

Organizational Behavior and Work (Spring 2018)

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Tue/Thurs 1:40pm-3:00pm / Janice Levin Building Rm 006 (LIV campus)

Instructor: Eugene Son (eugene.son@rutgers.edu)

- Office: 200E Janice H. Levin
- Office Hours: Tue, 3:00-4:00 PM, or by appointment

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 (17th edition) by Stephen P. Robbins and Timothy A. Judge (2016)

The textbook is optional.

Grading and Course Requirements

Activity	Points
Midterm Exam	30
Final Exam	30
Quizzes	10
Team Presentation	10
Teamwork Participation	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.

- **Team Presentation**

A team presentation, worth 10% of the final grade, will be held at the end of the semester. A team with 5-6 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.

- **Teamwork Participation**

Teamwork Participation will be evaluated by members of the each team. In the end of the semester, each student will evaluate the participation of their team members including themselves.

- **Attendance**

Students are expected to attend every class. If you have to miss a class, be sure to alert me ahead of time (Please email me directly). Attendance will be monitored through attendance sheets and **it is your responsibility to sign the attendance sheet each session.**

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

Class Policies

- **No electric devices**

Laptops, cell phones, iPads, and similar electronic devices are prohibited in class. 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.

- **Reading Assignments**

Assigned readings must be completed prior to each lecture.

- **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 a legitimate excuse on the date of a regularly scheduled test/quiz. Legitimate excuses include illness (verified with a note from a doctor), inclement weather (when Rutgers Information Service, 732-932-INFO, indicates that Rutgers is closed), when the instructor emails announcing that class is suspended, or other critical circumstances such as a death of the family. 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 a 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 Sakai ("Assignments") no later than Tuesday, April 24th 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 and Reading assignments	
1	Jan 16th	Tue	Intro of OB, Overview syllabus	Ch 1
2	Jan 18th	Thu	Diversity in Organization	Ch 2
3	Jan 23th	Tue	Attitudes and Job Satisfaction	Ch 3
4	Jan 25th	Thu	Attitudes and Job Satisfaction/ HRM Career Service	Ch 3
5	Jan 30st	Tue	Emotions and Moods	Ch 4
6	Feb 1st	Thu	Emotions and Moods	Ch 4
7	Feb 6th	Tue	1 st QUIZ/ Personality and Values	Ch 5
8	Feb 8th	Thu	Personality and Values	Ch 5
9	Feb 13th	Tue	Perceptions and Individual Decision Making	Ch 6
10	Feb 15th	Thu	Perceptions and Individual Decision Making	Ch 6
11	Feb 20th	Tue	Motivation Concepts	Ch 7
12	Feb 22th	Thu	Motivation: From Concepts to Applications	Ch 8
13	Feb 27th	Tue	Midterm Exam	Ch 1-8
14	Mar 1st	Thu	Foundations of Group Behavior	Ch 9
15	Mar 6th	Tue	Understanding Work Teams	Ch 10
16	Mar 8th	Thu	Communication	Ch 11
17	Mar 13th	Tue	Spring Recess	
18	Mar 15th	Thu	Spring Recess	
19	Mar 20st	Tue	Communication	Ch 11
20	Mar 22rd	Thu	2 nd Quiz/ Leadership	Ch 12
21	Mar 27th	Tue	Power and Politics	Ch 13
22	Mar 29th	Thu	Conflict and Negotiation	Ch 14
23	Apr 3rd	Tue	Conflict and Negotiation	Ch 14
24	Apr 5th	Thu	Foundations of Organizational Structure	Ch 15
25	Apr 10th	Tue	3 rd Quiz/ Organizational Culture	Ch 16
26	Apr 12th	Thu	Organizational Culture	Ch 16
27	Apr 17th	Tue	Organizational change and stress management	Ch 18
28	Apr 19th	Thu	Team Presentation (1)	
29	Apr 24th	Tue	Team Presentation (2)	
30	Apr 26th	Thu	Final Exam	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 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: _____