

MGT 361 Organizational behavior
Fall 2009
Saturday 9:00am – 5:00pm



Faculty Name: Tod E. Skrzynski
Office Location: Jackson Community College
Office Hours: By Appointment
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Faculty Biography:

Master of Arts, concentration in Organizational Leadership, Siena Heights University, 2005

Bachelor of Applied Science, Machine Repair, Siena Heights University, 2003

Associates of Applied Science, Machine Repair, Jackson Community College, 1998

Associates of General Studies, Jackson Community College, 1996

Journeyman Machine Repairmen, Recognized by the United States Department of Labor.

Required Text:

ORGB, 1st Edition, Nelson and Quick, Southwestern (2009), ISBN-13: 978-0-324-58132-4

The Ropes to Skip and the Ropes to Know: Studies in Organizational Behavior, 7/E,
R. Richard Ritti and Steve Levy, John Wiley (2007), ISBN 978-0-471-73646-2
(Earlier editions of "Ropes" work too, just let me know if you have an earlier edition)

Course Description:

Students gain a better understanding of human behavior among individuals, within groups and in organizations. Through cases, self-assessments and experiential exercises they develop their capacity to increase job performance, work satisfaction and organizational commitment. For workplaces of fewer boundaries, greater differences, rapid change, shifting loyalties and ethical dilemmas, students develop skill in managing teams, stress, conflict, change, politics, careers and organization cultures.

Course Objectives:

To see human behavior in organizations from both the technical-rational and cultural- interpretive perspectives

To become skilled at understanding the meaning of organizational events and accurately interpreting those events

To view the organization as a system in both its formal and informal dimensions

To manage change in organizations and its effects upon our working lives

To become a lifelong learner and critical consumer of organizational behavior ideas

BAM Major Learning Outcomes

- Communication—ability to express ideas in writing, verbally and visually
- Creativity—ability to develop original ideas or use common solutions in uncommon ways
- Analytical ability—effectively separate a complex problem or situation into its component parts in order to identify solutions
- Integrative thinking—ability to detect interrelationships among components parts and assess their importance in creating solutions

Both your case studies and exam essay questions measure your analytical ability and integrative thinking. Cases also reflect your mastery of communication and creativity.

Assignments / Text

The student is responsible for reading and understanding all assigned text chapters. You are responsible for seeking clarification on issues in question or those unfamiliar to you. The instructor will help you understand concepts and present selected topics.

Case Studies

All written assignments will be written with an analytical approach that demonstrates insights and understandings about the topic. You will also be responsible for giving an oral presentation (individually and in groups) to substantiate your position regarding your prepared case.

Writing Criteria for all Reports:

Each writing assignment due in this class will be comprised of the following criteria:

- Each report will follow the A.P.A. format typed and double-spaced utilizing one (1) inch margins and size twelve (12) font in Times New Roman.
- A cover sheet as well as a reference section will be required and **are not** included in the length of the assigned papers. The cover sheet will include the assignment title, course number, your name, instructors name and date submitted.
- The student will be expected to use at least one reference per each typed page (when applicable).
- All pages are to be numbered accordingly.
- The student will demonstrate content mastery of course material through the use of other in-class writing assignments as deemed appropriate by the instructor. Further details will be given in class.

It is highly recommended that you engage the assistance of a friend, colleague or family member to proof read your work. Your grade on an assignment will be reduced should an excessive number of errors be discovered.

Participation:

Each student is expected to participate in all class discussions, case analysis, problem solving sessions and team initiatives. Your class participation comes through volunteering significant information as well as all class activities deemed necessary by the instructor.

Tests/Quizzes

All tests and/or quizzes are to be completed in class. The test/quiz material will be taken from the assigned chapters and from material presented in class.

Assignments / Projects

All assignments and/or projects must be received by the due date. **NO LATE ASSIGNMENTS AND/OR PROJECTS WILL BE ACCEPTED.**

Attendance Policy:

The student will be expected to attend all class sessions, to arrive and leave on time. An absence does **not** excuse the student from the responsibility of assigned work and/or class projects. Understandably, there are mitigating circumstances associated with each absence; therefore, it is at the full discretion of the instructor to determine whether or not the absence is to be excused. **If you miss one Saturday class, your final grade will be lowered by one full grade. If you will miss one class session, it is your responsibility to contact the instructor and make arrangements for missed assignments *before* your absence, not after the absence has occurred.**

In a business organization, management expects that assigned work will be completed on time and to the highest standards. There are severe penalties for failing to meet that expectation. Likewise, there are attendance penalties associated with this class that could affect your final grade.

