

California Lutheran University

Bachelor's Degree for Professionals

Course Number and Title:	BUS367-A1 – Behavior in Organizations
Term, Year:	Fall 2016, August 29 – November 14, 2016
Campus and Classroom:	Online
Online Class Sessions:	Wednesdays, 6:00 p.m. – 7:30 p.m. (Pacific Time)
Drop Dates:	Monday, September 12, 2016 Last day to drop without a “W” Last day to drop without financial penalty (100% tuition charge for classes dropped after this date)
	Monday, October 10, 2016 Last day to drop without academic penalty
Instructor:	John B. Crenshaw
Office Hours:	By appointment
Contact Information:	Email crenshaw@callutheran.edu Phone 805.558.9085

Course Description

An introduction to the methods and findings of the behavioral sciences on the persisting human problems of organizations. Attention is given to the roles of individual attributes, group dynamics and organizational structure in determining levels of performance at work. The current undergraduate catalog can be found at: <http://catalog.callutheran.edu/undergraduate/>
Prerequisite: Junior Standing

Textbook

Organizational Behavior: Improving Performance and Commitment in the Workplace, 5th Edition
Jason A Colquitt, Jeffery A LePine, Michael J. Wesson, ©2017, McGraw-Hill-Education, New York, NY, ISBN: 978-1-259-54509-2

Course Outcomes

More information on CLU’s institution-wide student learning outcomes as well as program learning outcomes may be found at http://www.callutheran.edu/assessment/student_learning_outcomes/syllabi.php.

At the end of this course, students will be able to:

- 1) *Correctly use concepts related to behaviors in organizations.*

- 2) *Demonstrate the ability to analyze facts, recognize specific types of organizational behavior, causes, and issues related to organizational effectiveness, and apply applicable theory as it relates to organizational behavior.*
- 3) *Compare and contrast organization process approaches, analyze problems, and develop recommendations for improving organizational performance.*
- 4) *Solve business problems from an organizational development perspective.*

The goals and objectives identified above will address the following California Lutheran University Student Learning Outcomes, which will be assessed as follows:

<u>Student Learning Outcome</u>	<u>Assessment</u>
a. Creative and Critical Thinking	Discussions, case studies, exercises, term project
b. Information Literacy	Exercises, term project
c. Written Communication	Written discussion posts, exercise paper, term project
d. Oral Communication	Live chats, case studies, exercises, oral presentation
e. Interpersonal and Teamwork Skills	Discussions, case studies, exercises
f. Principled Leadership	Discussions, case studies, exercises, term project
g. Cross-cultural Competency	Discussions, case studies, exercises, term project
h. Identity and Values	Discussions, case studies, exercises, term project

Note: (Exercises include exercise paper, term project & its various components)

Class Format

This course is a fully online course, meaning there are no face-to-face class meetings. However, there are mandatory weekly live chats (synchronous online class meetings). Live chats are generally scheduled for 1.5 hours. During the live chats, we will discuss events at students' workplaces, case studies, assignments, and other material related to the topic for that week.

Course Assignments/Requirements

Following are the assignments for this term.

Term Project

The term project requires you to apply selected aspects of your choice in organizational behavior learned in the course to an organization of your choice. For example, you might analyze the effectiveness of work teams in your organization and how they could be improved.

1. Review material on the organization and relevant literature available on the applicable aspects of organizational behavior.
2. Describe the organization and its approach to the selected dimension(s).
3. Analyze the strengths and weaknesses of the current approach in the organization, citing relevant research and theories.
4. Propose improvements in the current approach.

To support this term project, various assignments are to be submitted throughout the term. These include a topic selection paper, an annotated bibliography, an oral presentation, and the term project paper itself.

Organization & Topic Selection Paper – One to two pages, double spaced. Identify the organization to which you will apply your study, including the size, short history, and the culture as you understand it. Identify the specific topic you will research and apply to this organization. Include an explanation of why you selected this organization and topic. This paper is to be written in APA style. Due week three. A cover page, abstract, and bibliography are not required for this short paper.

Annotated Bibliography – Two to three pages, double spaced. Each reference should be identified in APA style followed by a short 5-8 line critical analysis of each study or article. Empirical studies of the topic are recommended over opinion-based articles. Sources for the organization do not have to be empirical. The specific information will be provided in the Blackboard course site. Due week eight.

