

# California Lutheran University

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## Bachelor's Degree for Professionals

### BEHAVIOR IN ORGANIZATIONS

**BUS 367**

**Spring 2016**

**Thursdays 6-9:30PM**

**Swenson Room 105, Thousand Oaks**

**PROFESSOR:** Hari R. Date  
**OFFICE HOURS:** By Appointment  
**Contact information:** email: [hdate@callutheran.edu](mailto:hdate@callutheran.edu)  
Phone: (805-215-4402)

**TEXTBOOK:** Organizational Behavior, Robert Kreiter  
and Angelo Kinicki, 10<sup>th</sup> Edition,  
McGraw-Hill. ISBN 978-007802-9363

#### Important Dates

Spring Term 2016: Feb 29- May 12

Last day to drop (no financial penalty or "W"): March 14

Last day to withdraw ( no academic penalty): April 11

#### Website

Blackboard: [www.callutheran.edu/myclu](http://www.callutheran.edu/myclu)

The blackboard course website will include lecture slides, articles, assignments, instructions, course syllabus and your grades. You must also upload your paper assignments to blackboard. I will also make announcements to the blackboard announcements area so please check it regularly.

If you have any questions about the blackboard, please contact the Help Desk at [helpdesk@callutheran.edu](mailto:helpdesk@callutheran.edu) or call (805) 493-3698 for assistance.

**Course Description:**

Organizational behavior is the study of human behavior in organizations at the individual, interpersonal, group, and organizational levels. These forms of human behavior at these various levels interact to influence overall organizational performance in achieving goals and objectives. Your understanding of key principles and practices about human behavior in organizations, and the important role diversity plays, can help make you a more effective subordinate, manager, co-worker, team member, and organizational contributor, as well as greatly influence your personal career success.

**GOALS/OBJECTIVES:**

**Upon completion of this course, students will be expected to:**

1. Understand the concepts and theories behind Organizational Behavior
2. Apply OB concepts and theories to personal situations and plan for ongoing professional development.
3. Identify and demonstrate effective team and interpersonal behaviors.
4. Compare and contrast specific theories related to perception, motivation, ethical leadership, and organizational change.
5. Discuss and critique methods of motivating and rewarding individuals and groups.
6. Discuss the role diversity plays in improving organizational effectiveness.

**These educational objectives address the following California Lutheran University Student Outcomes:**

**Student Learning Outcomes**

**Assessment**

Professional Preparation	
a. Field Specific Knowledge and Experience	Quizzes, Midterm, and Final
b. Ethical and professional Judgment	Final paper
c. Interpersonal and Teamwork Skills	Class participation
Liberal Learning	
a. Written Communications Skills	Final paper, blackboard asgmt.
b. Oral Communication Skills	Class participation
c. Information Literacy	In class discussions
d. Understanding of Cultural and Global Diversity	In class discussions
Character and Leadership Development	
a. Appreciation of diversity	In-class group exercises
b. Growth in identity and values	Final paper
c. Principled leadership	Blackboard discussion

### **Course Evaluations Statement**

All course evaluations are conducted online. Your feedback is important to us. You will receive an email message reminding you when the website is open for your feedback.

The link is: <http://courseval.callutheran.edu>

### **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 CLU'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 of others without acknowledgement
- Failing to cite quoted material. Students must cite sources for any information that is not either the result of original research or common knowledge.

### **Statement for ADA Compliance**

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](mailto:wjimene@callutheran.edu)

### **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](mailto:ywilber@callutheran.edu)
- General Library email: [CLUlibrary@callutheran.edu](mailto: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/>

## **CLU 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](http://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](mailto: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](mailto:helpdesk@callutheran.edu), click on the following link for more information

[http://www.callutheran.edu/iss/technology\\_services/helpdesk.php](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 students to changes that occur in a timely manner.

This course requires active attention and participation. Your sources of learning will be varied, and will involve lectures, discussions, case analysis, text readings, audiovisuals, experiential exercises, movies, applied field research, quizzes, mid-term, a final exam, and personal reflection for future professional development.

## Carnegie Instructional 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).

- As our 4-credit courses meet for about 36-37 hours in-person, the remaining 13-14 hours 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 (of course this may vary depending on the week)

Activity	Instructor-Led Hours		Homework Hours		Remarks
	Weekly	Course	Weekly	Course	
Readings of required text			5	55	Over 11 weeks, uneven distribution
Weekly Classes	3 hr. 20 min.	36 hrs. 40 min.			Includes final exam
Article Assignment					Average, varies by student
Blog Post					Average, varies by student
Mid-term Prep				5	Average, varies by student
Discussion Board I		4			Average, varies by student
Discussion Board 2		4			
Quizzes		3			Average, varies by student
Final Paper		2 hrs. 20 min.		35	Average, varies by student
Final Exam Prep				5	Average, varies by student
<b>Total</b>		<b>50</b>		<b>100</b>	

\*\* In this chart the Carnegie Instructional Hours have already been converted to traditional clock hours; these are based on a 60-minute clock hour.

