

ORGANIZATIONAL BEHAVIOR AND MANAGEMENT
MGT 340, Section 02
SPRING 2007

Instructor: Dr. Melody LaPreze

GLA 404

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Syllabus location: <http://www.mgt.missouristate.edu/lapreze.htm>

Office Hours:

MW: 8:30–9:00, 11:00-noon, 2-2:30

F: 11:00-noon

Other times by appointment

Course Purpose/Catalog Description: Prerequisites: 54 credit hours, including PSY 121 or permission. A study of individual, interpersonal, and group behavior within organizations and the behavioral implications of management processes. The interaction of human, technological, structural, global, ethical, and environmental factors are also discussed. A "C" grade or better is required in this course to take ACC 555. This course may not be taken pass/not pass.

Course Objectives: Upon completion of the course, the student should be able to:

1. Understand how a manager affects behavior at the individual, group, and organizational levels.
2. Understand the importance of human resources to organizations and how a manager guides the organization's human resources.
3. Understand the managerial functions (planning, organizing, leading, and evaluating/controlling), and how a manager utilizes these to accomplish organizational objectives.
4. Understand the global nature of organizations and the role of managers in the global environment.
5. Understand the social and ethical responsibilities of managers.
6. Understand the evolution of managerial theories and the role each theory has played in the development of the management discipline.
7. Understand, through exposure, diverse sizes and types of organizations and the managers who manage them.

Required text and required and recommended supplies:

Text: Management, 8/e, Robbins, and Coulter, Prentice-Hall, 2004.--**required**.

Study Guide: Management - **optional**.

Access to Fortune, Business Week, Wall Street Journal, Forbes, or the WWW--**required**.

Attendance Policy: You are expected to be regular in attendance, as learning in this course is significantly enhanced by coming to class, listening, contributing to class discussion, and participating in class activities. You are expected to arrive in class **ON TIME**, and to remain in class until you are dismissed. Late arrivals disrupt the class session for all. To encourage your attendance and being on time to class by using positive motivation, and recognizing that periodically circumstances beyond your control cause you to run late, you will receive a bonus of 10 points at the end of the semester if you have been in class every day and have been late less than 3 times. **You, the student, are responsible for notifying the instructor after class if you have arrived late. Otherwise, you will be marked absent. If you, the student, fail to notify the instructor after that specific class that you arrived late, the recorded absence will remain--no negotiations will take place at the end of the semester concerning recorded absences.** A seating chart will be used to take attendance at every class meeting. If you are absent from class for any reason EXCEPT for prearranged University-sponsored **required** activities certified by an official document from your sponsor, you are responsible for obtaining class notes, assignments, announcements, and handout materials from a responsible colleague. Be sure to obtain this information **BEFORE** the next class to allow yourself time to complete any assigned work, to read assigned material, or to collect and complete any information/assignment that may be needed for class. As a matter of courtesy to others in the class, all cell phones and pagers are to be turned off upon entering the classroom, and are to remain off until after class time is over.

Makeup/Late Work Policy: Student who have provided appropriate documentation from coaches, sponsors, or others in authority for University-sponsored absences will be permitted to make arrangements for tests scheduled during the absence. Assigned work must be turned in prior to absence. **UNAUTHORIZED LATE WORK WILL NOT BE ACCEPTED FOR FULL CREDIT.** Assignments prepared outside of class should be brought to class completed and submitted when requested, or submitted prior to class if the student must be absent. If you do not submit assigned work at the class period when it is due, you may turn the work in later, recognizing that 10% will automatically be deducted for every class period the assignment is late. In other words, if the assignment is due on Monday, and you submit your work after Monday's class, you can only earn a maximum of 18 points for a "perfect" 20 point assignment (20 - 10% = 18); the assignment submitted after Wednesday's class could only earn a maximum of 16 points, etc.

General Course: A tentative activity schedule (attached) provides reading assignments, tentative test dates, and due dates for major projects. Assigned reading from the text should be completed before coming to class. To ensure that you understand basic concepts, frequent quizzes will be given. **IN-CLASS QUIZZES WILL NOT BE MADE UP FOR UNEXCUSED**

ABSENCES.

Test Information: Three non-cumulative tests will be given over the first 3/4 of the material covered. These exams will be worth approximately 80-90 points each. The final exam will contain two parts. The first part will be a fourth non-cumulative test over the last 1/4 of the material covered. The second part of the final will be comprehensive and objective over the first 3/4 of the material covered and tested with exams I-III. The final exam is worth approximately 130-140 points.

Students who miss exams will be required to use the comprehensive final to compensate for the missed exam. For example, if the missed exam is worth 80 points, the percentage grade earned on the comprehensive final will be multiplied by the 80 points of the missed exam, and this score will be recorded for the missed exam (i.e. final score is 100/125 which is an 80%, so 80 points x 80% = 64 points substitute score recorded for the missed exam). If a student is unable to take a scheduled exam, the student must contact the instructor **prior to the exam period**. Documentation must be provided by the student at the next class period to validate the absence (i.e. doctor's note, funeral notice, etc.).

