

MBA 6160-80 ORGANIZATIONAL BEHAVIOR AND COMMUNICATION

Department of Management and Marketing
Cotsakos College of Business
William Paterson University of New Jersey

Winter Semester 2015/2016 (Dec 26 to Jan 14)
Online

Course Description:

This course introduces the 'micro' theories of organization, and the basic skills of organizational communication. It focuses on human behavior and action within the organizational setting at three levels of analysis - individual, interpersonal and organizational. Relevant communication issues are discussed and skills developed for each organizational behavior level. (3 credits)

Course Prerequisites:

MGT 604 or MGT 6040 Management Process and Organizational Theory (or equivalent)

Instructor:

Dr. Stephen C. Betts e-mail: bettss@wpunj.edu
phone: (973) 720-2789 department phone: (972) 720-2610
office: Valley Road Building, Room 3067
office hours: by appointment

Required Textbook:

Management, 6th Edition
Angelo Kinicki, Brian K. Williams,
Softcover or looseleaf with ConnectPlus Access Card or purchase
Connect-Plus online (includes e-book)
<http://connect.mheducation.com/class/s-betts-mba-6160-winter-2015-16>



Course Objectives:

The course has two goals, the first goal to provide an overview of how people behave in organizational work settings. The secondary goal is to develop the skills necessary to effectively interact within these work settings.

Specific course objectives:

Organizational Behavior

- To learn the various research methodologies of the field of Organizational Behavior.
- To learn the psychological foundations of Organizational Behavior, including cognitive processes, learning mechanisms, attitudes, and judgments and decision making.
- To learn how Organizational Behavior varies in different cultures.
- To learn the different theories of motivation in organizations and to be able to apply these theories in organizational situations.
- To understand the philosophical approaches to ethical behavior in behavior in organizations and the various business situations where ethical decisions are made; and to be able to articulate one's personal ethical stance.
- To learn the psychological foundations of stereotypes and prejudice and the concept of cultural diversity as it applies to the workforce.
- To learn how teams function in organizations.
- To learn about power in organizations, including theories of how it is gained and wielded.
- To learn different theories and styles of leadership in organizations.
- To learn about the changing nature of organizational structure and be able to identify different structures.

Organizational Communications

- To learn the current types and uses of communications technology
- To learn and develop effective correspondence skills, including writing formal business letters, e-mail and memorandums
- To learn and develop the skills necessary to write effective reports, for both internal and external uses
- To learn and develop the skills necessary to run effective business meetings and facilitate group projects
- To learn and develop the skills necessary to make effective business presentations

Student Learning Outcomes:

Upon completing the course, students will be able to:

- Explain the theoretical foundations and basic facts of organizational behavior, including those associated with motivation, job satisfaction, power, leadership, communication, stress, and organizational structure.
- Articulate well-justified personal stances regarding ethical behavior, cultural diversity and other important issues in organizations.
- Be able to apply knowledge of organizational phenomena to various real-life organizational situations.
- Show progress in developing skills in presenting ideas to others, both orally and in writing.

Teaching Methods:

This course will involve a variety of methods including lectures, course discussions, group activities, written assignments, oral presentations and experiential exercises.

Course Policies:

Late Assignments/ Missed LearnSmart/ Missed Presentations No written project or portfolio will be accepted after the course ends (1/14). Missed Quizzes cannot be made up.

Plagiarism/ Cheating Papers will be electronically checked for plagiarism. Plagiarism may result in a failing grade for the course.

Caveat The instructor reserves the right to make minor modifications to the schedule, assignments and/or grading if required, based on our progress during the semester.

Means of Learning Assessment:

Course Involvement The success of the course depends on your active involvement. Course involvement will be evaluated on preparation and participation in the discussion boards, offering unique insights, and actively participating in group activities. Like anything, course involvement can be productive, nonproductive, and even counter-productive, and the responsibility of channeling it lies with both the instructor and the student.

Individual Project Each student will submit a 1500-2500 word paper and prepare give a 10 -15 minute narrated professional presentation using PowerPoint. The topic can be anything related to Organizational Behavior. Topics and format will be presented online, and guidelines posted on blackboard. You will upload your presentations to the discussion boards. The paper itself will be e-mailed to the professor.

Management Portfolio Each student will develop a management portfolio. The portfolio consists of two primary sections - (1) reflections/position statements of organization management topics and (2) self-assessments. During the portfolio development process, each student will identify, research, reflecting upon, and write about critical management topics, as well as identifying areas of personal importance to him/herself as a manager. Each student will formulate and articulate coherent stances, determine how these stances can be translated into practice, indicate ways to evaluate their effectiveness and set goals and plan actions for improvement in each area.

Group Project The class will be divided into groups. Each group is to design and prepare seminar on an organizational behavior topic. The seminar is to be targeted towards an undergraduate audience and to last from 40 to 50 minutes. The topic is to fall within the

following general topic areas: leadership, motivation, group dynamics, business communication, or professionalism. The group will determine the exact focus, goals and manner of presentation for the seminar. Because this course is being given in the summer, we will not be conducting the workshops.

Quizzes There will be baseline and final comprehensive quizzes, and 7 online chapter quizzes. The top 7 quiz grades will be counted, and the rest dropped. The baseline and final comprehensive quizzes must be taken even if they are to be dropped.

LearnSmart We will be using a cutting edge intelligent adaptive learning technology during this course. There will be modules for seven chapters of the text.

Discussion Board The discussion board on blackboard will be used for commenting on the readings and other course material. Discussion board participation is the principle component of the course involvement grade. The standards for participation will be posted on blackboard.

Grade Components:

Group Project	30 points	15%
Portfolio	30 points	15%
Course Involvement	30 points	15%
Term Paper	30 points	15%
Learnsmart	10 points	5%
Quizzes	70 points	35%
Total	200 points	100%

Grade Assignment:

A	93.3% to 100%	C+	76.7% to 79.9%
A-	90.0% to 93.2%	C	73.3% to 76.6%
B+	86.7% to 89.9%	C-	70.0% to 73.2%
B	83.3% to 86.6%	D	65.0% to 69.9%
B-	80.0% to 83.2%	E	0% to 64.9%

LearnSmart Module and Quiz Schedule

Due	Chapter/Module	Topic
29-Dec	Baseline	Comprehensive Quiz (all topics)
31-Dec	Chapter 7	Individual & Group Decision Making: How Managers Make Things Happen
2-Jan	Chapter 9	Human Resource Management: Getting the Right People for Managerial Success
4-Jan	Chapter 11	Managing Individual Differences & Behavior: Supervising People as People
6-Jan	Chapter 12	Motivating Employees: Achieving Superior Performance in the Workplace
8-Jan	Chapter 13	Groups & Teams: Increasing Cooperating, Reducing Conflict
10-Jan	Chapter 14	Power, Influence, & Leadership: From Becoming a Manager to Becoming a Leader
12-Jan	Chapter 15	Interpersonal & Organizational Communication: Mastering the Exchange of Information.
14-Jan	Final Quiz	Comprehensive Quiz (all topics)