

## Organizational Behavior and Work (Fall 2021)

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Tue/Thurs 1:00pm-2:20pm / TIL-258 (LIV campus)

**Instructor: Eugene Son ([eugene.son@rutgers.edu](mailto:eugene.son@rutgers.edu))**

- Office: 213B Janice H. Levin
- Office Hours: by appointment

### **Mask Requirement for Fall 2021**

- In order to protect the health and well-being of all members of the University community, masks must be worn by all persons on campus when in the presence of others (within six feet) and in buildings in non-private enclosed settings (e.g., common workspaces, workstations, meeting rooms, classrooms, etc.). **Masks must be worn during class meetings; any student not wearing a mask will be asked to leave.**

- If a student refuses to wear an acceptable mask, or refuses to wear a mask properly after being reminded, the student should be asked to leave class.

Students who are disruptive and habitually refuse to wear acceptable masks, or persist in wearing them incorrectly, should be reported to Student Conduct.

- Masks should conform to CDC guidelines and should completely cover the nose and mouth:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- Each day before you arrive on campus or leave your residence hall, you must complete the brief survey on the My Campus Pass symptom checker self-screening app.  
<https://coronavirus.rutgers.edu/symptom-checker/>

## Course Overview

Organizational Behavior (OB) is a field of study that investigates the impact that individuals, groups, and structure have on behavior within organizations. This course will introduce and overview the major topics in OB. Learning about this subject should help you understand how people function in organizations, how they interact with each other, and how to improve individual well-being and organizational performance.

## Course Material

Text: Organizational Behavior (17<sup>th</sup> edition) by Stephen P. Robbins and Timothy A. Judge (2016)

The textbook is optional.

## Grading and Course Requirements

Activity	Points
Midterm Exam	35
Final Exam	35
Quizzes	10
Individual Report/Presentation	10
Attendance	10
Total	100

Percentage	Grade
90-100%	A
85-89.9%	B+
80-84.9%	B
75-79.9%	C+
70-74.9%	C
60-69.9%	D
<59.9	F

## Details on each requirement

- **Examinations**

Two exams will cover all course material including lectures, discussions, exercises and readings. Each exam will cover approximately half of the course material.

- **Quizzes**

Three quizzes (5 points each) will be conducted during the whole semester. Two quizzes with highest scores will be used and a quiz with lowest score will be discarded when I calculate each student's point for the quizzes.

- **Individual Report/Presentation**

An individual report/presentation, worth 10% of the final grade, will be held the end of the semester. Students will select an organization (I will give you the list of organizations you can choose from) and analyze the reason why the focal organization is a good (or bad) organization to work, applying your knowledge of OB. More detailed information about the presentation will be distributed.

- **Attendance**

Students are expected to attend every class. If you have to miss a class, be sure to let me know before/after the class by email (eugene.son@rutgers.edu).

Rutgers University encourages students who have been told to quarantine, or are experiencing symptoms of any transmittable disease, to remain at home and not attend in-person class meetings. **If you do not feel well, please send me an email and let me know your situations.** Then, your absence will be excused. **NO Documentation is needed.**

<b># of Absence</b>	0-1	2	3	4	5	6	7	8	9	10	11-
<b>Points</b>	10	9	8	7	6	5	4	3	2	1	0

## **Class Policies**

- **No electric devices**

No email, texting, tweeting or web surfing will be allowed in this class. If you have a pending emergency and need to use your phone, let me know before class and set your cell phone to vibrate.

- **Make-up policy**

The dates of the two exams and three quizzes are noted on the course agenda. An exam/quiz grade of zero will be assigned to any student who is absent without an email on the date of a regularly scheduled test/quiz. A make-up exam will be held at a time when all students who need to make up the exam can be present. An officially cancelled exam will be held at the next scheduled class period.

