

Organizational Behavior and Work

Mondays and Thursdays, 10:20am - 11:40am , LSH B 112

Instructor

Dr. Tracy F. H. Chang, M.A.B., Ph.D.

Email: Please send emails through Canvas. Response will generally be given within 24 hours between 10am to 6pm Mondays through Fridays, except Thursdays when I teach all day.

Office - Labor Education Center Room 146

Virtual Office Hours: Mondays 1-2pm (<https://rutgers.zoom.us/j/98256535858?pwd=MFlpYVZvbEJiVDZKYU15Y0dVRnd3dz09>)

Course Description

"Management is the most noble professions if practiced well. No other occupation offers as many ways to help others learn and grow, take responsibility and be recognized for achievement, and contribute to the success of a team. One of the most compelling trends in the teaching and practice of business management over the last two decades is the transformation of *manager from someone expected to have all the answers to a person whose primary role is develop the people around them to their full capabilities.*"
- Clay Christensen, Professor, Harvard Business School

Organizational Behavior is a field of study that explores human psychology and behavior, group processes and team dynamics, and organizational structure and culture. This exploration enhances one's self-awareness and mastery so he/she functions at his/her highest capabilities at work. For managers, this exploration further enhance their ability to create conductions for other employees to realize their highest potential in organizations.

Learning Objectives

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:

- Demonstrate self-awareness and mastery.
- Realize one's highest potential.

Course Materials

- Stephen P. Robbins and Timothy A. Judge (2019). Organizational Behavior (18th edition) with access code to MyManagementLab, Pearson.

Course Requirements

1. Pearson MyManagementLab Assignments (40%)

Students are required to complete assigned chapter Dynamic Study Modules (DSM) (20%) and Quizzes (20%) before attending classes. MyManagementLab assignments are due **before 10am on every Monday** starting 1/31. **No late assignments will be accepted, nor can assignments be re-opened.** However, one chapter's assignments with lowest scores in each category will be dropped from final grade calculation in order to accommodate any personal situations (e.g., technical issues, illness, work, family responsibilities, travel, holidays, COVID-related situations etc.). The prerequisite for taking the quiz is 70% or higher completed in the DSM. The quiz is limited to one attempt and 30 minutes.

2. Attendance, Attention, Engagement, and Contribution to Learning (35%)

Attendance & Attention (10%). Students are required to (1) attend all classes on time (punctuality) and in their entirety; (2) pay undivided attention to and engage fully in class discussions and activities (turn off and stow away all electronic devices). Late arrival and early departure from a class and use of electronic devices in class will result in partial credits for that class. When one is absent from a class, he/she will also receive 0 points for class discussions and activities. One class absence, class activity, and discussion will be dropped from final grade calculation to accommodate any personal situations (e.g., technical issues, illness, work, family responsibilities, travel, culture-based holidays, and COVID-related situations etc.).

Engagement and Contribution to Learning (Oneself and Peers) - Chapter Case Respondent, Discussant, and Participant. Each student will contribute to their own as well as their peers' learning by being a respondent (5%) for an assigned chapter case and a discussant for another chapter (5%). Assignment of chapters and dates will be posted on Canvas. Absence on the assigned date will result in 0 point for the requirement. See *Guidelines for Case Discussion and Rubric* for more details.

Students are required to participate in all class discussions and activities (15%). See *Class Participation Rubric* on how to participate in class discussions and receive points. Students will also engage in experiential activity in class and submit required documents before the class ends. These experiential activities must be completed during the class period and can not be done outside class period. Some experiential activities may require preparatory homework; without completion of the homework, students may not be permitted to participate in the in-class experiential activity and therefore may not receive credits for the activity even they are present in-class.

3. Team Podcast Project (25%)

A team of students will create a podcast (25 minutes) by interviewing 2-3 employees. There will be five mini scaffolding projects (10%) to support the quality of the final podcast (15%). These projects are due before 10am on designated Thursdays. See *Team Podcast Project Guidelines* posted on Canvas- "Modules" - "Week

0 Introduction to the Course” for the requirements and rubric for each mini scaffolding project. Your team will create rubric for your podcast and your podcast will be assessed by peers using your rubric.

4. **Bonus (4%)**. Self-mastery skills. Details will be announced in class.

Summary of Course Requirements:

MyManagementLab	40%
Dynamic Study Modules	20%
Quizzes	20%
Discussions	35%
Attendance (Punctuality & Entirety)	10%
Case Respondent & Discussant	10%
Class Discussions & Activities	15%
Podcast	25%
Scaffolding Projects	10%
Final Podcast	15%
Grand Total	100%

The final course grade follows Rutgers Grade Scale:

A	89.5 - 100
B+	84.5 - 89.49
B	79.5 - 84.49
C+	74.5 - 79.49
C	69.5 - 74.49
D	69.5 - 69.49
F	0- 59.49

Course Schedule

Dates		Topics	Readings & Assignments
Week 1	1/20	Introduction	
Week 2	1/24	Introduction	
	1/27	Self-Leadership Skills	Team Formation
Week 3	1/31	Chapter 1: What Is Organization?	MyManagementLab Due by 10am
	2/2	Case Incident 1	
Week 4	2/7	Chapter 3: Attitudes and Job Satisfaction	MyManagementLab Due by 10am
	2/10	Case Incident 1	Team Podcast Scaffolding Project 1
Week 5	2/14	Chapter 4: Emotions and Moods	MyManagementLab Due by 10am
	2/17	Case Incident 1	Team Podcast Scaffolding Project 2
Week 6	2/21	Chapter 5: Personality and Values	MyManagementLab Due by 10am
	2/24	Case Incident 1	
Week 7	2/28	Chapter 6: Perception and Decision Making	MyManagementLab Due by 10am
	3/3	Case Incident 1	
Week 8	3/7	Chapter 7: Motivation	MyManagementLab Due by 10am
	3/10	Case Incident 1	Team Podcast Scaffolding Project 3
Week 9	3/14 3/17	Spring Break	
Week 10	3/21	Chapter 9: Foundation of Group Behavior	MyManagementLab Due by 10am
	3/4	Case Incident 1	
Week 11	3/28	Chapter 10: Understanding Work Teams	MyManagementLab Due by 10am
	3/31	Case Incident 1	
Week 12	4/4	Chapter 11: Communication	MyManagementLab Due by 10am
	4/7	Case Incident 1	Team Podcast Scaffolding Project 4 - Podcast due by 10am

Week 13	4/11	Chapter 12: Leadership	MyManagementLab Due by 10am
	4/14	Case Incident 1	
Week 14	4/18	Chapter 13: Power and Politics	MyManagementLab Due by 10am
	4.21	Case Incident 1	Team Podcast Scaffolding Project 5
Week 15	4/25	Podcast Learning	
	4/28	Podcast Learning	

Other Considerations

- Disability Services

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registration-form>.

- Academic Integrity

Plagiarism is a major offense at Rutgers University. You are responsible for understanding the academic integrity policy and following these principles. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. The complete academic integrity policy can be found here: <http://academicintegrity.rutgers.edu>