

ADVANCED ORGANIZATIONAL BEHAVIOR AND DEVELOPMENT

MGT 341
DR. ELIZABETH ROZELL
Spring, 2007

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OFFICE HOURS: TTh 8:45 a.m. - 9:30 a.m.; 12:30 p.m. – 2:00 p.m.; M 6:00 p.m. – 6:30 p.m.;
Others by appointment

Syllabus Location: Please find my syllabus and other course links at www.mgt.missouristate.edu/Faculty.htm - click my last name in the list.

COURSE DESCRIPTION

An in-depth study of individual and organizational behaviors and processes. Such areas as individual differences, group dynamics, organizational processes, organizational change/development, and culture and ethics will be addressed utilizing a variety of interactive teaching methods.

PREREQUISITE - MGT 340 or permission

COURSE OBJECTIVES

1. Increase the understanding of individual and group behavior within organizations.
2. Learn and apply theory and research related to individual and group processes.
3. Understand and appreciate individual differences and how they affect behavior in organizations.
4. Understand how organizations differ regarding cultures, climates, and norms and how these differences impact behaviors.
5. Recognize the importance to managers of knowledge of current issues such as ethics, globalization, etc.
6. Expand your understanding and awareness of your own individual beliefs, biases, perceptions, values, and philosophies.

REQUIRED TEXT/ MATERIALS

Robbins, S., *Organizational Behavior*, Upper Saddle River, New Jersey, Prentice Hall, 2007. In addition, access to the *Wall Street Journal* is a requirement for the class.

ESSENTIAL REQUIREMENTS TO DO WELL IN THE COURSE

1. **Regular attendance and participation for all class sessions.** I will take attendance at the beginning of class and if you are not in class at that time, you will be counted absent. It is the student's responsibility to notify me 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. (You will be expected to be on time at your job!) I will use a seating chart to take attendance. You are allowed three “free” misses. That is, you may miss class three times without it adversely affecting your grade. You may use these freebies any way you like; however, it is my suggestion that you reserve these for true emergencies. There are no excused or unexcused absences, only these three free absences.
2. **Thorough advance preparation of the material to be discussed for the day.**
3. **Regular participation in the discussion for the text and case materials.**

4. **You are expected to do your own work on all assignments, quizzes, papers, and tests.** All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student detected participating in any form of academic dishonesty in this course will be subject to sanctions as described in the *Student Academic Integrity Policies and Procedures* (<http://www.missouristate.edu/provost/3935.html>).

QUIZZES AND TESTS

Occasionally, you will be asked to spend the first part of class writing about the case you have prepared for discussion, answering questions relating to the assigned text material, or engaging in an in-class exercise. These activities may be unannounced, will be graded, and cannot be made up. The graded assignments and any quizzes in this class can affect your grade. Even as few as 2 missed assignments/quizzes can make a significant difference in your final grade.

No make-up tests will be given. There will be three exams and a comprehensive final. Exams will be comprised of some combination of objective (i.e. multiple choice) and written items. Text material, class notes, and any other material provided by the instructor may be included on the exams. I do not allow students to take exams early, nor will I schedule make-up exams under any circumstances. If you miss an exam, you will make up that exam after taking your final exam. This exam will most definitely be a different format from the original exam that was missed.

No extra credit work will be given. Allowing certain people the opportunity to earn extra credit is not fair to others in the class.

GRADING

Your grade for the course will be based on the following scheme:

| | |
|--|-------------------|
| Exams: | |
| Exam I | 100 points |
| Exam II | 100 points |
| Exam III | 100 points |
| Final Exam | 150 points |
| Projects: | |
| Group Research Project (written & oral) | 150 points |
| Group Development Project | 50 points |
| Other: | |
| Article Review 1 | 25 points |
| Article Review 2 | 25 points |
| In-Class Assignments and Class Participation | 50 points |
| Peer Review | <u>25 points</u> |
| | 775 Points |

*****NOTE***** Class participation is a significant part of your grade. DO NOT expect to get participation points if you don't participate!

| | |
|---------------|---|
| 90% and above | A |
| 80% to 89.99% | B |
| 70% to 79.99% | C |
| 60% to 69.99% | D |
| Below 60% | F |

CLASSROOM 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 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 professor 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.

PROCEDURE FOR DROPPING CLASSES

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 procedure 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, Carrington 320, 836-4335.

Note: The final drop date for the Spring 2007 semester is May 4. The grade of N (withdraw passing) may not be awarded after this date.

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://www.psychology.missouristate.edu/ldc>

STATEMENT OF NONDISCRIMINATION

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 of Equal Opportunity Officer, Siceluff 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.

