

Organizational Behavior and Work

Spring 2016, 37:575:345:03 (Index # 15551)

Thursdays 2:50 - 5:50 PM

Campbell Hall (CAC), room A2

INSTRUCTOR INFORMATION

Professor: Valentyna Moskvina
E-Mail: valentyna.moskvina@rutgers.edu
Office Hours: before/after class/by appointment

Course ID for **MyManagmentLab**: moskvina59534

COURSE OVERVIEW

Why do you need to study Organizational Behavior? This course will teach you how to manage one of the most important organizational resources: People. At this time, you might think, “Hm, I am a person too; could it help me in any way?” And you are right! In this course you will learn a lot about yourself as well. To manage other people successfully you need to understand and be able to improve yourself. In this course we will spend some time exploring values, attitudes, personality, learning styles, and other things that will help you to learn more about yourself and use this knowledge for self-improvement. You can’t manage others successfully if you don’t know and can’t manage yourself.

Also, you will learn how to make a small group of people – your work team – more effective and more efficient. You will be able to apply your knowledge of group behavior to your work team right away, combining theory with practical experience. While trying to motivate, organize, coordinate, maybe even inspire people in your small group, you will get an idea of how challenging it could be to manage a large number of people in a whole organization. And again, knowledge from this course will help you with this as well. You will learn about leadership, power, politics, and other forms of influence in organizations. You will also learn about organizational cultures, and how societal cultures might interfere with them. From a very personal to a very global level: The scope of this course is impressive!

I am very enthusiastic about teaching organizational behavior, and I hope you will be enthusiastic about learning it. Together, we will be able to make it a success.

COURSE GOALS AND OBJECTIVES

Upon course completion, students will be able to:

- 1 Identify the external and internal factors that influence an organization’s culture and the behaviors of its employees.

- 2 Know how individual personality impacts an organization's ability to perform effectively.
- 3 Analyze how an organization's leaders/managers utilize job design, group communications, positional power, and goal setting/performance management to motivate employees.
- 4 Identify leadership characteristics that produce high performing organizations.
- 5 Understand the process of change and factors that increase the likelihood of its success.

COURSE MATERIALS:

TEXT: Stephen Robbins and Timothy Judge. Organizational Behavior, 16th edition **with access code to MyManagementLab**, Pearson.

ISBN: 978-013-350764-5

OTHER READINGS: Articles and other materials will be assigned as additional input for class work.

GRADING:

Item	Nature of Assignment	Weight
Exam I	Individual	20%
Exam II	Individual	20%
Quizzes and Simulations from MyManagementLab	Individual	20%
Case I	Individual	10%
Case II	Group	15%
Attendance & Class Participation and class work, Self-assessments (5% attendance & 10 % participation and class work)	Individual/Group	15%
TOTAL POINTS		100%

Grading Scale

A = 90% to 100% B+ = 85% - 89% C+ = 75% - 79% D = 60% - 69%
 B = 80% - 84% C = 70% - 74% F = < 60%

The class will be a combination of lecture, discussion, exercises, cases, and small group discussions/presentations.

Description of Requirements

- a. **Homework:** Chapter reading and MyManagementLab assignments must be completed prior to class; MyManagementLab assignments are due at 2:00 PM on the day of class. Please be advised to complete these assignments early to avoid unforeseeable circumstances leading to late submissions. Points will be taken off for late submissions.
- b. **Exams:** The exams are non-cumulative. Exams will consist of multiple choice and true/false questions. Make up exams will be given only if there is a reason that is convincingly documented in the judgment of the professor. Otherwise, the student will have to take a cumulative final exam (based on all chapters that we studied in class) during final exam days.
- c. **Case Studies:** The individual Case Study will result in a two page paper. The topic and evaluation criteria will be distributed in class.

Group Case Study: Teams will be formed during the second week of classes. Each team will submit a short report (3 double spaced pages) and make an in-class group presentation based on their case. Each student will also submit a one page “team work reflection report”, which will include team work reflections related to the group case analysis and in-class group activities. Based on the information from these reports I will adjust the individual grades of the members of each group. Topics for the case studies and more detailed instructions will be assigned after teams are formed.

