

Fundamentals of Management and Organizational Behavior

Greensheet/Syllabus Winter Session 2012
College of Business, San Jose State University

1. Course Information:

Instructor: Camille Johnson

Department: Organization and Management

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|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Class Hours & Location: | Monday – Friday, 1-4pm See schedule for on-line and in-class days |
| Office Hours: | After class, by appointment |
| Office Location: | BT 359 |
| Office Phone: | 924-3416 (email preferred) |
| E-mail (preferred): | Camille.johnson@sjsu.edu INCLUDE THE WORDS "Bus 160" in the subject heading of all emails or <u>you will not receive a response</u> |
| Website | Desire2Learn |

George & Jones (2011). Understanding and Managing Organizational Behavior, 6/E. Prentice Hall.
CUSTOM BOOK AVAILABLE IN THE BOOKSTORE

| Assignments | Points per assignment | Total points | % of grade | Purpose of Assignment |
|------------------------|-----------------------|--------------|------------|------------------------------------------------------------|
| 4 On-line activities | 10 pts each | 40 | 15% | Writing and Analysis skills (40% of grade) |
| 7 In-Class Assignments | 10 pts each | 70 | 25% | |
| 12 Blog entries | 5 pts | 60 | 22% | Participation, reflection (22% of grade) |
| 3 quizzes | 10 | 30 | 11% | Comprehension and Recall of Knowledge (38% of grade) |
| 2 exams (on-line) | 75 pts | 75 | 27% | |
| TOTAL POINTS | | | | |

Assignment Details:

Reflection Assignments (Blogs)

Each day, you will complete a reflection assignment on the blog on D2L. The assignment requires a 200 word blog entry linking the days' topic to your own personal goals, as outlined on the first day of class.

In-class and On-line assignments

This is an experiential class. That is, you will be completing in-class activities and, on occasion, there will be written portions to those activities which will be turned in at the end of class. If you are not present in class, there is no way to make up those assignments.

Exams/Quizzes

There will be 2 Examinations, each covering approximately six class meetings. There will be no make ups for the exams. Exams will be multiple choice. Quizzes will cover a single chapter and be short answer.

No late work will be accepted.

Tentative course calendar: SUBJECT TO CHANGE WITH FAIR NOTICE

| Date | Reading Assignment | Where | Other assignments/activities |
|------------------|-------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------|
| Week 1 | | | |
| Tues Jan 3 | Introduction to Course What is Organizational Behavior Individual differences | In class | In-class activity #1 (Personal Goals) |
| Wed Jan 4 | Managing Stress and Work-Life Balance Moods and Emotions | On-Line | On-line exercise #1 |
| Thurs Jan 5 | Values, Attitudes The Nature of Work Groups and Teams | In class | Quiz: Stress and Work-Life Balance In-class activity #2 |
| Fri Jan 6 | Effective Work Group and Teams Exam #1 | On-Line | Exam #1 (History of OB, Individual Differences, Stress, & Work Attitudes, Nature of Groups) |
| Week 2 | | | |
| Mon Jan 9 | Communicating Effectively in Organizations | In-class | In-class activity #3 |
| Tues Jan 10 | Perception, Attrib and Diversity | In-class | In-class activity #4 |
| Weds Jan 11 | Decision-Making | On-Line | On-line exercise #3 |
| Thurs Jan 12 | Power, Politics, Conflict and Negotiation | In-class | Quiz: Decision-Making In-class activity #5 |
| Friday Jan 13 | Nature of Work Motivation Creating a Motivating Work Setting Exam #2 | On-Line | Exam #2 (Effective Groups, Communication Perception, Decision-Making, Power & Politics) |
| Week 3 | | | |
| Tues Jan 17 | Organizational Culture and Ethics | In-class | In-class activity #6 |
| Weds Jan 18 | Org Design and Structure Org Change and Development | On-Line | On-line exercise #4 |
| Thurs Jan 19 | Leaders and Leadership | In-class | Quiz: Organizational Design In-class activity #7 |
| Fri Jan 20 | Exam #3 | On-line | Exam #3 (Communication, Culture, Ethics, Design, Change, Leadership) |

Course Etiquette

Classroom

- Please be on time. If you are late, come in quietly so that you do not disturb others.
- Please do not hold side conversations when other students or the Instructor is addressing the class.
- In general, it is expected that all members of this class will act respectful at all times.
- When in doubt, simply treat others as you would wish to be treated.
- Please turn cell phones off or put them on vibrate mode while in class. Do not answer your phone in class or text in class. **It is rude and distracting.** If you want to succeed in this class, you need to be in class, 100%.

Computer Use:

In the classroom, students may use computers only for class-related activities. Students will be told when it is appropriate to use the computers. At times, students will be told to close their laptops. If you don't want to listen, if you don't want to participate, then don't sit in class and distract others. Go home. Or, drop the class.

Formal Course Description

This course provides a foundation for major topics in management and organizational behavior by surveying theories and practices relating to managerial roles, organizational cultures, fundamental strategic issues, planning, team building, communication, motivation, leadership, decision-making, control, structure and change.