Late Work:

NO LATE WORK WILL BE ACCEPTED. All homework and class assignments are due at the beginning of class on the due date unless otherwise specified by the instructor. **If you will miss one class session, it is your responsibility to contact the instructor and make arrangements for missed assignments before your absence, not after the absence has occurred.**

Other Teaching Methods:

Lectures, movies and power point presentations will be used to introduce, explain and summarize subject matter, as well as emphasizing current verbal and nonverbal communication organizational issues. Each student will be responsible for reading and understanding all assigned text chapters and handouts.

Preferred Communication Methods:

The best way to contact me is via e-mail, I will respond at my earliest convenience. I am also available to meet with you either before or after class; please email me to schedule a meeting.

Grading Policy and Scale:

A total of 400 points are available to each student in order to successfully complete the educational requirements for this class.

In-class participation.....100 Points (25pts. per class session)

Final Report.....25 Points

Final Presentation.....25 Points

Three case Studies.....25 Points each (75 total points)

Three Quizzes.....10 Points each (30 total points)

Final Exam.....45 Points

<u>Points</u>	<u>Letter Grade</u>
380 - 400	4.0
359 - 379	3.5
338 - 358	3.0
317 - 337	2.5
296 - 316	2.0
275 - 295	1.5
254 - 274	1.0
Below 253	0

Academic Dishonesty:

Academic dishonesty is unethical behavior that violates the standards of scholarly conduct as found in the Siena Heights Honor Code of Conduct in the student handbook. If proven, any student who intentionally violates these codes will receive a failing grade in this class and written notification will be sent to the Dean of Siena Heights University at the Jackson Campus.

Plagiarism is the failure to give credit for the use of material from outside sources. It includes, but is not limited to, verbatim use of a quote without quotation marks and adequate documentation. Submission of a paper prepared by another person as one’s own work. Using the ideas, facts, words or data of someone else and claiming them as your own or not documenting ideas, facts, words or data gathered during research. It is the full responsibility of the student to fully comprehend the Siena Heights University Academic Dishonesty Policy as found in the Undergraduate Catalog.

Special Needs Students/Disabilities:

If a student is in need of an accommodation based on the impact of your disability, you should contact me to arrange an appointment. At the appointment we can discuss the course format, anticipate your needs and explore potential accommodations. I rely on the Office for Students with Disabilities for assistance in verifying the need for accommodations and developing accommodation strategies. If you have not previously registered with the Office for Students with Disabilities, I encourage you to do so. As a reminder, requests for accommodations are not retroactive.

Further Student Responsibilities:

- All students are expected to come to class fully prepared for each class session. It is not unreasonable for the student to expect at least two (1) hour of outside study for every hour spent in the classroom.
- Students are not permitted to bring guests to the class without prior permission from the instructor.
- Rude and/or obnoxious behavior toward another student or the instructor will not be tolerated under any circumstances. Appropriate measures will be taken in such cases.
- Cell phones, pagers or any other type of potentially disruptive electronic devices must not disrupt the class. Therefore, all cell phones, pagers or any other type of electronic devices must be turned off or set to vibrate while the class is in session. The instructor will allow ample time for students to contact those in need.

Tentative Course Schedule and Assignment List:

Week	Date	Assignment
1	September 12, 2009	Introductions / Syllabus review. Power Points. Quiz #1
2	October 24, 2009	Case Study #1 Due Power Points. Quiz #2 Discussion on chapters 5 - 8. Read chapters 9 - 12 for next time.
3	November 14, 2009	Case Study #2 Due Power Points. Quiz #3 Final Report / Presentations (<i>Tentative</i>)
4	December 12, 2009	Case Study #3 Due Power Points. Final Report / Presentations. Final Exam

** The syllabus is not all-inclusive and the instructor reserves the right to deviate as needed.*