Management 350: Management and Organizational Behavior
Fall 2013 Syllabus

Instructor: Tita Gray
Email: tgray@mail.sdsu.edu
Note: Add “MGT 350.7” as the Subject of the email.
Phone: 619-594-5783 during office hours only
Office: SSE 3364
Office Hours: M 2pm-3pm, T 4pm-5:30pm, and TH 4pm-5:30pm by appointment only

Course Information:
Course: Management 350.7: Management and Organizational Behavior
Details: MGT 350, Schedule # 21917 Tuesday, 7:00-09:40 pm, Location: COM - 105
Other: Scantron Forms No 882-E and a number 2 pencil for exams.

Course Purpose and Scope:
Management and Organizational Behavior, MGT 350, is a three-unit course designed to provide you with an overview of behavioral science theory, research, and practice. This knowledge is essential for developing the managerial skills needed to effectively manage in today’s competitive environment. This course applies theories of human behavior at individual, interpersonal, and group levels including the effect of organization structure on behavior. We will emphasize managerial roles, historical evolution of management, ethics, and behavior in multicultural contexts. We will examine three general types of issues:
- Understanding and managing individual behavior in organizations.
- Understanding and managing group and social processes.
- Understanding and managing organizational processes and problems.

Bachelor of Science in Business Administration (BSBA) Program Goals:
BSBA students will graduate being:
- Effective Communicators
- Critical Thinkers
- Able to Analyze Ethical Problems
- Global in their perspective
- Knowledgeable about the essentials of business

MGT 350 contributes to these goals through its course-level Student Learning Outcomes:
1. Explain the influence of personality, attitudes, perceptions, and attributions on organizational behavior.
2. Describe the motivational process and apply motivational theories to organizational scenarios.
3. Explain group types, group development, group norms, and group decision-making techniques.
4. Analyze and apply leadership theories.
5. Analyze power bases and influence tactics.
6. Identify tactics for handling stress, interpersonal communications, and conflict
7. Describe the characteristics, determinants, & methods of creating and sustaining organizational culture.
8. Explain the impact that different cultural attitudes and values have on organizational behavior.

Academic Honesty Policy:
- Students committing any form of academic dishonesty (including but not limited to cheating on exams or quizzes, plagiarism, falsifying participation records, and copying the work of others) will receive a grade of zero on the activity at issue and be subject to additional penalties which may include the issuance of an F for the course.
- Students that engage in academic dishonesty in any form will be reported immediately to the Student Rights & Responsibilities office of the university.

Course Design:
- I incorporate a variety of teaching approaches and methods in this class. These include lectures, class discussions, reading assignments, oral presentations, a written group project, experiential exercises, and videos.
- Your questions and participation in class will enhance your learning experience.
- Please keep up with the readings and contribute during discussions and activities.
- Lecture notes (posted on Blackboard) have blank spaces for terms, definitions, and concepts. Lecture notes (posted on Blackboard) include terms, definitions, and concepts. It is your responsibility to read and understand the highlighted boxes in the text or underlined areas in the online text.

Course Conduct:
- Please bring your textbook to each class. You should complete all reading assignments (cases, chapters from text and Ethical Dilemma cases) prior to each class meeting.
- Punctuality is as important in the classroom as in business. You are expected to be on time and stay in class the whole period. Arriving late or leaving early will cause disturbances – any such behavior could impact the attendance portion of your grade.
- Cell phones should be turned off completely or in vibration mode. I understand there could be a work or home emergency. If such an emergency arises, please quietly leave the classroom and quickly take the call. Abuse of this policy could impact the attendance portion of your grade.
- Exams, quizzes and assignments are available for review in my office within two weeks after the due date. Reviews will be visual only, no notes may be taken. Exams, quizzes and assignments will not be retained and may be shredded two weeks after the review period.

Grading:
There are several elements that contribute to the course grade to allow an opportunity for students to fully demonstrate their mastery of course materials.