Oral Presentation – It is very likely that it may be necessary to break the project presentations into two sessions over the last two weeks during the online meeting time. Given the class size, presentations should be a MAXIMUM of 8 minutes. The presentation should include the name of the organization and the topic selected and why you selected it, brief information on the organization, the current system, and a summary of the final recommendations and the reasons for them. Due weeks 10 and 11.

Term Project Paper – Ten to fifteen pages. APA style. Final projects must be submitted via Blackboard. Due Friday of week 11.

Discussion Boards

Each week there are two discussion questions and you **MUST** *respond* to both. There are three components:

1. Initial Response – You will need to provide a thorough and meaningful response to these questions, by *Wednesday* of the week. To ensure your comments are substantive, they must be a minimum of 150 words each.
2. Replies – You also are to *reply* to at least **TWO** other students' responses to **EACH** question (a total of 4 replies weekly) with meaningful comments not later than *Saturday at noon* of the week. To ensure your comments are substantive, they must be a minimum of 75 words each.

Be sure to reply first to any student who does not already have two replies. If all students already have two replies, then you can reply to anyone. This is to ensure all students receive replies to their initial responses.

3. Addressing Replies – To ensure we are having a dialogue, look back and *address* at least one reply to your initial post for each discussion question that week. These replies must be a minimum of 25 words and are due by Sunday night. You should also answer any questions posed by other students in their replies. If the answer is short due to the nature of the question, then you will still need to reply to another student's post with the required minimum words.

I will also provide comments and may ask questions, so you can count a reply address to me as one of the third contributions to the post.

Be sure to start your replies and addresses with the name of the person to whom you are replying to or addressing a response to a reply. Please adhere to the deadlines shown, to provide sufficient time for each of these three steps weekly.

I'm looking for your own interpretation and application of the material in analyzing and responding to the initial posts, and replying to and further addressing other students. To be clear regarding the word counts, the greeting to the person and the words, "good post," or "thanks for your post" will not be counted. The purpose of this minimum word requirement is to ensure a substantive and meaningful dialogue.

Case Studies

Each chapter has a case study. You are to read the one that will be assigned to you each week, and answer the questions at the end of it. When there is only one chapter assigned, I'll add another case study. Your written answers are to be thorough and apply the material being learned. You will post them on Blackboard and you will need to be prepared to discuss them during our live chat sessions. All students are expected to participate in these discussions.

Exercise Paper

There will be an intercultural communications exercise on which you will write in APA style a two to three-page, double-spaced paper that will be due in week seven. It will be discussed in our following live chat session. Information on this paper will be provided in our Blackboard course site.

Class Schedule

Each week, except week 11, there will be two discussion questions and one case study per student.

Date	Week	Topics	Reading/Assignments Due
8/29	1	What is Organizational Behavior? Job Performance	Colquitt: Chapters 1 & 2
9/5	2	Organizational Commitment Personality and Cultural Values	Colquitt: Chapters 3 & 9
9/12	3	Stress Motivation	Colquitt: Chapters 5 & 6 Organization & Topic Selection Paper
9/19	4	Learning and Decision Making Ability	Colquitt: Chapters 8 & 10
9/26	5	Job Satisfaction Trust, Justice, and Ethics	Colquitt: Chapters 4 & 7
10/3	6	Teams: Characteristics and Diversity	Colquitt: Chapter 11 Watch the movie <i>Hoosiers</i>
10/10	7	Teams: Processes and Communication	Colquitt: Chapters 12 Exercise Paper
10/17	8	Leadership: Power and Negotiation Leadership: Styles and Behaviors	Colquitt: Chapter 13 & 14 Annotated Bibliography
10/24	9	Organizational Structure	Colquitt: Chapter 15
10/31	10	Organizational Culture Term Project Oral Presentations	Colquitt: Chapters 16 Term Project – Oral Presentations
11/7	11	Term Project Oral Presentations	Term Project – Oral Presentations & Paper

Student Workload/Carnegie Hours

The expectation is that a 4-credit course will meet for 50 hours of instructional time and will have about 100 hours of out-of-class work (homework).

- Since our online 4-credit course will meet in the weekly live chat sessions for about 16 hours and 30 minutes during the term, the remaining 33 hours and 30 minutes of instructional time need to be handled via online instructions (flipped classes, discussion boards, etc.).
- There should be approximately 9 hours of homework per week to comprise the 100 hours required for the term. Of course this may vary depending on the student and the week.