- **Extra Credit Assignment**

During the semester, you will have an opportunity to submit an assignment for a 2 possible points. Write a short essay (no more than 500 words) about attitudes and job satisfaction. If you are an HR manager at a company, what are you going to do to enhance your employees' attitude toward their jobs and their job satisfaction? Why do you think that will work? **The assignment must be submitted via "Canvas Assignments" no later than Tuesday, December 7th at 11:59 p.m. to receive the credit.**

- No extra-credit projects will be given at the end of the semester

## Course Schedule

Class	Dates		Contents	
1	Sep 2	Thu	Intro of OB, Overview syllabus	Ch 1
2	Sep 7	Tue	Diversity in Organization	Ch 2
3	Sep 9	Thu	Diversity in Organization	Ch 2
4	Sep 14	Tue	Attitudes and Job Satisfaction	Ch 3
5	Sep 16	Thu	Attitudes and Job Satisfaction	Ch 3
6	Sep 21	Tue	Emotions and Moods	Ch 4
7	Sep 23	Thu	Emotions and Moods	Ch 4
8	Sep 28	Tue	1 <sup>st</sup> QUIZ/ Personality and Values	Ch 5
9	Sep 30	Thu	Personality and Values	Ch 5
10	Oct 5	Tue	Perceptions and Individual Decision Making	Ch 6
11	Oct 7	Thu	Perceptions and Individual Decision Making	Ch 6
12	Oct 12	Tue	Motivation Concepts	Ch 7
13	Oct 14	Thu	Motivation: From Concepts to Applications	Ch 8
14	Oct 19	Tue	Review Session	Ch 1-8
15	Oct 21	Thu	Midterm Exam	Ch 1-8
16	Oct 26	Tue	Foundations of Group Behavior	Ch 9
17	Oct 28	Thu	Understanding Work Teams	Ch 10
18	Nov 2	Tue	Communication	Ch 11
19	Nov 4	Thu	Communication	Ch 11
20	Nov 9	Tue	2 <sup>nd</sup> Quiz/ Leadership	Ch 12
21	Nov 11	Thu	Power and Politics	Ch 13
22	Nov 16	Tue	Power and Politics	Ch 13
23	Nov 18	Thu	Conflict and Negotiation	Ch 14
24	Nov 23	Tue	Conflict and Negotiation	Ch 14
25	Nov 25	Thu	Thanksgiving Recess	
26	Nov 30	Tue	Foundations of Organizational Structure	Ch 15
27	Dec 2	Thu	3 <sup>rd</sup> Quiz/ Organizational Culture	Ch 16
28	Dec 7	Tue	Organizational change and stress management	Ch 18
29	Dec 9	Thu	Individual Presentation, Review Session	Ch 9-18

Please note that dates are subject to change (some topics may take more time and others less time, depending on students' interests). **Exam/Quiz dates are firm.**

## **University guidelines and Resources**

### **Academic Honesty**

The University's policy on cheating and use of copyrighted materials is enforced in this class. Students are expected to pursue knowledge with integrity. Please refer to the Academic Integrity Policy for more detail regarding these policies: <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/>

All students registered for this course are asked to sign an Academic Integrity Contract (refer to the last two pages of this syllabus). You must return a signed copy to me and keep a copy for yourself. This contract includes detailed explanations of behavior that constitutes plagiarism and cheating. Examples of a breach of this contract with regard to this specific course include, but are not limited to: sharing your answers or copying another student's answers on examinations; copying material that is not your own without providing proper documentation. In the event that this contract is breached, the punishment can range from receiving a failing grade on the assignment, to being placed on disciplinary probation or permanent expulsion from Rutgers.

### **Students with Disabilities**

Students requiring accommodations for disabilities should contact the Office of Disability Services to determine his/her Coordinator. The Coordinator will then provide documentation to the student. Upon review and approval, the student must then provide this documentation to the instructor. Please refer to the Office of Disability Services for Students for more detail regarding this policy:

<http://disabilityservices.rutgers.edu/>.

Student may make requests for accommodations: <https://ods.rutgers.edu/request.html>.

