behavior Chapter 2: National and Organizational Culture	Reading: Chapter 1 & Chapter 2  <b>Reaction Paper (1) “Culture Clash in the Boardroom”</b>
9/9/2019	3 4	Review Chapter 3 Individual Differences at Work and Chapter 4 Perceptions and Attributions	Reading: Chapter 3 & Chapter 4 Leadership Theory and Practice Chapter’s 1-3 <b>Reaction Paper (2) “Towards a Creativity-Friendly Workplace”</b>
9/16/2019	5 6	Review Chapter 5 Motivation and Chapter 6 Job Design and Performance	Reading: Chapter 5 & Chapter 6 Leadership Theory and Practice Chapter’s 4-5 Group #1 Lead Discussion Chapter 1-3 Leadership Theory <b>Reaction Paper (3) “Nice N Easy Grocery Shoppes RJP”</b>
9/23/2019	7 8	Review Chapter 7 Evaluation and Rewards Influence Behavior and Chapter 8 Managing Misbehavior	Reading: Chapter 7 & Chapter 8 Leadership Theory and Practice Chapter’s 6-7 Group #2 Lead Discussion Chapter’s 4-5 Leadership Theory <b>Reaction Paper (4) “The Gentlemen’s Three”</b>
9/30/2019	9	Review Chapter 9 Managing Individual Stress  <b>Exam 1 – Chapters 1 - 8</b>	Reading: Review chapters for test Read Chapter 9 Leadership Theory and Practice Chapter’s 8-10 Group #3 Lead Discussion Chapter’s 6-7 Leadership Theory

			<b>Reaction Paper (5) “Power: Why Some People Have it and Other’s Don’t”</b>
10/7/2019	10 11	Review Chapter 10 Groups and Teams and Chapter 11 Managing Conflict and Negotiations	Reading: Read Chapter’s 10 and 11 Group #4 Lead Discussion Chapter’s 8-10 Leadership Theory <b>Reaction Paper (6) “How to Build a Culture of Originality” or “Organizational Conflict Management Systems in Small Business”</b>
10/14/2019 Fall Break 10/12-10/15	12 13	Review Chapter 12 Power and Politics and Chapter 13 Communicating Effectively	Reading: Read Chapter’s 12 and 13 Leadership Theory and Practice Chapter’s 11-13 Group #5 Lead Discussion Chapter’s 11-13 Leadership Theory <b>Reaction Paper (7) “The Real Reason People Won’t Change”</b>
10/21/2019	14	<b>Exam II Chapters 9 - 13</b> Review Chapter 14 Decision Making	Reading: Read Chapter’s 14 Group #6 Lead Discussion Chapter’s 14-16 Leadership Theory and Practice Chapter’s 14-16 <b>Reaction Paper (8) “The Small Bites the Big”</b>
10/28/2019	15	Review Chapter 15 Leadership	Reading: Read Chapter 15 Group #7 Summary of Leadership Book/Case Study <b>Reaction Paper (9) “How To Grow Great Leaders”</b>
11/4/2019	16	Review Chapter 16 Organizational Structure and Design	Reading: Read Chapter 16 Group #8 How to Grow Great Leaders/Change Management <b>Reaction Paper (10) “Self-Reflection Paper”</b>
11/11/2019	17	Review Chapter 17 Organizational Change	Read Chapter 17
11/18/2019	18		Write-up/Analysis & Presentation Due
12/2/2019		<b>Final Projects Due</b>	
12/7/2019	Final Exam Week	<b>Final Exam III Chapters 14 - 17</b>	Wednesday, December 11, 2019 3-5pm. <a href="https://www.elmira.edu/cms_assets/pdfs/Academics/Registrar/19_20_Final_Exam_Schedule_2019-03-20.pdf">https://www.elmira.edu/cms_assets/pdfs/Academics/Registrar/19_20_Final_Exam_Schedule_2019-03-20.pdf</a>