- d. **In Class Assignments:** Cases from the book, self-assessments and exercises will be assigned at random classes for individual/or group work. Absence from class will impact the grade you receive for attendance and participation.
- e. Class Participation will be evaluated based on the following: a) preparedness; b) contribution to the learning experience of the fellow students; c) thoughtfulness of comments; d) ability to build on other students' ideas; e) providing constructive feedback to fellow students.

Class Policies

- **Laptops, cell phones, iPads,** and similar electronic devices **are prohibited in class.** Please make sure these are turned off and put away before class begins. No email, texting, tweeting, et al, or web surfing will be allowed in this class out of respect for others. If you have a pending emergency and need to use your phone, let me know before class and set your cell phone to vibrate.
- **Attendance** is expected and required. In the rare event, if you have to miss a class, be sure to alert me. It will be your responsibility to obtain class notes and/or handouts. Absences will decrease your grade and an excessive number will have a major impact on it.
- **Tardiness:** On time arrival ensures that classes are able to start and finish at the scheduled time. On time arrival shows respect for both fellow students and faculty and it enhances learning by reducing avoidable distractions. If you are late three times, it will be considered as one absence. If you came to class after attendance was taken, it is YOUR responsibility to make sure that I marked you as present. If you leave class earlier without prior notification, it will be considered as tardiness.

- **Class preparation:** Much of the learning takes place during classroom discussions. When students are not prepared, they cannot contribute to the overall learning process. This affects not only the individual, but their peers who count on them as well.
- Students are responsible for checking **Sakai announcements**. An e-mail will be sent to everyone once a new announcement is posted.
- **Written assignments** are due on the date indicated unless prior approval has been granted. Late assignments will receive a 5 points reduction for each missed day (including weekends).
- **No extra-credit** projects will be given at the end of the semester.

Academic Integrity

Integrity is important in the “real world” and the classroom alike. When doing your written graded assignments for this class, you are not permitted to copy material from assignments done by you in another class or assignments of other students who have taken this class or other classes in the past. Individual assignments are to be done individually, without collaborating with other students. Cooperation between teams in preparing team assignments is also prohibited. It is also a violation of academic integrity to sign in on an attendance sheet for someone who is absent from class, or to otherwise misrepresent one's lack of attendance at class.

Clearly, activities such as sharing class notes or discussing in-class materials outside of class are not honor code violations. Indeed, such interactions are encouraged because they enhance learning.

Please refer to the University’s Academic Integrity Policy
<http://academicintegrity.rutgers.edu/integrity.shtml>.

Special arrangements

It is the policy of the department to accommodate students with disabilities when they present the appropriate university documentation. To provide accommodation for religious observances, you must make arrangements by contacting me in advance.

TENTATIVE Schedule

Week	Date	Topic	Chapter
1	1/21	Welcome – Discussion of Expectations, Course overview	n/a
		What is Organizational Behavior?	1
2	1/28	Creating Teams/Group Behavior and Effective	9

		Teams	
		Understanding Work Teams	10
3	2/4	Organizational Culture	16
		Organizational Culture/Organizational Behavior/Individual Behavior	16
4	2/11	Organizational Structure and Design	15
		Diversity	2
5	2/18	Attitudes and Job Satisfaction	3
		Emotions and Moods	4
6	2/25	Personality and Values	5
		Personality and Values	5
7	3/3	Organizational Change	18
		Stress Management	18
8	3/10	Exam # 1 (Midterm)	
		Perception	6
9	3/17	No Class – Spring Break	
10	3/24	Individual Decision Making	6
		Motivation Concepts	7
11	3/31	Motivation: Application	8
		Motivation: Application	8
12	4/7	Communication	11
		Communication	11
13	4/14	Power and Politics	13
		Power and Politics	13

14	4/21	Conflict and Negotiating	14
		Conflict and Negotiating	14
	4/28	Leadership	12
		Leadership	12
15	5/5	Exam #2 (Final Exam Period)	