During the examination period all hats and/or caps are to be removed or turned around backwards, and all cell phones will be turned off and placed inside backpacks and/or purses or bags.

Outside-of-Class Assignments: Unless otherwise indicated, out-of-class assignments should be completed on a computer. Many class activities will involve working in small groups or with a partner. The concept of team work and writing will be developed and used in many projects. You will be assigned different partners periodically (or assigned to different small groups of three or four members) so that you can get acquainted with various members of your class.

Current Topics Analysis: This assignment is an attempt to get students immersed in the current business news. Information on format, topics, and due dates for these Current Topics can be found on the Class Assignment Schedule found at the end of this document. The three Current Topics assignments are worth 25 points each for a total of 75 points.

Behavior Modification: This assignment is designed to aid understanding of goal setting, motivation, and modifying behavior through participation. The activity portion of this assignment will begin February 16 and be completed March 16. The written report of the activity outcomes will be due on April 04. Information on format, design, and expectations will be provided at a time closer to the actual assignment time. The project is worth a total of 50 points.

Miscellaneous Assignments: These include graded work such as quizzes, in-class exercises, and other out-of-class assignments. These assignments/exercises/quizzes are worth approximately 150 points.

Class Participation and Absences: Throughout the semester students are encouraged and expected to attend and participate during class sessions. Such participation includes attending class, providing answers/opinions/thoughts provoked by questions from the instructor, sharing current events from the national and international business world, and sharing in small group interactions. At the end of the semester the instructor will evaluate each student's level of participation throughout the course and assign a grade for this participation. Absences will be a negative factor when determining this grade, as students obviously cannot participate in the class session when they are absent. Each student has 3 "free" absences. Every absence after these 3 "free" absences will reduce the student's participation grade by 3 points per absence. The participation grade is worth a maximum of 30 points of the overall course grade.

Course Evaluation: Points earned for Out-of-class assignments/In-class activities/Quizzes (approximately 150 points), Behavior Modification project (50 points), Current Topics Assignments (75 points), Class Participation (30 points), Exams I, II & III (240-270 points), and the Final exam (130-140 points) will be totaled and divided by points possible (approximately 675-715). The resulting percentage will determine the final course grade according to the following grade scale: A: 90-100; B: 80-89; C: 70-79; D: 60-69; F: 59 and below.

Class Conduct: Respect and common courtesy require that individuals not distract others around them with idle talk or disruptive behavior. If this occurs, the person will be asked to refrain from the behavior immediately or to leave the classroom.

Rude behavior will not be tolerated. Examples of “rude behavior” could include the following:

1. Talking to your neighbor during class.
2. Reading newspapers/magazines/textbooks or homework for other classes during class.
3. Sleeping during class.
4. Frequent/excessive late arrivals.
5. Leaving during class, then returning during the same class period (unless an emergency).
6. Speaking disrespectfully to the faculty member or another student during class.
7. Playing with cards during class.
8. Leaving cell phones/pagers on during class.
9. Playing electronic games during class.

The following procedure will be used in response to “rude behavior”:

1. Upon the first offense, the student will be asked to stop the behavior.
2. Upon the second offense, the student will be asked to leave the classroom.
3. Upon the third offense, the student will be dropped from the class roll.

Policy on Use of Cell Phones in Classes: The use by students of cell phones, pagers, or similar communication devices during scheduled classes is prohibited. All such devices must be turned off, or put in a silent mode and cannot be taken out during class. At the discretion of the instructor, exception to this policy is possible in special circumstances. See <http://www.missouristate.edu/provost/4264.htm>

Disability Accommodation: To request academic accommodations for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), <http://www.missouristate.edu/disability>. Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, <http://psychology.missouristate.edu/ldc>

Academic Integrity: Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university’s student honor code, *Student Academic Integrity Policies and Procedures*, available at <http://www.missouristate.edu/provost/3935.htm> and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Discrimination: Missouri State University is an Equal Opportunity/Affirmative Action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Sicheluff Hall 296, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor’s Department Head.

Final Drop Date: It is your responsibility to understand the University’s procedure for dropping a class. If you stop attending this class but do not follow proper procedures for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university contact the Registration Center at 836-4335. The final drop date for this semester is **May 04**. The grade of N (withdraw passing) **MAY NOT** be awarded/assigned after this date. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financial obligated. To drop a class anytime after the first week, you must turn in a drop slip at an authorized registration center. You do not need to obtain any signatures on the drop slip. Again, the final drop date for this semester is **May 04**.

CURRENT TOPICS ASSIGNMENT

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Articles (not short notes) may be selected from any of the following sources: Fortune, Business Week, Wall Street Journal, Forbes, Fast Company, or eCompany. Articles from other sources may be acceptable, but must be approved by instructor before use. Find a current article (no earlier than July 1, 2006) for each of the following topic areas:

*General Management or Global/ International Management

Due: February 05, 2007

*Motivation or Leadership

Due: March 16, 2007

*Organizational Design or Structure or Human Resources

Due: April 23, 2007

An entry for each topic assignment consists of five parts: (a) Reference citation, (b) Brief Article Summary, (c) Reaction, (d) Application, and (e) Copy of the article.

