

IND AND GROUP BEHAV-ORGANIZ
MIS-34185-001-201210
Spring 2012
Mondays 5:30 to 8:15pm
Rm: 121 Satterfield

INSTRUCTOR: Robert W. Eckman, PMP - MBA
OFFICE: Off Campus
OFFICE HOURS: Mondays after class or by appointment (preferred)
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TEXT: **M: Organizational Behavior** by Steven McShane and Mary Von Glinow
ISBN-10: 0078029414 | ISBN-13: 978-0078029417
 Additional readings as required

FINAL EXAM: **Week of April 30th**

COURSE OBJECTIVES

This course will introduce students the application of sound organizational behavior principles and theories

COURSE REQUIREMENTS AND GRADING SYSTEM

Exams (3) are worth 100 points a piece (300 points). Group Paper (50), Group Assignment (30) Participation (50 points) For a grand total of 430 possible points.

Total Possible 430.0

430.0	100.0%	A
404.2	94.0%	
403.8	93.9%	A-
387.0	90.0%	
382.7	89.0%	B+
374.1	87.0%	
373.7	86.9%	B
361.2	84.0%	
360.8	83.9%	B-
344.0	80.0%	
339.7	79.0%	C+
331.1	77.0%	
330.7	76.9%	C
318.2	74.0%	
317.8	73.9%	C-
301.0	70.0%	
296.7	69.0%	D+
288.1	67.0%	
287.7	66.9%	D
275.2	64.0%	
274.8	63.9%	D-
258.0	60.0%	
253.7	59.0%	F

COLLEGE AND UNIVERSITY POLICIES

Course registration: Students have responsibility to ensure they are properly enrolled in classes. You are advised to review your official class schedule (using Student Tools on FlashLine) during the first two weeks of the semester to ensure you are properly enrolled in this class and section. Should you find an error in your class schedule you must work with the Registrar's office to get this corrected ASAP. If registration errors are not corrected and you continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you will not receive a grade at the conclusion of the semester for any class in which you are not properly registered.

Academic honesty: Academic honesty: Cheating means to misrepresent the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit. In addition, it is considered to be cheating when one cooperates with someone else in any such misrepresentation. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism result in receiving a failing grade for the work or course. Repeat offenses result in dismissal from the University.

Course withdrawal: The course withdrawal deadline is September 11th, 2011. Withdrawal before the deadline results in a "W" on the official transcript; after the deadline a grade must be calculated and reported.

Students with disabilities: University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the

semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit www.kent.edu/sas <<http://www.registrars.kent.edu/disability/>> for more information on registration procedures).

Missed classes, exams, or otherwise:

Missed classes are not my concern, as attendance is NOT mandatory (but strongly suggested). The material from class, however, is entirely your responsibility. Be sure to find a “class buddy” who can be sure to get all notes and handouts. Ie... Unless in extreme circumstances, the professor will not provide such information. Missed assignments and exams must be for an EXTREMELY good reason and must accompany written proof (such as a Dr’s note). You must also inform me that you will not be in attendance PRIOR to the scheduled event or due date. I can be reached via Email and Telephone (including voice mail). Please make use of these communication mediums for missed Exams, Presentations, etc....(please **DO NOT** ask to borrow my notes).

Class Procedures:

1. If my office hours are not convenient for you, please feel free to call for an appointment. Also, the **most efficient way to communicate with me is via e-mail**. I strongly encourage you to take advantage of the electronic messaging capabilities made available to you by the university!
2. Please tell me about any problems you are having while there is still time to do something about them!
3. Each student must turn in an original piece of work
4. Exams are to be taken at the scheduled time (this also means you need to be on-time for the exam—more than 20 minutes late is a missed exam). If you miss an exam due to a legitimate reason (e.g., illness, death in the immediate family), a make-up exam will be given (you will be required to provide an official university excuse in order to be eligible for a make-up exam). If you do not provide a legitimate excuse, no make-up exam will be granted.
5. Reading assignments are expected to be completed prior to attending class so that you may participate in class discussion. However, we will not discuss every aspect of the assigned chapters or supplemental material. This does not release the student from the responsibility of knowing the material for examination purposes. Conversely, I may include material in class not covered by the text (you are also responsible for this information).
6. Attendance at class is expected but will not be monitored. If you miss a class, you are responsible for obtaining lecture notes and other material from another student
7. Major grammatical or spelling errors on any written work could result in a significant penalty with respect to the grade you receive. Carefully proof your papers for errors (you may even want to have a friend read your work). Use grammar and spell check! Please use APA, MLM or some formalized format for referencing research.
8. The best way to reach me is via Email (see email address). I can also be reached via Voice Mail. I will be requesting that each of you provide an email address that you check regularly (daily).
9. As I realize that many evening students work full time, I will be providing class time for you to work on your Group and other assignments (case studies). Time to work on these will be dependent on how well we move through the material.
10. **LATE REGISTRATION:** No late registration forms will be signed following the first exam. If you wish to register for the class, you **MUST REGISTER BEFORE THE FIRST EXAM—NO EXCEPTIONS!**
11. **Given my schedule, I may need to cancel classes.** In the event I need to do so, I will email the whole class and will try to do so no less than 12 hours prior to class start. I will require that you wait at least 15 minutes in the event I am late (If you need to text or call my cell feel free)

