MGT 361: ORGANIZATIONAL BEHAVIOR
Tuesday March 2, 2010 -- April 20, 2010

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Required Text: Organizational Behavior and Management by Aldag & Kuzuhara

DESCRIPTION: Students gain a better understanding of human behavior among individuals, within groups and organizations. Through cases, self-assessments, and experiential exercises they develop their capacity to increase job performance, work satisfaction, and organizational commitment. For workplaces of fewer boundaries, greater differences, rapid change, shifting loyalties and ethical dilemmas, students develop skill in managing teams, stress, conflict, change, politics, careers and organization cultures.

BAM Program Learning Outcomes

- **Communication** - The ability to express ideas in writing, verbally and visually
- **Creativity** - The ability to develop original ideas or use common solutions in uncommon ways
- **Analytical ability** - The ability to effectively separate a complex problem or situation into its component parts in order to identify solutions
- **Integrative thinking** - The ability to detect interrelationships among component parts and assess their importance in creating solutions

Course Outcomes

Through the study and application of Organizational Behavior principles and concepts, you will address these basic questions:

1. How do group and organization memberships influence individual behavior? Why?
2. How is individual behavior influenced by the roles of leader, follower, line, staff and team member? Why?
3. How do you diagnose and resolve human dilemmas at work?
4. How do you gain necessary awareness and skills to survive and thrive in today’s organizations?
Grading Policy and Scale

Academic Dishonesty:
A. Definition – Academic dishonesty is unethical behavior, which in any way violates the standards of scholarly conduct. It includes such behaviors as cheating on assignments or examinations, plagiarizing, submitting the same or essentially the same papers for more than one course without the consent of all instructors concerned, misappropriating library materials, or the destroying of or tampering with computer files. Also included in academic dishonesty is knowingly or intentionally helping another violate any part of this policy.

Plagiarism is the failure to give credit for the use of material from outside sources. It includes, but is not limited to, verbalism use of a quote without quotation marks and adequate documentation, submission of a paper prepared by another person as one’s own work, using the ideas, facts, words, or data of someone else and claiming them as your own, or not documenting ideas, facts, words, or data gathered during research.

B. Faculty Responsibilities and Penalties – Faculty must explain dishonesty and plagiarism at the start of each course, every semester, and/or state in their syllabi in the policies, procedures, and penalties for such behavior. Since academic dishonesty is often more difficult to prove than prevent, each faculty member is encouraged to take every reasonable measure to prevent academic dishonesty from occurring. Faculty are encouraged to explain why academic dishonesty is critical to scholarly endeavor and to provide examples of academic dishonesty that are germane to their classes.

Faculty members who suspect a student of academic dishonesty may settle the case directly with the student. In cases where the violation is substantial or admitted, the instructor may penalize the student in accord with his/her stated policy. When a student is penalized, the faculty member must report the incident in writing to his/her division chair or site director. A copy of the report will be sent to the appropriate Dean (Dean of the College for Professional Studies). The Dean of Students and the student’s adviser will also be notified. If more than one instance of academic dishonesty is reported about a specific student, the Dean will review the reports, and in cases of serious offenses, could take steps to suspend the student from the university.

C. Student Responsibility – Students should familiarize themselves with the Siena Heights University Academic Dishonesty Policy, which can be obtained from instructors. Students are not excused from adherence to the policy even if they have not read it.

D. Appeals Procedure – Any appeal by a student must be made in writing to the instructor within ten (10) university working days from the time the student is notified that a penalty has been levied against him/her. If the appeal is denied, the student may submit a written petition to the division chair or site coordinator with his/her concerns. The division chair or site coordinator should then consult with the faculty member involved before rendering a decision. If the student wishes, he/she may make a final appeal to the appropriate Dean or his/her designated representative.

Academic Accommodations

In accordance with University policy and the equal access laws, I am available to discuss appropriate academic accommodations that you may be eligible for as a student with a disability. Please contact me for an appointment to discuss possible accommodations. Students must register with the Office for Students with Disabilities for disability verification and determination of reasonable accommodations. Requests for accommodations must be done in a timely manner and are not retroactive.

Attendance Statement:

Attendance means that you report on time and stay until the class is over. Students are encouraged not to miss any class. Attendance and participation are critical for your success in this class. Missing classes will result in the student being marked down.
Pre-Class Assignment:
See Course Calendar – complete assignments before beginning of class. All work should be typewritten or computer generated.

Mid-Semester Assignment:
Do Skills Practice 1–2 (page 10 – 11), prepare a written summary to be turned in and an oral report to be presented to the class. All work should be typewritten or computer generated.

Final Project:
Complete Skills Practice 9-1 (page 391 – 392). All work should be typewritten or computer generated.

Grading:
Final Project 18 points
Mid-Semester Project: 15
Attendance: 16
Skill Practice: 8
Critical Thinking Questions: 21
Web Exercises: 12
Cases: 10

100 points

Grading Scale:
A = 94 – 100
B = 88 – 93
C = 82 – 87
D = 76 – 81
F = 75 and below
### 2010 Course Calendar – MGT 361

Please Note: Skills Practice, Critical Thinking Questions, Web Exercise and Case are to be DONE PRIOR to each class and should be computer generated or typewritten. All assignments should be brought to class. Self Assessment only, may be hand written.

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<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Self Assessment</th>
<th>Skills Practice</th>
<th>Critical Thinking Questions</th>
<th>Web Exercise</th>
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<td>Complete Skills Practice 1-2, both written and oral</td>
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