- (a) Using **APA** style, write the complete reference citation for the article at the top of the first page. This reference citation should be complete enough for someone else to be successful in locating the article. Use the following website for information: <http://owl.english.purdue.edu/owl/resource/560/01/>. This is the website information that will be used to evaluate/grade your citation correctness.
- (b) The second part of the assignment is to provide a brief summary of the article main points. Give enough detail and information that someone who has not read the article will feel informed about the article content, and be able to evaluate your opinions and analysis in the following sections of the Current Topics Assignment. However, do remember that this is to be a brief summary! Summary sections must be labeled as "Summary," ½ page minimum-1 page maximum, "typed" or "word processed," and double-spaced.
- (c) Once you have read the article, write your reaction to the article, given what you know about the topic. Some issues to include might be: Is the article right? Wrong? Good? Bad? Expected? Unexpected? Innovative? Logical? Unique? Consistent with what you know? Inconsistent? Do you agree? Disagree? Write down your thoughts of the article, given your current state of knowledge. This section critiques the **mechanics** of the article, not the content. **Think in terms of giving the author(s) a grade for this article. Note: This is NOT simply a review or opinion of the article content.** You have already included a short review of the article, but I am much more interested in reading your reactions to the article. Reaction sections must be labeled as "Reaction," ½ page minimum-1 page maximum, "typed" or "word processed," and double-spaced.
- (d) The fourth part of each topic assignment, an Application section, should demonstrate the relationship between what you have learned by reading the text and/or coming to class and the content of the article you have selected. Do not simply repeat what you have learned or what you have read; apply what you have learned. Discuss comparisons/contrasts, agreements/disagreements between the article content and the text and/or class discussion very specifically. Application sections must be labeled as "Application," ½ page minimum-1 page maximum, "typed" or "word processed," and double-spaced.
- (e) A copy of the article is the fifth part to be included with each topic assignment. Photocopies or originals are acceptable. Photocopies may be reduced in order to get a lengthy article on a single 8-1/2 x 11 sheet of paper. Originals should be removed from a periodical **ONLY** with the owner's permission.

Staple the five parts together in the order presented above (a minimum of 1 ½ word processed pages-maximum of 3 word processed pages) and turn in on the due dates noted. Just a reminder that this exercise is worth a total of 75 points, 25 points for each topic assignment.

NOTE: Providing the minimum of Parts B, C, and D is considered minimum effort and work and will not receive a

maximum grade. Minimum effort earns minimum scores!

TENTATIVE ACTIVITY SCHEDULE
MGT 340, Section 02
Spring 2007

Jan	17	Introduction to Class. Go over syllabus
	19	Chapter 1--Introduction to Management and Organizations
	22	Chapter 1
	24	Chapter 2--Management Yesterday and Today
	26	Chapter 2
	29	Chapter 3--Organizational Culture & the Environment: The Constraints
Feb	31	Chapter 3
		02 Chapter 3
	05	Chapter 4-Managing in a Global Environment; Current Topics Analysis #1 Due
	07	Chapter 4
	09	Chapter 4
	12	Chapter 5-Social Responsibility/Managerial Ethics
	14	Chapter 5
	16	Chapter 5; Behavior Modification--Reward Portion Begins!
	19	President's Day--No Classes!
	21	Exam #1--Chapters 1-5, Lecture Material
	23	Chapter 14-Foundations of Behavior
	26	Chapter 14
	28	Chapter 14
	Mar 02	Chapter 15-Understanding Groups & Teams; Behavior Modification--Reward Portion Ends; Punishment Portion Begins
	05	Chapter 15
	07	Chapter 15
	09	Chapter 16-Motivating Employees
	12	Chapter 16
	14	Chapter 16
	16	Chapter 17-Leadership; Current Topics Analysis #2 Due; Behavior Mod Assignment Ends!
	19	No Classes--Enjoy Spring Break!
	21	No Classes--Enjoy Spring Break!
	23	No Classes--Enjoy Spring Break!
	26	Chapter 17
	28	Chapter 17
	30	Exam #2--Chapters 14-17, Lecture Material
	Apr	02
	04	Chapter 6; Behavior Modification Assignment Due
	06	No Classes--Enjoy Spring Holiday!
	09	Chapter 6
	11	Chapter 7-Foundations of Planning
	13	Chapter 7
	16	Chapter 7
	18	Chapter 10-Organizational Structure & Design
	20	Chapter 10
	23	Chapter 10; Current Topics Analysis #3 Due
	25	Chapter 10
	27	Exam #3--Chap 6, 7, 10, Lecture Material
	30	Chapter 12-Human Resource Management
May	02	Chapter 12
	04	Chapter 12
	07	Chapter 12
	09	Chapter 12
	11	Study Day--No Classes
Final:		Section 02 (10-10:50) Monday, 5/14--8:45-10:45 a.m.