- **Exams:** There will be one midterm exams. There will be a cumulative final exam, which cannot be dropped as new material will be tested. There are no make-up exams. You must take the all exams at the time and location for the class in which you are enrolled.
- Students are required to bring a Scantron Form 882-E for each exam. The following must be clearly printed on the Scantron form:
  - Student name (Last, first)
  - Red ID number
  - Exam booklet number and version (from coversheet of exam booklet)
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- [Students must also print their name on the coversheet of the exam booklet]
  - When turning in exams, students must show their Red ID to verify their identity – failure to have
    the Red ID available will result in a score of zero on the exam.
  - Scantrons will not be returned to students. If a student wishes to review his or her individual
    Scantron, they must do so by attending office hours within two weeks of the time the exam
    results. Exam reviews will be visual only, no notes may be taken.
  - Students cannot use a cell phone, PDA, pocket computer, or iPod, etc. during the exams or
    quizzes. Any student found accessing any of the above during an exam for any reason (i.e.,
    checking the time) will receive a zero on the exam.

**Group Project:** Each of you will participate in a team project. Teams will consist of 5 to 6 members
who will work together (and be assessed by peer evaluation) to prepare a written case analysis and an oral
presentation. Feedback from the peer evaluation can impact your team project score. Specific instructions
and evaluation criteria will be discussed in class and also posted on Blackboard. Groups will be formed
during Week 4 (after the add/drop deadline) if you miss that class and are not a member of a group, you
must notify me immediately to be added to a group. You must be in a group by 9/17 or you will not be
able to participate in this exercise.

Each group must submit both a hardcopy of the paper on the due date and a softcopy through the TurnItIn
feature of Blackboard to check for plagiarism. Failure to submit the project in both formats will result in
a zero on the assignment for all group members. The name of the group member who submits the final
copy of the paper to TurnItIn should be underlined on the coversheet of the paper.

**Group Paper Analysis:**

- Details: The paper will consist of a case analysis. You should apply OB concepts and theories to
  understand and explain the main premise and learning:

  A) **Comprehension [25%]**
    - State the case’s main problem or learning
    - Identify at least three points (more is better) the case makes to highlight the main idea
    - What are some significant points presented in the case?
    - What have you learned from the textbook that correlates to this case?

  B) **Summary [25%]**
    - What are the main lessons from this case for leaders in a business organization?
    - What does this case fundamentally teach you about Organizational Behavior and why does it
      matter?
    - Give an overall impression of this case. Is it effective, useful, confusing, informative, etc.?
      Explain why you are characterizing the case as you are. Point to specific features or details to
      validate your impression.

  C) **Writing Quality/Grammar/Flow [50%]**
    - Paper should be well-written in paragraph form and should flow well from section to section. It
      should not be obvious that several people contributed to it.
    - Be sure to spell check and also do “clarity checks” to eliminate correctly spelled but incorrectly
      used words (i.e., their, there, they’re).

**Format:** Please follow these formatting guidelines – failure to do so may lower your score:
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- A minimum of 2 pages and a maximum of 4 pages double-space and typed
- Content must have an intro, body, and conclusion
- Times New Roman font, 12-point, 1” margins, header and footer
- Group letter/group name (if any) in the header (so it prints on every page)
- Page numbers in the footer
- Coversheet with group letter/group name and names of all group members (coversheet is not included in report page count) and title of the article
- Cite references of all works on a separate page (not included in page count). Statements taken directly from any source must be enclosed in quotation marks. Use APA reference style.
- Staple in upper left corner (no folders or binders)

Due Date: Papers are due on the day stated on your syllabus (NOT on day of final exam):

Group Presentations: Each student will be assigned to a Group (see attendance sheet; crashers will be added to Groups when they are admitted to the class). Groups will have 7-12 minutes to present a summary of the “Case” and their recommendations of what should be done. The presentation should include rationale for the recommendations. Presentations should be brought to class on a flash drive for quick uploading to the projector. One copy of the PowerPoint charts (“handout” format, 4 per sheet) must be turned in prior to the presentation. It is not mandatory for each Team member to present, but strongly encouraged.