Following is the anticipated time required for the activities in this course:

Activity	Instructor-led Hours		Independent Hours		Remarks
	Weekly	Course	Weekly	Course	
Live Chats	1.5 hrs.	16.5 hrs.			
Discussion Board (Blackboard)	3.5 hrs.	35 hrs.			
Pre-recorded Lectures			1 hr.	10 hrs.	1-2 weekly = 16
Reading			5 hrs.	40 hrs.	1-2 chap./wk. = 16
Case Studies			1 hr.	10 hrs.	
Exercise Paper				2.5 hrs.	
Movie: <i>Hoosiers</i>				2.5 hrs.	
Term Project Components:					
Organization & Topic Selection Paper				2.5 hrs.	
Annotated Bibliography				2.5 hrs.	
Presentation Preparation				3 hrs.	
Term Project Paper				30 hrs.	
Total	5 hrs.	51.5 hrs.		103 hrs.	

Grading

<u>Assignment</u>	<u>Points</u>	<u>Percentage</u>
Discussion Boards (10 wks.):		
Responses 2/wk. @ 5 pts. ea.	100	10%
Replies 4/wk. @ 2.5 pts. ea.	100	10%
Case Studies 1/week @ 20 pts. ea.	200	20%
Exercise Paper	100	10%
Term Paper Components:		
Organization & Topic Selection Paper	50	5%
Annotated Bibliography	50	5%
Oral Presentation	50	5%
Term Project Paper	200	20%
Participation –live chats	150	15%
Total	1,000	100%

GRADES	POINT RANGE
A	930 – 1,000
A-	900 – 929
B+	870 – 899
B	830 – 869
B-	800 – 829
C+	770 – 799
C	730 – 769
C-	700 – 729
D+	670 – 699
D	630 – 669
D-	600 – 629
F	599 & below

Late Work, Make-up Work and Extra Credit

It's important to inform me ahead of time if you're going to be late with an assignment. Late work accepted may be penalized 5% of its total points *per day* late. I do not provide make-up or extra credit assignments. There will be no extensions of the due date for the Term Project Presentation or Paper.

Attendance Policy

Due to the importance of our live chat sessions, you may lose 15 participation points each for each live chat missed and if you miss more than two, you may fail the course. Having said that, I recognize significant life events can occur. Should you experience such a problem, please notify me as soon as possible that you will not be attending and the general reason. We want students to get the maximum benefit from this class. As is the case with any worthwhile endeavor, what's gained from it, is a product of the effort expended on the endeavor. The material discussed and your participation in these sessions are essential to your understanding of this subject and vital to all students' learning from one another's experiences and perspectives.

Note that while you are expected to attend these sessions, in the event a session cannot be attended, you may review the archived sessions through the Blackboard courseroom access and email me a written summary with your comments for up to 13 participation points. *However, this cannot substitute for actual live chat attendance on a regular basis.*

Cal Lutheran Online Technology Requirements

In order to participate in a fully online course at California Lutheran University, you will need the following hardware, software, and capabilities. These are the minimum requirements; specific courses may have technological needs above and beyond this list.

1. If you have a Windows operating system
 - a. Browser: Firefox or Chrome
 - b. Java 7 or Java 8
2. If you have a Mac OS or Ubuntu
 - a. Only use Firefox
 - b. Oracle Java 7
3. Linux
 - a. Only use Firefox
 - b. Java 7 or Java 8
4. Blackboard Collaborate Launcher (can download when you first attempt join a Collaborate room in your Blackboard course)
5. 256 MB RAM
6. 20 MB free disk space
7. Internet Access - 28.8 kbps speed or above (Broadband connection highly recommended)
8. Soundcard
- 9. A headset with microphone/headphones**
10. Program(s) that can send and open .doc, .ppt, and .pdf documents
11. Optional:
 - a. Webcam (recommended)
 - b. Blackboard Learn App
 - i. Download from your devices' app store, select California Lutheran University as the school and sign in via MyCLU

Check your OS and internet browser at: www.thismachine.info

Course Evaluations Statement

All course evaluations are conducted online and are anonymous. Your feedback is important to us, so please complete one. You will receive an email message reminding you when the website is open for your feedback. The link is: <http://courseval.callutheran.edu>

