INSTRUCTOR INFORMATION:  Instructor: Jenine Bucker  Office Hours: by appointment
Office: M206  Telephone: 972-860-4173
Email: jbucker@dcccd.edu

INSTRUCTIONAL ASSOCIATE:  IA: Linda Doyle  Lab Hours:
Telephone: 972-860-4173  Office: M206

If you need an appointment to discuss the course, please contact me at _____________ or by email.

TEXTBOOK:

CATALOG DESCRIPTION:
The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

COURSE OVERVIEW:
A comprehensive course designed to take you into the world of organizational behavior. The course is developed around the concepts of individual and group values, attitudes, perceptions, and skills. It encompasses the concepts of conflict, negotiation, team building, motivation, leadership, power, change, and organizational communication. Concepts are presented through classroom lecture, class discussion, small group interaction, case problems, and class exercises.

COURSE OBJECTIVES:
Upon completion of this course the student will have developed a personal perspective concerning the organization, formal/informal organizations, organizational environment; and discussed motivation, leadership, power, change, team building, employee differences, and communications.
STUDENT LEARNING OUTCOMES:

Students who successfully complete HRPO 2307 will be able to:
1. Describe the influence of the behavioral sciences on individual, group, and organizational processes.
2. Explain specific concepts and techniques in the field of organizational behavior and their impact on organizations.
3. Discuss the complexities of individual behavior and processes including attitudes, values, and perception.
4. Identify certain motivational forces such as human needs and reinforcement, and to explain rational thought.
5. Compare the processes and dynamics of work groups and determine how they relate to the individual and the total organization.
6. Describe basic organizational structures and the principal factors and processes which influence organizational structure.
7. Describe organizational communications.
8. Compare and contrast various leadership styles with an emphasis on power and authority and their limitations.
9. Explain processes for managing organizational change and conflict with an emphasis on team building.
10. Describe the cross-cultural dimension of organizational behavior.
11. Exhibit skill in appropriate decision making and problem solving techniques related to individual, group, organization, and organizational change processes.

SCANS COMPETENCIES:

The Secretary’ Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills people need to succeed in the world of work. To prepare you with the knowledge and skills needed to succeed in today’s dynamic work environment, these workplace competencies and foundation skills have been designed into the curriculum of HRPO 2307.

Workplace Competencies:

1. Manage Resources: Time, human resources
2. Exhibit Interpersonal Skills: Participates as a member of a team, teaches others, exercises leadership, works with cultural diversity.
3. Works With Information: Acquires and evaluates information, organizes and maintains information, communicates information, uses computers to process information.

Foundation Skills:

1. Demonstrate Basic Skills: Reading, writing, listening, speaking.
2. Demonstrate Thinking Skills: Creative thinking, decision making, problem solving, knowing how to learn, reasoning.
3. Exhibit Personal Qualities: Responsibility, social, self-management, integrity and honesty.
<table>
<thead>
<tr>
<th>Week</th>
<th>Lesson/Topic</th>
<th>Chapter/Pages</th>
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</table>
| 1    | Course Introduction & Orientation  
      L- 1 What is Organizational Behavior? | Ch 1 pp 2-30 |
| 2    | L- 2 Diversity in Organizations  
      Attitudes and Job Satisfaction | Ch 2 pp 38-59  
      Ch 3 pp 70-89 |
|      | *** SEPTEMBER 4 *** LABOR DAY HOLIDAY *** CAMPUS CLOSED *** | |
| 3    | L- 3 Emotions and Moods  
      Personality and Values | Ch 4 pp. 98-121  
      Ch 5 pp 132-156 |
| 4    | L- 4 Perception and Individual Decision Making | Ch 6 pp 166-191 |
|      | **Test #1 Due (L 1-4)**  
      9/16/17 (S) completed by 3:30 PM | **Mini-Project #1 Due**  
      9/15/17 (F) by 12:00 noon |
| 5    | L- 5 Motivation Concepts | Ch 7 pp 202-230 |
| 6    | L- 6 Motivation: From Concepts to Applications | Ch 8 pp 240-264 |
| 7    | L- 7 Foundations of Group Behavior | Ch 9 pp 274-302 |
| 8    | L- 8 Understanding Work Teams | Ch 10 pp 312-331 |
|      | **Test #2 Due (L 5-8)**  
      10/14/17 (S) completed by 3:30 PM | **Mini-Project #2 Due**  
      10/13/17 (F) by 12:00 noon |
| 9    | L- 9 Communication | Ch 11 pp 340-365 |
| 10   | L-10 Leadership | Ch 12 pp 374-405 |
| 11   | L-11 Power and Politics | Ch 13 pp 418-443 |
| 12   | L-12 Conflict and Negotiation | Ch 14 pp 452-476 |
|      | **Test #3 Due (L 9-12)**  
      11/11/17 (S) completed by 3:30 PM | **Mini-Project #3 Due**  
      11/10/17 (F) by 12:00 noon |
| 13   | L-13 Foundations of Organization Structure | Ch 15 pp 486-510 |
|      | **NOVEMBER 23-26***THANKSGIVING HOLIDAY***CAMPUS CLOSED*** | |
| 14   | L-14 Organizational Culture | Ch 16 pp 518-541 |
15  L-15 Organizational Change and Stress Management  

Ch 18 pp 588-619

Mini-Project #4 Due 
12/1/17 (F) by 12:00 noon

16 Test #4 Due (L pp13-15) 
12/5/17 (T) completed by 7:00 PM

GRADING SCALE:

A = 720 to 800 points 
B = 640 to 719 
C = 560 to 639 
D = 480 to 559 
F = Less than 480 points

GRADING CRITERIA:

1. Required points may be earned in this course through examinations and completing mini-projects.
   
   A. Examinations - (4) four each worth 150 points over the designated learning objectives for the included lessons. Exams will be a combination of true-false, multiple choice and essay questions.
   
