

OFFICE HOURS: TUESDAYS 4:00 PM – 6:00 PM OR BY APPOINTMENT

I will be available by phone, e-mail to offer help on any subject related to the course. As we progress in the course, I may make changes to this syllabus to accommodate any particular subject area. In that sense, this syllabus is a guideline, not a contract.

Course Description:

Organizational Behavior (OB) concentrates in helping students develop skills necessary for problem solving. The course teaches students to use a 3-step problem approach that consist of: (1) Define the problem, (2) Identify the causes, and (3) Recommend a solution. OB objective is to provide students with the higher-level soft skills employers seek such as problem solving, critical thinking, leadership, and decision-making.

Required Text:

Organizational Behavior: A Practical, Problem-Solving Approach 3rd Edition

Angelo Kinicki, McGraw-Hill

Loose leaf ISBN13: 978-1-1-260-51625-8, Rental 978-1-260-07507-6.

You are responsible for acquiring the required edition of the textbook. Be aware of delivery date when buying online.

1. **Learning Objectives:**

1. Chapter 1: Making OB Work For Me
Application of OB knowledge to enhance job performance. Understand the concept of human capital and how it affects job performance. Understand how people incur into ethical lapses and what lessons can be derived from the experience. Identify the practical relevance and power of OB to help solve problems. Explain how the Integrative Framework can help to apply OB knowledge and tools, and improve problem solving.
2. Chapter 2: Values and Attitudes
Identify what role values play in identifying behavior. Explain how personal attitudes affect workplace behavior and work-related outcomes. Understand how changes in the workplace can improve job satisfaction. Identify work-related outcomes associated with job satisfaction.
3. Chapter 3: Individual Differences and Emotions
Understanding the relative stability of individual differences. Explain how multiple intelligences and personality affect performance. Define emotional intelligence. Explain how understanding emotions increase work effectiveness.
4. Chapter 4: Social Perception and Managing Diversity
Identify how does the perception process affects the quality of decisions and interpersonal relationships. Identify how knowledge of stereotypes improves decision making and effectiveness. Understand how awareness about the layers of diversity help organizations effectively manage diversity. Identify the most common barriers to implementing successful diversity programs.

5. Chapter 5: Foundations of Employee Motivation
Define motivation and how does it affect behavior. Compare and contrast the content theories of motivation. Identify the differences among top-down approaches, bottom-up approaches and “idiosyncratic deals” in job design.
6. Chapter 6: Performance Management
Identify the elements of effective performance management. Define how performance monitoring and evaluation improves performance and managing performance. Understand the use of feedback and coaching to review and improve performance. Explain the use of various forms of reinforcement and consequences to improve performance.
7. Chapter 7: Positive Organizational Behavior
Understand the benefits of positive OB. Explain how can mindfulness contribute to effectiveness. Explain how managers can create an organizational climate that fosters Positive OB.
8. Chapter 8: Groups and Teams
Explain the benefits of understanding the group development process. Identify the characteristics of effective team players and team building, and how this knowledge improves performance. Explore ways to build and repair trust.
9. Chapter 9: Communication in the Digital Age
Identify the key aspects of interpersonal communication. Explain how social media can increase effectiveness at work.
10. Chapter 10: Managing conflict and Negotiations
Explain how understanding a modern perspective of conflict increases effectiveness. Identify different kinds of conflicts. Identify best practices for effective negotiation.
11. Chapter 11: Decision Making and Creativity
Explain how to integrate rational and non-rational models of decision making. Understand how to use evidence—based decision making. Identify the pros and cons of group decision making
12. Chapter 12: Power, Influence and Politics
Identify the basic forms of power and how they can help achieve desired outcomes. Explain the consequences of sharing power. Evaluate how the use of influence tactics affects effectiveness.

The Marketable Skills for the BBA are 4:

1. Students will have the ability to apply the principles of business they learn in the BBA to the management of existing businesses or the creation of new businesses
2. Students will have the ability to use research and analysis to make informed decisions
3. Students will have the ability to write business letters, emails, resumes and reports
4. Students will have the ability to make effective oral presentations to both professional and general audiences

2. Assessments:

- a. Assessment: Multiple Choice, True/False, Essay questions. Discussion Board. Written Papers.
- b. Module assessments are due on the date in the syllabus course schedule. Exams are not cumulative (except to the extent that one part builds upon another). Pay attention to the exam instructions for content. **Exams are time limited, you can stop and resume but the clock keeps running.**
- c. **It is a policy for this course that after the due date there will be no make-up or reposition for the work required; this policy includes all assessments, meaning; homework, exercises, assignments, and exams. Late or partially completed work not accepted for grading purposes. After missing four (4) lectures the student will be dropped from the course.**

3. Course Grading:

The Blackboard does not take into consideration-missing grades when calculating the course grade (when the student does not take an assessment). The student needs to be aware and manually calculate the grade if this is the case.

The projected cutoff point for As, Bs, Cs, and Ds are based on a 90%, 80%, 70%, and 60%, respectively.

Distance Education Statement: Students enrolled in distance education courses have equal access to the university's academic support services, library resources, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should submit online assignments through Blackboard or SRSU email, which require secure login information to verify students' identities and to protect students' information. The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

Americans with Disabilities Act: Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Student Services, Room C-102 Uvalde campus. The mailing address is 2623 Garner Field Road, Rio Grande College-Sul Ross State University, Uvalde, Texas 78801. Telephone: 830-279-3003. Email: kbiddick@sulross.edu .

CLASS SCHEDULE FOR MGTR 4361 ORGANIZATIONAL BEHAVIOR
 (Assessments available until midnight on schedule due dates)

<u>Date</u>	<u>Chapter</u>	<u>Module</u>	<u>Assessment</u> (Content area of the Blackboard)
Sep 3	Chapter 1: Making OB Work For Me	1	Complete assessment for Chapter 1.
Sep 10	Chapter 2: Values and Attitudes	2	Complete assessment for Chapter 2.
Sep 17	Chapter 3: Individual Differences and Emotions	3	Complete assessment for Chapter 3.
Oct 1	Chapter 4: Social Perception and Managing Diversity	4	Complete assessment for Chapter 4.
Oct 8	Chapter 5: Foundations of Employee Motivation	5	Complete assessment for Chapter 5.
Oct 15	Chapter 6: Performance Management	6	Complete assessment for Chapter 6.
Oct 22	Chapter 7: Positive Organizational Behavior	7	Complete assessment for Chapter 7.
Oct 29	Chapter 8: Groups and Teams	8	Complete assessment for Chapter 8.
Nov 5	Chapter 9: Communication in the Digital Age	9	Complete assessment for Chapter 9.
Nov 12	Chapter 10: Managing conflict and Negotiations	10	Complete assessment for Chapter 10.
Nov 19	Chapter 11: Decision Making and Creativity	11	Complete assessment for Chapter 11.
Dec 3	Chapter 12: Power, Influence, and Politics	12	Complete assessment for Chapter 12.