## **Quizzes**

You will be given regular weekly quizzes. There will be ten quizzes in total. These are intended to ensure that you read the required chapters on a weekly basis and to gauge each students' level of understanding of the topics being covered. Please be prepared for each class by reading the chapters listed in advance of the class being held. The quizzes will consist of multiple choice and true/false type questions.

## **Midterm**

A mid-term exam will be given which will consist of material from the first half of the semester. The format will be multiple choice and true/false questions.

## **Final Exam**

A final exam will be given which will consist of material from the 2<sup>nd</sup> half of the semester. The final will contain multiple choice and true/false questions.

## **Blackboard Discussions**

During the semester, you will be required to participate in 2 blackboard discussions.

The first will be a discussion about a leader of your choosing. You will briefly describe why you selected the particular person, what traits, behaviors, characteristics, styles etc. this person exhibits and point out at least one area the person could improve upon. Please try to pick someone who is relatively well known. You will post your responses on the blackboard and will be required to read and then respond to a minimum of 2 classmate posts regarding the person they selected. Please note that you may have questions posted to your original post, which you should respond to. These posts should be substantive in nature and thought provoking to challenge the response, push the response forward and/or add a different view point to the discussion. Simply saying "I agree" does not count as a response and will not be considered as a valid submission.

The second discussion topic will be selected in class. The same requirements regarding the responses will apply. We will discuss and determine the due dates for the blackboard responses within the first 2 scheduled classes.

## **Final Paper**

A final paper will be due on the last day of class. The topic is simple but can result in a very deep, thought provoking paper. The topic is

"Design the ideal organization. Use course concepts to defend your answer."

A short presentation will be expected by each student to fellow classmates. The presentations should be in power point format, and should be roughly 10 minutes in total length.

## **Quiz Make-Up Policy**

There will not be an opportunity to make-up missed quizzes. Unless under circumstances that warrant a make-up, students will receive a 0 score for missed quizzes.

**Late Policy**

Students who are habitually late will be counseled by the instructor and could have their final course grade adjusted down. The decrease amount will be determined based on your tardiness. You will be informed via email with warnings and as you approach a critical point where your grade will be effected.

**Attendance Policy**

It is important that students maintain good attendance. A student who misses more than two classes may have their final course grade reduced one grade level.

**GRADING: The following represents the relative weighting that your performance in various course-learning activities will have on your final grade:**

There is a total of 375 points in this course distributed amongst various activities. Please review the breakdown and description of each area.

Assessment	Number	Points Each	Points Total	Portion of Grade (approx.)
Weekly Quizzes	10	10	100	27%
Mid Term	1	50	50	13%
Final	1	50	50	13%
Final Paper	1	75	100	27%
Blackboard	2	25	50	14%
Participation	1	25	25	7%

**Final grades will be based on the total point percentages below.**

**92%-100%: A**  
**90%-91%: A-**  
**86%-89%: B+**  
**81%-85%: B**  
**79%-80%: B-**

**77%-78%: C+**  
**71%-76%: C**  
**69%-70%: C-**  
**65%-68%: D**  
**< 65%: F**

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If you are not performing at a level of at least a “C-, I will contact you to make an appointment to discuss how we can plan for performance improvement.

## **COURSE SCHEDULE**

<b>Date</b>	<b>Topic</b>	<b>Assignment</b>
3-3	Org Behavior: People-Centered Org., ethics Managing Diversity	Ch. 1, 2
3-10	Culture, Socialization and Mentoring; International OB	Ch. 3, 4
13-17	Individual differences, Values, attitudes, job satisfaction	Ch. 5, 6
3-24	Social Perception and Attributions; Foundations of Motivation	Ch. 7, 8
3-31	Improving Job Performance with Goals, Feedback, Rewards	Ch. 9
4-7	Group Dynamics; Effective Teams	Ch.10, 11
4-14	Individual and Group Decision Making; Managing Conflict	Ch.12, 13
4-21	Communication in digital age; Influence, empowerment	Ch. 14, 15
4-28	Leadership; Org design, effectiveness and innovation	Ch. 16, 17
5-5	Managing change, stress; Final exam; Hand in final paper	Ch. 18
5-12	Final exam, Final presentations	