Self/Peer Evaluations: Each group member must complete a Self/Peer Evaluation form (posted on Blackboard). Names of all group members (including you) should be listed in alphabetical order. Evaluation forms must be turned when you turn in your project report. Feedback from the peer evaluation can impact your group project score and failure to turn in the evaluation form will reduce your individual project grade. If you would like the ratings to remain confidential, submit your evaluation a sealed envelope.

Grading: The team project represents 20% of your course grade. I will use a Grading Rubric (posted on Blackboard) to grade the papers. Since the paper is turned in so late in the semester, I will not be able to return it to you in class. If you would like your graded paper returned, I can mail it to one person from each group and that person can make copies and distribute it to the rest of the team, if desired. If you would like the paper returned, provide a self addressed 10x13” envelope with two postage stamps when you turn in the paper. Returned papers will be mailed sometime after final course grades are posted.

- Quizzes: Several times during the semester I will give unannounced quizzes to gauge your reading preparation and your engagement in the class activities; the lowest quiz score will be dropped. There are no make-up quizzes. You will not need Scantron forms for the quizzes; a sheet of notebook paper will do fine.

- Attendance: I will not distribute an attendance sheet regularly. I expect full attendance unless the absence is related to severe medical condition or family death). I require notification all absences prior to the class. I will take attendance for all exams and quizzes.

The following weights will be used to calculate course grades:
Midterm Score: 30%
Cumulative Final Exam: 40%
Group Project: 20%
Quizzes: 10%
TOTAL: 100%

Grades will be assigned using the following distribution:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>93-100</td>
<td>A</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
</tr>
<tr>
<td>88-89</td>
<td>B+</td>
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<td>83-87</td>
<td>B</td>
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<td>80-82</td>
<td>B-</td>
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<tr>
<td>78-79</td>
<td>C+</td>
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<tr>
<td>73-77</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>68-69</td>
<td>D+</td>
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<tr>
<td>63-67</td>
<td>D</td>
</tr>
<tr>
<td>60-62</td>
<td>D-</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
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**Course Schedule:**
Every effort is made to adhere to the schedule of topics, but minor changes are inevitable. I reserve the right to change course requirements to optimize the student learning experience. Students will be notified in advance of such changes, and students are responsible for keeping up with any changes announced in class.

**Week One**

8/27  Course Introduction – Discussion of Syllabus and Project requirements

Course Introduction – About You

Two videos for review

**Week Two**

9/3  **Section One:** Introduction to Organizational Behavior

**Week Three**

9/10  **Section Two:** Diversity in Organizations

**Week Four**

9/17  **Section Three:** Organizational Culture

Group Formation and Overview

**Week Five**

9/24  **Section Four:**

A- Personality and Values

B - Values, Attitudes, and Mood and Emotions

**Week Six**

10/1  **Section Five:** Learning and Creativity

**Section Six:** Perception and Individual Decision Making

**Week Seven**

10/8  **Midterm Review – Sections 1, 2, 3, 4, 5, 6**

**Week Eight**

10/15 **Section Seven:** Communication

**Week Nine**
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10/22  Midterm Exam

Week Ten

10/29  Section Eight:  
A - Motivation Concepts  
B - Creating a Motivating Work Setting

Group One, Two, and Three Presentations  -  Submit papers to Turnitin via Blackboard

Week Eleven

11/5  Section Nine: Organizational Change Management and stress Management

Group Four and Five Presentations  -  Submit papers to Turnitin via Blackboard

Week Twelve

11/12  Section Ten: Power, Politics, Conflict, and Negotiations

Week Thirteen

11/19  Section Eleven: Designing Effective Organizations

Group Six, Seven, and Eight Presentations  -  Submit papers to Turnitin via Blackboard

Week Fourteen

11/26  Group Nine, Ten, Eleven Presentation  -  Submit papers to Turnitin via Blackboard

Week Fifteen

12/03  Group Twelve and Thirteen Presentations  – Submit papers to Turnitin via Blackboard

Final Exam Review

Week Sixteen

12/10  Last day of class

Finals

12/17  Final Exam 7pm to 9pm