Course Objectives:

- Gaining a better understanding of yourself and others
- Developing an understanding of basic behavioral theory and its application to contemporary organizations.
- Developing the conceptual and analytical framework to become a diagnostician of organizational systems, structure, and processes.
- Enhancing critical thinking skills through application of concepts, theories, and frames of reference by active participation in class discussions, cases and simulations.
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Learning Objectives:

- Understand management at three levels: individual, small group, and organization
- Ability to articulate the roles played by managers and the external and internal forces affecting the performance of those roles.
- Describe the role of cultures and their impact on organizations.
- Understand the internal and external forces influence team effectiveness, interpersonal communication, and motivation and apply appropriate solutions to organizational challenges based upon those forces.
- Describe organizational structure, change, and development
- Leadership

College of Business Program Goals – All are met by good performance in this class.

I. Business Knowledge

- To understand the fundamental principles of essential business **functions and the relationship of business to individuals, government, society, and other organizations**
- To obtain specialized knowledge of a single business discipline or functional area

IIa. Business Skills - Communication, Leadership and Ethics

- To express ideas clearly, logically, and persuasively in oral and written communication
- To comprehend the challenges and opportunities of working effectively with other people in a diverse environment
- To demonstrate awareness of how ethical issues and responsibilities affect decisions and actions

IIb. Business Skills - Critical Thinking and Analysis

- To comprehend and critically evaluate information presented in written and numeric form
- To analyze complex, unstructured qualitative and quantitative problems, using appropriate tools and technology

Grading information:

| Percentage | Letter Grade |
|---------------|--------------|
| 94% and above | A |
| 93% - 90% | A- |
| 89% - 87% | B+ |
| 86% - 84% | B |
| 83% - 80% | B- |
| 79% - 77% | C+ |
| 76% - 74% | C |
| 73% - 70% | C- |
| 69% - 67% | D+ |
| 66% - 64% | D |
| 63% - 60% | D- |
| below 60% | F |

Please note, 4% of points can make the difference between a D+ and C. Just 25 points. Every point counts, every assignment counts.

If you feel that you are not doing as well in this class as you would like, talk to me before you are failing. Talk to me AS SOON AS POSSIBLE. And, do the easy assignments like the OLAs.

Students who are failing WILL NOT be given extra assignments to make up for missed ones. If external factors are getting in the way of your doing your work for class, TALK TO ME.

Do NOT give up on this class at any time. Get help, instead.

Academic Honesty:

You are in this class to learn. If you don't want to learn, don't take the class. This is the most valuable class you will ever have. Approach it with sincerity and integrity. Respect yourself, your classmates, and me.

Course accommodations

This course is reading and writing intensive, although there are ample opportunities for learning and demonstrating learning through other modalities.

If you have a counselor at the Disability Resource Center or have any additional needs or considerations of which you believe I should be aware, you will have an opportunity on the first on-line assignment to tell me about these considerations. Tell me **now**, not later. You will not be able to retroactively ask for accommodations or revisions of already graded work.

If you believe that you may need some accommodations for a disability, visit the DRC

http://www.drc.sjsu.edu/student_services/.

University, College, or Department Policy Information:

You are responsible for understanding the policies and procedures about add/drops, academic renewal, withdrawal, etc. found at <http://www2.sjsu.edu/senate/S04-12.pdf>

Academic integrity statement (from Office of Judicial Affairs):

Your own commitment to learning, as evidenced by your enrollment at San José State University and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty are required to report all infractions to the Office of Judicial Affairs. The policy on academic integrity can be found at

<http://www2.sjsu.edu/senate/S04-12.pdf>

From the Judicial Affairs website at <http://www2.sjsu.edu/senate/plagiarismpolicies.htm>

1.0 DEFINITIONS OF ACADEMIC DISHONESTY

1.1 CHEATING

At SJSU, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at SJSU includes but is not limited to:

- 1.1.1. Copying, in part or in whole, from another's test or other evaluation instrument including homework assignments, worksheets, lab reports, essays, summaries, quizzes, etc.;
- 1.1.2. Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy;
- 1.1.3. Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;
- 1.1.4. Using or consulting, prior to, or during an examination, sources or materials not authorized by the instructor;
- 1.1.5. Altering or interfering with the grading process;
- 1.1.6. Sitting for an examination by a surrogate, or as a surrogate;
- 1.1.7. Any other act committed by a student in the course of their academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

1.2 PLAGIARISM

At SJSU plagiarism is the act of representing the work of another as one's own without giving appropriate credit, regardless of how that work was obtained, and/or submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:

- 1.2.1 The act of incorporating the ideas, words, sentences, paragraphs, or parts of, and/or the specific substance of another's work, without giving appropriate credit, and/or representing the product as one's own work;
- 1.2.2 Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works as one's own.

Campus policy in compliance with the Americans with Disabilities Act:

If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities register with DRC to establish a record of their disability.

College of Business Policies and Procedures:

Check the url at http://www.cob.sjsu.edu/cob/5_STUDENT%20SERVICES/cobpolicy.htm

To ensure that every student, current and future, who takes courses in the **Boccardo Business Center**, has the opportunity to experience an environment that is safe, attractive, and otherwise conducive to learning, the College of Business at San José State has established the following policies:

Eating:

Eating and drinking (except water) are prohibited in the Boccardo Business Center. Students with food will be asked to leave the building. Students who disrupt the course by eating and do not leave the building will be referred to the Judicial Affairs Officer of the University.

Academic Honesty:

Faculty will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty will provide additional information, ideally on the green sheet, about other unacceptable procedures in class work and examinations. Students who are caught cheating will be reported to the Judicial Affairs Officer of the University, as prescribed by [Academic Senate Policy S04-12](#).

Expectations about classroom behavior; see [Academic Senate Policy S90-5](#) on Student Rights and Responsibilities.