

# Organizational Behavior and Work

Tuesdays and Thursdays, 1:40pm - 3:00pm, Tillett Hall, Room 105 (Livingston Campus)

## Instructor

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## Course Description

We can hardly go by a day without interacting with an organization. What is an organization? Why do we need organizations? How do we feel and behave differently in different groups, teams, and organizations? Why? How do teams and organizations influence our emotions, decisions, and actions? How do organizations impact your life as a student, as an employee, and as a customer? In these roles, do you like some organizations more than others? Why?

Organizational Behavior is a field of study that explores answers to these questions. Through readings, discussions, exercises, and simulations, students will learn how individuals, groups, and organizations affect each other's behaviors and how to design organizational processes, structures, and culture that maximize the performance and well-being of employees, teams, and the organization.

## Learning Objectives

The student is able to:

*School of Management and Labor Relations:*

- Demonstrate an understanding of how to apply knowledge necessary for effective work performance (Goal VI).
- Demonstrate an ability to interact with and influence others in a professional manner, and to effectively present ideas and recommendations (Goal VII).

*Labor Studies and Employment Relations Department:*

- Analyze the degree to which forms of human difference shape a person's experience of, and perspectives on, work (Goal 6).
- Work productively in teams, in social networks, and on an individual basis (Goal 13).

*Course:*

- Describe and explain key theories and concepts of individual behaviors, team dynamics, and organizational design, culture, and change.
- Demonstrate professional habits, skills, attitudes, and mindsets - focusing, self-awareness and self-management, building authentic relationships, communicating effectively (including providing and receiving

- feedback), critical thinking and creative problem-solving, working collaboratively in teams, and taking initiatives and meeting responsibilities and deadlines.
- Design human resources policies and organizational processes, structures, and culture that will maximize the performance and well-being of employees.

### Course Materials

- Stephen P. Robbins and Timothy A. Judge (2016). Organizational Behavior (17th edition) with access code to MyManagementLab, Pearson.

### Course Requirements

Students will be assessed based on the following criteria:

- Reading Comprehension and Concept Application through Pearson's MyManagementLab - Dynamic Study Modules (DSM) and Warm-Up Questions (5%) and Quizzes (30%). Students are required to complete readings and quizzes before the due times, **assignments not submitted by the due time will receive 0 point**. Two lowest scores will be dropped to accommodate all personal situations, including but not limited to technical issues, late registration, work, illnesses, religious holidays, and university-sponsored events.
- Attendance, Attention, Engagement, and Contribution to Learning (40%). Students are required to (1) attend all classes on time and in their entirety and fully engage in class activities and with classmates - **turn-off and stow-away** all electronic devices, including smart watch. Credits will be earned in proportion to behavioral indicators in these requirements. Two absences will be dropped to accommodate all personal situations, including but not limited to university-sponsored events, work, illness, and religious holidays.
- Team Project (15%). The team performance will be assessed by peers. Absence on the day of team presentation will result in a zero score. Team project consists of two parts:
  - Design an experiential learning activity to answer the "case incident" questions by applying at least three relevant concepts/theories.
  - Find an academic research on the relationship between mindfulness and the chapter topic. Present a summary of the research question, methodology, finding, and conclusion and submit an one-page summary (single space, 12-point font, 1-inch margin) per team.
- MindLab (15%). MindLab involves daily mindfulness practice, in-class practice, and final comprehensive practice, and a 3-page paper. The daily practices must be recorded via a mobile app. Credits will not be given without documentation of daily practice time. Students with special needs and circumstances may arrange an alternative to fulfill this requirement before the end of second week of the semester

Dates		Topics	Readings & Assignments
<b>Week 1</b>	<b>9/5</b>	Introduction	
	<b>9/7</b>	Team Formation	
<b>Week 2</b>	<b>9/12</b>	What Is Organization?	R & J, Chapter 1* <b>Quiz</b> Due
	<b>9/14</b>	Attitudes and Job Satisfaction	R & J, Chapter 3 <b>Quiz</b> Due
<b>Week 3</b>	<b>9/19</b>	Performance Team 1	R & J, Chapter 3 Case Incident
	<b>9/21</b>	Emotions and Moods	R & J, Chapter 4 <b>Quiz</b> Due
<b>Week 4</b>	<b>9/6</b>	Performance Team 2	R & J, Chapter 4 Case Incident
	<b>9/28</b>	Personality and Values	R & J, Chapter 5* <b>Quiz</b> Due
<b>Week 5</b>	<b>10/3</b>	Performance Team 3	R & J, Chapter 5* Case Incident
	<b>10/5</b>	Perception and Decision Making	R & J, Chapter 6* <b>Quiz</b> Due
<b>Week 6</b>	<b>10/10</b>	Performance Team 4	R & J, Chapter 6* Case Incident
	<b>10/12</b>	Motivation	R & J, Chapter 7* <b>Quiz</b> Due
<b>Week 7</b>	<b>10/17</b>	Performance Team 5	R & J, Chapter 7* Case Incident
	<b>10/19</b>	Foundation of Group Behavior On-Line Assignment	R & J, Chapter 9 <b>Quiz</b> Due
<b>Week 8</b>	<b>10/24</b>	Performance Team 6	R & J, Chapter 9 Case Incident
	<b>10/26</b>	Understanding Work Teams	R & J, Chapter 10* <b>Quiz</b> Due
<b>Week 9</b>	<b>10/31</b>	Performance Team 7	R & J, Chapter 10* Case Incident
	<b>11/2</b>	Communication	R & J, Chapter 11* <b>Quiz</b> Due
<b>Week 10</b>	<b>11/7</b>	Performance Team 8	R & J, Chapter 11* Case Incident
	<b>11/9</b>	Leadership	R & J, Chapter 12* <b>Quiz</b> Due
<b>Week 11</b>	<b>11/14</b>	Performance Team 9	R & J, Chapter 12* Case Incident
	<b>11/16</b>	Power and Politics Performance Team 10	R & J, Chapter 13 <b>Quiz</b> Due

## Course Schedule

Dates		Topics	Readings
<b>Week 12</b>	<b>11/21</b>	Conflict and Negotiation	R & J, Chapter 14 <b>Quiz Due</b>
	<b>11/23</b>	<b>Thanksgiving</b>	
<b>Wee 13</b>	<b>11/28</b>	Foundation of Organizational Structure Performance Team 11	R & J, Chapter 15* <b>Quiz Due</b>
	<b>11/30</b>	Organizational Culture	R & J, Chapter 16* <b>Quiz Due</b>
<b>Week 14</b>	<b>12/5</b>	Performance Team 12	R & J, Chapter 16* Case Incident
	<b>12/7</b>	Organizational Change and Stress Performance Team 13	R & J, Chapter 18* <b>Quiz Due</b>
<b>Week 15</b>	<b>12/12</b>	MindLab Review	
<b>12/18</b>	<b>12:00-3:00pm</b>	Final Exam (Optional)	