

Organizational Behavior and Work

Spring 2014, 37:575:345:02

Tuesdays & Thursdays, 4:30-5:50

Scott Hall, Room 104 (College Avenue Campus)

Instructor Information

Instructor: Barbara Chabner

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Office Hours: After class or by appointment

Course Overview:

Organizational behavior is a field that studies individuals, groups and organizational structures and how they interact with each other. Through this, it helps us to learn strategies to improve both individual and group productivity and satisfaction in the workplace. It also helps us understand how organizational systems and processes shape behavior. Organizational Behavior is important for anyone that is going to work in or participate in an organization and provides a foundation and common language for effectively managing people.

Organizational Behavior also draws on many different disciplines. Concepts such as motivation, communication, decision-making processes, leadership styles, and diversity are some of the many factors that influence and shape the way people behave at work. These key concepts, along with many others, will be addressed in this course. Upon completion of the course students will:

- Understand key concepts and theories of Organizational Behavior.
- Apply Organizational Behavior concepts to problem solve and analyze work situations.
- Gain insights into their own styles and traits and how they affect behavior in organizations.

Required Text:

Phillips, J.M. & Gully, S.M. (2013). Organizational Behavior (2nd Edition), Mason, OH: South-Western, Cengage Learning. ISBN-13: 978-1-133-95360-9

Please note that you need the second edition of the text.

Weekly reading material is primarily from the text but additional readings may be assigned.

Class Format:

Class sessions will combine lecture, discussion, videos, exercises and other in-class activities. There will be both individual and group activities. Some topics will be covered in a single class while others will be discussed over multiple class sessions. Participation will be emphasized so it is expected that you have completed the readings before coming to class.

Course Requirements:

Attendance and Participation:

Class attendance and participation is a part of your grade. All students are expected to attend every class and to arrive on time. If you know you will be absent or late to a particular class please let me know in advance. You are responsible for all material presented, some of which may not be in your text, so it is up to you to find out what you missed if you are absent or late.

Students are expected to come to class prepared, which means having read the assignments. Much of the learning takes place during classroom discussions. When you are not prepared it affects not only you but the whole classroom learning experience.

Lively debate and discussion are promoted and will make the class interesting. Diversity of views and opinions is strongly encouraged but students are expected to be courteous and to listen to the views of others.

Exams:

There will be two in class exams in this course, a mid-term and a final. The final will be cumulative but will focus more on material learned in the second half of the course. The mid-term is scheduled near the middle of the course. The final will be on the university designated final exam date. The exams will be a combination of multiple choice, true-false, fill in and short essay questions. They will be closed book exams.

Make-up exams will only be allowed in the case of a documented emergency. If you have any special requirements it is your responsibility to inform me in advance and provide the proper documentation.

Newspaper Article Analysis:

The newspaper is filled with articles about businesses and organizations facing one challenge or another. Select a current article from a newspaper or magazine that discusses an issue or challenge that the company is facing that relates to organizational behavior. Using concepts learned in class, summarize the article and analyze how the company is addressing the challenge.

More detailed information about this assignment will be distributed separately.

Grading:

Grades for the course are based on a total of 400 possible points. The point breakdown for each assignment is as follows:

Assignment	Points	%
Attendance and Participation	80	20
News Article	60	15
Mid-Term Exam	120	30
Final Exam	140	35

Class Policies:

In order to foster an educational climate of excellence, respect and cooperation, students are expected to conduct themselves in a manner that is respectful of the rights and property of others, as well as that of the University.

Electronic Devices:

The use of all electronic devices (cell phones, laptops, pagers, ipads, text messaging) is prohibited in class. Please make sure these are turned off and put away before class begins. No email, texting, tweeting, or web surfing will be allowed in this class. If there is a pending emergency call you must make or take, let me know before class and set your cell phone to vibrate. You may then leave class quietly without disturbing your classmates. However, repeatedly doing so will result in a penalty on your participation grade.

Late Policy:

Late assignments will not be accepted unless arrangements have been made in advance of the due date. An assignment that is late without advance notice will lose 5 points.

Extra Credit:

There will be no extra credit opportunities for this class.

Academic Integrity/Misconduct:

Every student is expected to abide by the University's standards for academic integrity. Violations of these standards will not be tolerated. Please refer to the University's Academic Integrity policy website, <http://academicintegrity.rutgers.edu>, if you need clarification of these policies.

This syllabus is subject to change at the instructor's discretion.

Tentative Course Schedule

Date	Topic	Assignment
Tues. Jan. 21	Introduction to the course and Organizational Behavior	
Thurs. Jan.23	What is Organizational Behavior	Chapter 1
Tues. Jan.28	Diversity	Chapter 2
Thurs. Jan. 30	Diversity – cont.	Chapter 2
Tues. Feb. 4	Individual Differences I: Demographics, Personality and Intelligence	Chapter 3
Thurs. Feb. 6	Individual Differences I - cont.	Chapter 3
Tues. Feb. 11	Individual Differences II: Self-Concept, Learning Styles and Types of Fit	Chapter 4
Thurs. Feb. 13	Individual Differences II - cont.	Chapter 4
Tues. Feb. 18	Attitudes, Values, Moods and Emotions	Chapter 5
Thurs. Feb. 20	Attitudes, Values, Moods and Emotions – cont.	Chapter 5
Tues. Feb. 25	Social Perception, Attributions, and Perceived Fitness	Chapter 6; News Article Due
Thurs. Feb. 27	Social Perception, Attributions, and Perceived Fitness – cont.	Chapter 6
Tues. March 4	Motivating Behavior	Chapter 7
Thurs. March 6	MID TERM EXAM	
Tues. March 11	Communication	Chapter 8
Thurs. March 13	Making Decisions	Chapter 9
March 15-March 23	SPRING BREAK	
Tues. March 25	Making Decisions – cont.	Chapter 9
Thurs. March 27	Power, Influence and Politics	Chapter 10
Tues. April 1	Power, Influence and Politics	Chapter 10
Thurs. April 3	Managing Conflict and Negotiating	Chapter 11
Tues. April 8	Group Behavior and Effective Teams	Chapter 12
Thurs. April 10	Group Behavior and Effective Teams – cont.	Chapter 12
Tues. April 15	Leading	Chapter 13
Thurs. April 17	Leading – cont.	Chapter 13
Tues. April 22	Organizational Structure and Design	Chapter 14
Thurs. April 24	Organizational Structure and Design – cont.	Chapter 14
Tues. April 29	Organizational Culture and Organizational Change	Chapter 15
Thurs. May 1	Organizational Culture and Change – cont.	Chapter 15
Designated Exam Day	FINAL EXAM	