IMPORTANT DATES

Jan. 9, 2012	DAY AND EVENING CLASSES BEGIN
Jan. 9-15, 2012	LATE REGISTRATION–SCHEDULE ADJUSTMENT Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online using the Online Payment System (See Quick Links) Visit the Bursar's Office (See Quick Links) website for tuition payment deadlines and any additional fee payment information. Click here for the Late Registration Policy.
Jan. 16, 2012	Martin Luther King Jr. Day. No Classes. Offices Closed.
Jan. 16-22, 2012	SCHEDULE ADJUSTMENT USING FlashFAST - NO LATE REGISTRATION FEE ASSESSED. Courses may not be added, nor may credit/audit/ pass-fail or credit hour options be changed after Jan. 22, 2012. Please note not all registration activity may result in a bill being generated prior to a due date. Students can view their student account information through their FlashLine account. Payments may be made online at using the Online Payment System (See Quick Links). Visit the Bursar's Office (See Quick Links) website for tuition payment deadlines and any additional fee payment information. Click here for Schedule Adjustment Policy.
Jan. 22, 2012	Last day to withdraw from any or all courses that meet the full semester before grade of W is assigned. Access the Detailed Class Search from the Schedule of Classes or your Student Printable Schedule for deadlines for flexibly scheduled courses.
Jan. 23- Mar. 18, 2012	WITHDRAWAL FROM ANY OR ALL COURSES USING FlashFAST. (Grade of W assigned.) Access the Detailed Class Search from the Schedule of Classes or your Student Printable Schedule for deadlines for flexibly scheduled courses.
Mar. 19-25, 2012	Spring Recess. No Classes. Offices Open.
Apr. 29, 2012	Classes End
Apr. 30-May 6, 2012	Final Exam Week (See Exam Schedule for dates and times.)

Curriculum

Exams:

Exams will be a mix of multiple choice, short answer, fill in, matching, and essay and will only cover the chapters indicated on the reading schedule. There will be 3 that will account for 300 of a possible 430 points. They will be 40 to 50 questions in length, with each question worth 2 – 3 points and essay questions. Tests are balanced 50/50 between lecture and book.

Group Project

Your Group Assignment will be a Case Study utilizing the material from class and the book. Each group will receive a specific assignment from the professor. Your assignment will require a written paper (brief) and a Presentation to the class. The Group Project will account for almost 20% of your total class grade. As I understand that most evening students work full time, I will try to provide class time for you to work in your groups. These will be referred to as “Group Days” and will be announced.

The written assignment will be graded on breadth, depth, professionalism, organization, clarity, and figures/tables/graphs:

- ❖ **Numbers of groups will be determined by class size.....**
- ❖ **Because this assignment will account for a total of 50 points, all students need to be engaged and active for the duration of this project.**

- ❖ **Any reports of a member lacking enthusiasm will be dealt with promptly and appropriately!!!!**
The instructor reserves the right to adjust individual grades based on this factor.

Case Studies:

Periodically, in class, we will be reading some of the case studies and discussing potential outcomes and any associated questions from the book. Anything discussed during these sessions is fair game for an exam.

Final:

The Final will NOT be comprehensive in that the multiple choice, short answer, and fill in sections will not cover material from previous exams. I will advise of time and place.

Class Participation:

This is graded solely at my discretion and will be based on your in class, online, and out of class participation. These 50 points are easy points to get. Simply raise your hand, remind me of who you are and participate at every opportunity. These points are not given, but earned. At your level, participation in your college education is expected.

Reading Schedule:

Total Quality Management Reading and Exam Schedule				
Week	Date	Reading	Chapter	Points
1	9-Jan	Syllabus Review		
		Chapter 1: Introduction to the Field of Organizational Behavior	1	
2	16-Jan	No Classes - MLK Day		
3	23-Jan	Chapter 2: individual behavior, personality, and values	2	
		Groups Assigned - Attendance Mandatory		
4	30-Jan	No Class		
5	6-Feb	Chapter 3: perception and learning in organizations	3	
		Chapter 4: workplace emotions, attitudes, and stress	4	
6	13-Feb	EXAM 1: Chapters 1, 2, 3 and 4	EXAM	100
7	20-Feb	Chapter 5: employee motivation	5	
		Chapter 6: decision making and creativity	6	
8	27-Feb	Chapter 7: team dynamics	7	
9	5-Mar	Chapter 8: communicating in teams and organizations	8	
		Chapter 9: power and influence in the workplace	9	
10	12-Mar	EXAM 2: Chapters 5, 6, 7, 8, 9	EXAM	100
11	19-Mar	Spring Break		
12	26-Mar	Chapter 10: understanding and managing workplace conflict	10	
		Chapter 11: leadership in organizational settings	11	
13	2-Apr	Chapter 12: designing organizational structures	12	
14	9-Apr	Chapter 13: organizational culture	13	
15	16-Apr	Chapter 14: organizational change	14	
		Group Night - Attendance Mandatory		
16	23-Apr	Group Presentations (Papers due by start of class)		80
17	30-Apr	Final Exam (3): Chapters 10, 11, 12, 13, 15	EXAM	110
			Exams	300
			Paper	50
			PPT	30
			Participation	50
			Total	430

This syllabus was designed as a guide to the semester. Any and all assignments listed here may be changed by the instructor at any time. If changes are made, a new soft copy will be made available online in a timely manner. The instructor reserves the right to cancel classes as necessary. If cancellation is required, you will be notified as soon as is possible. In the event a class is cancelled, an alternative assignment may be assigned.