

Organizational Behavior

MGT 311

MWF

Overview

Businesses and organizations are comprised of people. Managing the human element of any group is the key to productivity and goal achievement. This course will introduce you to organizational behavior, provide principals of managing in organizations, and develop some job and people related skills.

This is a skill building course. It requires involved participation from you. Material will be presented in lecture format, multimedia, assessments, and behavior models. You will be required to participate in class presentations, small group exercises, and maybe even activities in front of fellow students. The majority of the course will be in a lecture format.

Course Materials

The required text for this course is:
Organizational Behavior, 8e, (Eighth Edition),
by Stephen P. Robbins. The text has a CD in
the back of the book and a related web site that
will be utilized. Additional handouts will be
presented during the class and information will
be posted on the JMU web site.

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Assignments

There will be four exams given during the semester. The score from the lowest exam will be dropped. If you fail to take an exam for any reason, you will get a grade of zero (0). There will be no make-up exam. Most exams will be multiple choice and true/false. Short answer and essays may be used.

You will select a business, company, or organization that is a Fortune 500 company or national social agency. Utilizing an outline provided during the semester, you will write a paper briefly describing the company and providing your in-depth analysis of its organizational behavior. This paper will be approximately 6 pages in length (typed, double spaced, 12 point Times or Times Roman type, with 1 inch margins on all sides) and include a cover page and references. Do not place it in a cover or binder; staple it in the upper left-hand corner. You will use at least three books and/or professional journals in preparing your paper. Additional information will be presented in class and on the JMU web site.

All written assignments are expected to be turned in at the start of the class in which they are due. **Assignments arriving late will be penalized 20% for each scheduled class that they are late.** If ill, have someone else bring your work in for you.

Grading

Exam #1	100 points
Exam #2	100 points
Exam #3	100 points
Exam #4	
Paper	100 points
Participation	<u>100</u> points
Total	500 points

Course grades will be based on the points you earn:

A range	450-500 points
B range	400-449 points
C range	350-399 points
D range	300-349 points
F range	299 or below

Exams must be taken during and completed within the exam period. If you cannot make an exam, contact me immediately. Do not wait until the night before the scheduled exam. Do not claim that you couldn't reach me; use the phone, voicemail, or e-mail. Without prior notice and the approval of the instructor, you will receive a grade of zero (0) if you fail to take the exam at the scheduled time.

Class Schedule (subject to change)

TTh 8:00-9:15

<u>Date</u>		<u>Reading Due</u>	<u>Assignment Due</u>
1/13	Introduction What do managers do	none	
1/15	Turn on the Lights A little history	Chapter 1- pp. 1 to 21	
1/18	OB	Chapter 1- pp. 22-end	Self-assessment, p. 32
1/20	Group exercise		
1/22	Self-awareness and learning	Chapter 2	All self-assessments (with scores)
1/25	Perception, Decision-making	Chapter 3	
1/27	Values, Attitudes, and Job Satisfaction	Chapter 4	Exercise, p. 162
1/29			
2/1	Motivation Concepts	Chapter 5	Exercise, p. 195
2/3	Motivation- Applications	Chapter 6	

2/5			
2/8	Review		
2/10	Exam 1 on Chapters 1, 2, 3, 4, 5, and 6.		
2/12	Discussion		
2/15	Foundations of Group Behavior	Chapter 7	Exercise, p. 276
2/17	Work Teams	Chapter 8	Assessment, p. 302
2/19			
2/22	Team Exercises		
2/24	Communication	Chapter 9	Inventory, p. 337
2/26			
3/1	Leadership	Chapter 10	Exercise, p. 386
3/3			Papers are due
3/5	Power and Politics	Chapter 11	Exercise, p. 425
3/8	Spring Break		
3/10	Spring Break		
3/12	Spring Break		
3/15	Group work		
3/17	Review		
3/19	Exam 2 on Chapters 7, 8, 9, 10, and 11.		
3/22	Conflict	Chapter 12	Exercise, p. 469
3/24	Organizational Structure	Chapter 13	Exercise, p. 509
3/26			
3/29	Group Work		
3/31	Work Design	Chapter 14	Exercise, p. 545
4/2	Review		
4/5	Exam 3 on Chapters 12, 13, and 14.		
4/7	Human Relations	Chapter 15	Exercise, p. 588
4/9			
4/12	Organizational Culture	Chapter 16	Exercises, pp. 617-8
4/14			
4/16	Q&A Game	Chapter 17	
4/19	Organizational Change		
4/21	Company Case Work		
4/23	Company Case Work		
4/26	Company Case Work		
4/28	Company Case Work		
4/30	Reading Day/ Snow Day		
5/3-7	Final Exam (See exam schedule for exact date, time, and location)		

Classroom Behavior

As in any professional environment, your performance and presentation are important. You will be expected to arrive on time and be ready to work. Food and drink should not be consumed during class. Disruptions such as leaving the room, receiving cell phone calls, and pager tones are not welcome. Reduce the sound of laptops or PDAs, which you are welcome to use. Although not recommended, recordings may be made but are

restricted to personal use only and are not to be distributed, published in any format, or duplicated without written permission.

This is a unique course since much revolves around the participation of the students. You are encouraged to be informal, humorous, argumentative, willing to challenge, and open to new ideas. Sarcasm will be heavily utilized. If I challenge you or politely rib you, it is because I like you, think you have something to contribute from the interaction, and can handle it. I will call on those who are quiet because they have much to contribute. You will not be judged if you don't have the answer, can't recall it immediately, nor have a wrong answer. I will try to make the material come alive, interesting, and even fun. The course is a lot of work with a lot of reading and assignments. We have a lot of valuable material to cover. Spread the work out evenly over the semester. Come to class ready to learn some valuable skills.

You will be held to the standard of the JMU honor code.