### **Counseling**

CAPS is a comprehensive mental health resource center for the campus community. They offer a variety of high quality counseling services to Rutgers students in order to enhance both academic and personal achievement and progress. Please click on the following link to learn more about their services:

<http://rhscaps.rutgers.edu/services/counseling>.

## *Academic Integrity Contract*

All members of the Rutgers University Community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of the community and resisting behavior that may cause danger or harm to others through violence, theft, or bigotry. All members of the Rutgers University community are expected to adhere to the civil and criminal laws of the local community, state, and nation, and to regulations promulgated by the University. All members of the Rutgers University community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation. Please see <http://policies.rutgers.edu/sites/policies/files/10.2.11-current.pdf> for details regarding the Student Code of Conduct. Please see [https://slwordpress.rutgers.edu/academicintegrity/wp-content/uploads/sites/41/2014/11/AI\\_Policy\\_2013.pdf](https://slwordpress.rutgers.edu/academicintegrity/wp-content/uploads/sites/41/2014/11/AI_Policy_2013.pdf) for details regarding the Academic Integrity Policy.

Similarly, all students and faculty members of the academic community at the School of Management and Labor Relations should uphold high standards for personal conduct, ethical behavior, and professional integrity. In the area of academic integrity, students are expected to refrain from cheating, fabricating information, plagiarizing, inappropriately denying others access to material, and facilitating others in academic dishonesty. Please see <http://policies.rutgers.edu/sites/policies/files/10.2.11-current.pdf> for detailed descriptions of each type of action.

Any of the following acts, when committed by a student, is an act of academic dishonesty and decreases the genuine achievement of other students and scholars. Academic dishonesty includes, but is not limited to, any of the following:

### **Plagiarism/ False Representation of Work**

- Quoting directly or paraphrasing portions of someone else's work without acknowledging the source
- Submitting the same work, or major portions of thereof, including presentations, to satisfy the requirements of more than one course without permission from the instructor.
- Using data or interpretative material for a report or presentation without acknowledging the sources or the collaborators.
- Failing to acknowledge assistance from others, such as help with research, statistical analysis, or field data collection, in a paper, examination, or project report.
- Submitting purchased materials such as a term paper as your own work.
- Copying from any source and altering a few words to avoid exact quotation without the appropriate documentation or by using improper documentation of the source.
- Rewording the major concept found in a source but then omitting documentation or improperly citing the source.
- Submitting as one's own any work created by someone else (e.g., paper, project, speech, video, exercise, etc.) without crediting them. Large duplication of someone else's work should be avoided unless you obtain express permission from both the instructor and originator of the work.
- Fabricating or misrepresenting data or information
- Forging signatures

**Cheating**

- Copying work on examinations
- Acting to facilitate copying during an exam
- Sharing answers through technology or in written or verbal form when such interactions are prohibited
- Using prohibited materials, such as books, notes, phones, or calculators during an examination.
- Working with another student on an assignment when such collaboration is prohibited
- Stealing or having in one’s possession without permission any materials, or property belonging to or having been generated by faculty, staff, or another student for the course
- Willfully offering to do another student’s work so they may represent it as their own
- Assisting another student in cheating or plagiarizing
- Doing another student’s work, excluding collaborative learning assignment or joint assignments approved by the instructor.

Engaging in any of the above behaviors can result in an F on the examination or project, an F in the course, denial of access to internships, suspension for one or more semesters, or permanent expulsion from the School of Management and Labor Relations at Rutgers University.

I, \_\_\_\_\_, understand the Policies on Academic Integrity and the Student Code of Conduct at Rutgers University and the School of Management and Labor Relations. Furthermore, I understand the consequences of unethical behavior.

We all share a responsibility in creating an ethical environment. I resolve to uphold and support high standards for ethics and integrity at Rutgers University. If I see, hear, or observe violations of ethics and integrity, I will report them to my instructor, Department Chair, or Dean.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Please Print): \_\_\_\_\_

Rutgers University ID: \_\_\_\_\_