Disability Statement

California Lutheran University is committed to providing reasonable accommodations in compliance with ADA of 1990 and Section 504 of the Rehabilitation Act of 1973 to students with documented disabilities. If you are a student requesting accommodations for this course, please contact your professor at the beginning of the semester and register with the Disability Support Services Coordinator, Wendy Jimenez, for the facilitation and verification of need. The Disability Support Services Coordinator is located in the Center for Student Success Office at 3259 Pioneer Street, and can be contacted by calling 805.493.3878 or emailing wjimene@callutheran.edu

Statement on Academic Honesty

The educational programs of California Lutheran University are designed and dedicated to achieve academic excellence, honesty and integrity at every level of student life. Part of Cal Lutheran's dedication to academic excellence is our commitment to academic honesty. Students, faculty, staff and administration share the responsibility for maintaining high levels of scholarship on campus. Any behavior or act which might be defined as "deceitful" or "dishonest" will meet with appropriate disciplinary sanctions, including dismissal from the University, suspension, grade F in a course or various forms of academic probation. Policies and procedures regarding academic honesty are contained in the faculty and student handbooks.

Plagiarism, cheating, unethical computer use and facilitation of academic dishonesty are examples of behavior which will result in disciplinary sanctions. Plagiarism includes, but is not limited to:

- word for word copying without using quotation marks or presenting the work as yours
- using the ideas or work of others without acknowledgement
- not citing quoted material. Students must cite sources for any information that is not either the result of original research or common knowledge.

Standards of Student Conduct Statements:

- [Student Life Handbook](#)
- [Academic Honesty Statement](#)

University Harassment Policy

Be civil to each other, both on- and offline. For information on the University's **student harassment policy and rights, please go to the following link:**
[Student Life Handbook](#)

Sexual Misconduct

California Lutheran University does not tolerate any degree of sexual misconduct on or off-campus. We encourage you to report if you know of, or have been the victim of, sexual harassment, misconduct, and/or assault. If you report this to a faculty member, she or he must notify Cal Lutheran's

Title IX Coordinator about the basic facts of the incident. More information about your options for reporting can be found at: <http://www.callutheran.edu/title-ix/>

Pearson Library

Pearson Library provides access to scholarly books, journals, ebooks, and databases of full text articles from scholarly journals. To begin using these materials, visit the library web page <http://www.callutheran.edu/library>

There are many ways to contact Pearson Library for research assistance, no matter where you are!

- Email Yvonne Wilber (Professionals liaison) at ywilber@callutheran.edu
- General Library email: CLUlibrary@callutheran.edu
- Library main phone: 805.493.3250
- Text us your question: 805.493.3867
- Get more help at: <http://www.callutheran.edu/library/help/>

Cal Lutheran Writing Center

The Writing Center provides 1:1 writing consultations, in-person and online, with trained undergraduate and graduate writing consultants. We welcome all writing-related projects at any stage of the writing process across the diverse disciplines of study at Cal Lutheran. The Writing Center also hosts writing workshops, provides in-class visits, facilitates writing groups, and offers a writer's studio option for longer, sustained projects. Services suit writers of all levels, including traditional undergraduates, graduate students from all fields, all English language learners, and accomplished scholars alike. All members of the Cal Lutheran community with an @callutheran.edu email address are welcome to make use of our services. For more information, please visit at www.callutheran.edu/writing_center or call 805.493.3257. Please schedule appointments online through MyCLU Blackboard with the yellow "The Writing Center" icon in "Tools," or stop by The Writing Center itself, located in the Darling Collaboration Suite of Pearson Library.

Veterans Resources

If you are a veteran, military member, or a family member of a veteran or military member, please refer to Cal Lutheran's Veterans Resources webpage for important information:

<http://www.callutheran.edu/veterans/>. Also, if you are a veteran receiving benefits and you are struggling in a class, you most likely qualify for free tutoring. Please contact the Veterans Coordinator, Jenn Zimmerman, veterans@callutheran.edu or 805.493.3648, for more information.

Help Desk

Students may contact the Help Desk about telephone, network, wireless network, software questions password problems, hardware problems, and general consultation (i.e. you cannot log into your MyCLU portal, or you are having problems with Blackboard). Please email specific details about your problems to helpdesk@callutheran.edu, click on the following link for more information http://www.callutheran.edu/iss/technology_services/helpdesk.php or call: 805.493.3698.

Final Note

This syllabus is subject to change. Every effort will be made to alert you to changes that occur in a timely manner.