   B. Mini-Projects - (4) four each worth 50 points. The mini-projects are from a list provided in this syllabus on page 6. The format for the mini-projects is provided on page 7 of this syllabus.

2. Optional points may be earned in this class through projects, outside reading, or other assignments. The combination of optional points is worth up to a total of 80 points during the semester. Your instructor will specify the method of earning these points.

OPERATING POLICIES:

Attendance Policy - You determine how much time you need to spend in order to complete your course work. NOTE: CLASS ATTENDANCE AND COURSE PROGRESS IS THE RESPONSIBILITY OF THE STUDENT. REGULAR AND PUNCTUAL CLASS ATTENDANCE IS EXPECTED OF ALL STUDENTS AND DIRECTLY CORRELATES TO STUDENT SUCCESS.

Examination Policy - Examinations will be given in the Test Center, S080. Examinations should be taken within the timeframe on the course schedule. Study and be prepared. Test Center hours are: M-R 8:00 AM-7:00 PM, F-S 8:00 AM-3:30 PM. Last test is issued one hour before closing. Prior to testing, you will need to obtain a Test Permission Slip from your instructor.

Late Work - Mini-projects are due prior to taking the unit tests. No work will be accepted after the conclusion of the appropriate test. The last day to turn in any written work for a grade is Friday, December 1, 2017.
Completing Required Work - All required case assignments and exams must be completed. **No optional points will be given if any required case assignment or exam has not been completed for a grade.**

Cover Sheet - Each mini-project or assigned work must have a properly filled out cover sheet. Cover sheets are available in the M & M Center. The cover sheet will be stapled to the project prior to turning it in for grading.

Test Essay Answer Sheets - The Test Center has specific forms to be used when answering essay questions. Each student will be given three (3) pages when picking up test forms. Properly fill out pages per instructions. Do not write on the back. If three pages are not enough, ask an attendant for more.

For information on DCCCD and Brookhaven College institutional policies required as an addendum to this syllabus, go to [Syllabus Addendum](http://www.brookhavencollege.edu/syllabusaddendum). It is your responsibility to familiarize yourself with this information and to make sure that you are in compliance.

Management and Marketing Center Location and Hours
Room: M 206
Hours: M - R 9:00 AM - 3:00 PM, 5:00 PM - 9:00 PM
F 9:00 AM – 12:00 noon
REQUIRED MINI-PROJECTS

The mini-projects are listed in four groups to correspond to the four test units. You must complete both of the cases for each test group.

Group I - Test 1 - Required - Case Incidents in the Textbook - Due by designated due date
Both:   A. The Upside of Anger?, pp. 125-126
        B. Natural Disasters and the Decisions that Follow, pp. 195-196

Group II - Test 2 - Required - Case Incidents in the Textbook - Due by designated due date
Both:   A. Bullying Bosses, pp. 233-234
        B. Toyota’s Team Culture, p. 334

Group III - Test 3 - Required - Case Incidents in the Textbook - Due by designated due date
Both:   A. Dressing For Success, pp. 446-447
        B. David Out-Negotiating Goliath: Apotex and Bristol-Myers Squibb, pp. 480-481

Group IV - Test 4 - Required - Case Incidents in the Textbook - Due by designated due date
Both:   A. Siemens’ Simple Structure - Not, p. 515
        B. Mergers Don’t Always Lead to Culture Clashes, pp. 545-546
MINI-PROJECT FORMAT

In preparing your case problems during the semester, please use the following directions:

1. Submit your cases with an M & M Center cover sheet.

2. At the top right-hand corner of each page type/print/write:
   A. Your name.
   B. Your Student I.D. number.
   C. The page number (i.e., page 1, page 2).

3. In the top center of the beginning page for each case put:
   Organizational Behavior
   Chapter ________  Page ________

4. Each case problem has specific questions following the narrative. You must answer all questions in order to complete the case problem.

5. To answer the questions:
   A. Type/write the entire question, including the question number
   B. Type/write the word "Answer" below the question and then complete the answer
   C. Type/write the second question, etc.

6. In answering each question:
   A. Always explain your answer—never answer simply yes or no.
   B. Apply the concepts from the lesson and chapter material.
   C. Remember you are not giving your opinion—you are developing and informed answer to a management problem.
   D. Pretend that your "boss" has asked you to solve these problems and that you will be in line for a promotion if you prove to be a good problem solver.