

**Rutgers University**  
**Organizational Behavior and Work**

Fall 2015, 37:575:345:02

Mondays & Thursdays 10:20-11:40

RC-2 (Livingston Campus)

**Instructor Information**

Instructor: Barbara Chabner, Psy.D.

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Office Hours: Before or 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: Tools for Success (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. Participation will be emphasized so it is expected that you have completed the readings before coming to class.

## **Course Requirements:**

### **Attendance and Participation:**

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 respectful and to listen to the views of others.

### **Exams:**

There will be three in-class non-cumulative exams in this course. The exams may include 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.

### **Assignments:**

There will be in-class activities as well as some take home assignments that will be distributed and explained in class.

## **Grading:**

Grades for the course are based on a total of 260 possible points. The point breakdown for each assignment is as follows:

<b>Assignment</b>	<b>Points</b>	<b>%</b>
Exam #1	65	25
Exam #2	65	25
Exam #3	65	25
Homework/Assignments/Group Activities	65	25

## **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.

### **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.

**Tentative Course Schedule** (The syllabus and schedule is subject to change at the instructor's discretion)

<b>Date</b>	<b>Topic</b>	<b>Assignment</b>
Thurs. Sept. 3	Introduction to the course and Organizational Behavior	
Tues. Sept. 8	What is Organizational Behavior	Chapter 1
Thurs. Sept. 10	Diversity	Chapter 2
Mon. Sept. 14	NO CLASS	Chapter 2
Thurs. Sept. 17	Diversity	Chapter 2
Mon. Sept. 21	Organizational Structure and Design	Chapter 14
Thurs. Sept. 24	Organizational Structure and Design	Chapter 14
Mon. Sept. 28	Organizational Culture and Organizational Change	Chapter 15
Thurs. Oct. 1	Organizational Culture and Organizational Change	Chapter 15
Mon. Oct. 5	Exam #1	Chapters 1, 2, 14, 15
Thurs. Oct. 8	Individual Differences I - Demographics, Personality and Intelligence	Chapter 3
Mon. Oct. 12	Individual Differences I - Demographics, Personality and Intelligence	Chapter 3
Thurs. Oct. 15	Individual Differences II - Self-Concept, Learning Styles and Types of Fit	Chapter 4
Mon. Oct. 19	Individual Differences II - Self-Concept, Learning Styles and Types of Fit	Chapter 4
Thurs. Oct. 22	Attitudes, Values, Moods and Emotions	Chapter 5
Mon. Oct. 26	Attitudes, Values, Moods and Emotions	Chapter 5

Thurs. Oct. 29	Social Perception, Attributions and Perceived Fairness	Chapter 6
Mon. Nov. 2	Social Perception, Attributions and Perceived Fairness	Chapter 6
Thurs. Nov. 5	Exam #2	Chapters 3-6
Mon. Nov. 9	Motivating Behavior	Chapter 7
Thurs. Nov. 12	Motivating Behavior	Chapter 7
Mon. Nov. 16	Group Behavior and Effective Teams	Chapter 12
Thurs. Nov. 19	Group Behavior and Effective Teams	Chapter 12
Thurs. Nov. 26	THANKSGIVING	NO CLASS
Mon. Nov. 30	Leading	Chapter 13
Thurs. Dec. 3	Leading	Chapter 13
Mon. Dec. 7	Review	Personal and Professional Reflection Paper
Thurs. Dec. 10	Exam #3	Chapters 7, 12, 13