ACADEMIC DISHONESTY

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.html> 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.

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> for complete policy.

ARTICLE REVIEWS

Please use the section headings as specified below. Each paper will consist of five parts:

- (1) **Full Reference:** 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/handouts/research/r_apa.html#Your Reference List. This is the website information that will be used to evaluate/grade your citation correctness.
- (2) **Summary of Reading:** Write one or two paragraphs that give a general overview of the main points within the article. You should summarize and pull together the major points and information in the article in your own words.
- (3) **Your Reaction:** Write at least two paragraphs that indicate your reaction to the article (i.e., Did you like/dislike the article and why/why not: discuss parts that you agree/disagree with and why/why not). Write down your thoughts about the article, given your current state of knowledge.
- (4) **Application:** This section of the paper 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; apply what you have learned. Discuss comparisons/contrasts, agreements/disagreements between the article content and the text and/or class discussion.
- (5) **Copy of Article:** Please include a copy of the first and last pages of the article (an original is acceptable only if it is yours or if you have permission).

Your paper should be organized with the four section headings as specified above. Your search should include articles that have been published within the last year. Do not use the same journal for all readings. If you use on-line sources, they must be full text and have all necessary documentation. Please make a note in the reference if the article came from an on-line source. In addition, all sources used must be from recognized, reviewed journals. The article itself must be *primary research and empirical in nature*.

Please note that article reviews will not be accepted late under any circumstances. You are always welcome to turn them in early as due dates have already been specified.

**TENTATIVE SCHEDULE
SPRING 2007**

| WEEK | | DATE | TOPIC |
|-------------|---|-------------|--|
| 1 | T | Jan. 16 | Course Introduction |
| | R | Jan. 18 | Chapter 1 - What is OB?; Appendix B - Research in OB |
| 2 | T | Jan. 23 | Chapter 2 - Foundations of Individual Behavior |
| | R | Jan. 25 | Chapter 3 - Attitudes and Job Satisfaction; Job Applications Due |
| 3 | T | Jan. 30 | Chapter 4 - Personality and Values; Team Leaders Announced |
| | R | Feb. 1 | In-class Interviews |
| 4 | T | Feb. 6 | Chapter 4 - Personality and Values; Review for Exam; Team Draft |
| | R | Feb. 8 | EXAM I (Chapters 1-4) |
| 5 | T | Feb. 13 | Chapter 5 - Perception and Decision Making; ARTICLE REVIEW #1 DUE |
| | R | Feb. 15 | Chapter 6 - Motivation Concepts |
| 6 | T | Feb. 20 | Chapter 7 - Application of Motivation Concepts |
| | R | Feb. 22 | Chapter 8 - Emotions and Moods |
| 7 | T | Feb. 27 | Chapter 9 - Foundations of Group Behavior |
| | R | Mar. 1 | Review for Exam |
| 8 | T | Mar. 6 | EXAM II (Chapters 5-9) |
| | R | Mar. 8 | Chapter 10 - Teams |
| 9 | T | Mar. 13 | Chapter 11 - Communication; ARTICLE REVIEW #2 DUE |
| | R | Mar. 15 | Work in Groups |
| 10 | T | Mar. 20 | NO CLASS—SPRING BREAK !!!!! |
| | R | Mar. 22 | NO CLASS—SPRING BREAK !!!!! |
| 11 | T | Mar. 27 | Chapter 12 - Leadership |
| | R | Mar. 29 | Work in Groups; Chapter 13 - Leadership; Review for Exam |
| 12 | T | Apr. 3 | EXAM III (Chapters 10-13) |
| | R | Apr. 5 | NO CLASS – SPRING HOLIDAY |
| 13 | T | Apr. 10 | Work in Groups |
| | R | Apr. 12 | Work in Groups |
| 14 | T | Apr. 17 | Presentations |
| | R | Apr. 19 | Presentations |
| 15 | T | Apr. 24 | Presentations |
| | R | Apr. 26 | Presentations |
| 16 | T | May 1 | Chapter 14 - Power and Politics; Chapter 18 – Human Resources |
| | R | May 3 | Chapter 17 - Organizational Culture |
| 17 | T | May 8 | Chapter 19 – Organizational Change; |
| | R | May 10 | Review for Final; Peer Reviews; Group Development Project Due |

FINAL EXAM – 9:30 CLASS: THURSDAY, MAY 17, 2007 - 8:45 a.m. to 10:45 a.m.

11:00 CLASS: THURSDAY, MAY 17, 2007 – 11:00 a.m. to 1:00 p.m.