MISSION STATEMENT:

The College of Business provides a distinctive learning environment that actively engages students, faculty, and the business community in developing knowledge and skills relevant for success in a complex, global economy.

This environment stimulates student learning and faculty research so that our graduates are able to: a) apply a holistic, integrated approach to business problems; b) apply the communication, leadership, team and technological skills needed to succeed in their business careers; c) understand how to work with people from other cultures and to operate effectively in other countries; and d) understand the social responsibilities of individuals and organizations and evaluate the ethical dimensions of decisions in a business context.

TEXT/MATERIALS/SUPPLIES:


COURSE DESCRIPTION:

Examines the behavior of individuals and groups in organizations. Focus on high performance and satisfaction in the modern workplace, and in context of cultural diversity, globalization, ethical behavior, and social responsibility. Designed to enhance career readiness in management and team leadership.

PREREQUISITE:

Sophomore standing. Course is not offered to College of Business majors.
**COURSE OBJECTIVES:**

General learning outcomes for the course include being able to:

- define the purpose and nature of the field of organizational behavior;
- differentiate between the dominant perspectives in the field of organizational behavior;
- correctly describe various organizational behavior concepts, theories, and models;
- understand when and where the use of specific concepts, theories, and models is appropriate and correctly apply these; and
- function as a productive member of a group/team and organization.

**COURSE REQUIREMENTS:**

Students will be expected to read text as indicated in the schedule below. Every time there is a reading assignment, a quiz will be given over chapter concepts (identified as Key Concepts on the course website). In addition, two exams, covering roughly equal amounts of material, will further assess student mastery of reading material (which will be augmented by class lecture and discussion). There are two projects – mandalas/reflection and a strategic self-management plan – due at various points in the semester, as well as a First Day Survey. Additional information is available in the next section and more detailed information is available on the course website.

**EVALUATION/GRADING:**

A total of 300 points will be available during the semester and can be earned as follows:

- 70 points  Quizzes (10 points each; 10 given, best 7 counted)
- 150 points  Exams (Mid-Term worth 50 points, Final worth 100 points)
- 80 points  Projects: Mandalas/Reflection (30); Movie Journal (50)

The grading scale is as follows:

- A  282 or more points
- A- 270 to 281 points
- B+ 261 to 269 points
- B  252 to 260 points
- B- 240 to 251 points
- C+ 231 to 239 points
- C  222 to 230 points
- C- 210 to 221 points
- D+ 201 to 209 points
- D  192 to 200 points
- D- 180 to 191 points
- F  179 or fewer points

- There is no set number of As or Bs for the course (i.e., if everyone in the class earns an A, they will get it). I do not grade on a curve nor do I bump up grades to the next letter even if the total is just one point away.
- Readings Quizzes consist of five multiple-choice items worth two points each. Exams consist of three types of questions (multiple-choice, scenario multiple-choice, and essay). Quizzes are based entirely on Key Concepts; Exams will be structured mostly around Key Topics (exception: Key Concepts for M/C).
- Exams are the primary means for assessing understanding of course material. You will not receive higher than a D+ for the course without a passing average (60 percent of available points) on the exams.
- Evaluation items for projects along with detailed instructions can be found on the Projects web page.
COURSE POLICIES:

Please be mindful of the following:

- Attendance is a critical component of the course. All absences (excused or unexcused) are counted. Each absence above TWO results in a 10-point reduction in the final total. Late arrivals and early departures, regardless how late or early, are treated as half absences. Perfect attendance (no full or partial absences, excused or unexcused) for the semester will earn 10 bonus points. Quiz scores are pro-rated based on how long you attend the session in which it is given (e.g., if you leave halfway through, you get half your score). Missed quizzes cannot be made up, but an accommodation will be offered for excused absences (defined as authorized University activity or service or training for military reserves). When you are absent, it is your responsibility to determine what you missed by contacting a classmate.

- All out-of-class assignments must be submitted as indicated on the schedule on the date/time (if no time is indicated then before class starts) they are due. Late submissions will be penalized without exception. The late penalty is 25 percent of the overall value per day (not per class meeting). If you submit something late, you must notify the instructor by e-mail.

- Electronic submission via Turnitin.com (when required) is a multi-step process. Be sure you complete all steps and receive a confirmation e-mail. This e-mail is your only protection in the event I indicate no submission was received. In such cases, you must provide the confirmation e-mail to be allowed an opportunity to re-submit. I will not accept document properties as evidence the assignment was completed on time.

- Electronic devices of any kind (including cell phones) are not to be used during class unless there is a bona fide learning-related issue. In such cases, official documentation will be required. The first violation will result in a warning. Each repeat violation will be treated as a half absence.

- The lectures, classroom activities, and all materials associated with this class and developed by the instructor are copyrighted in the name of Robert L. Holbrook, Jr. on May 10, 2016. You may not reuse (outside the scope of this class and its requirements) any of these materials without the instructor’s written permission.

COMMUNICATION WITH STUDENTS:

Catmail is an official means of communication among students, faculty, and administrators at Ohio University and is the preferred means of communication between you and the instructor. You may receive a variety of very important e-mail messages from various offices on campus for which some timely response will be required. The official email system for students is identified by OhioID@ohio.edu and can be accessed at catmail.ohio.edu or via the MyOhio portal.

Please remember that:

- You are responsible for monitoring and managing your account regularly, even during breaks.
- You are responsible for all announcements, requests, and/or sensitive information delivered to your Ohio e-mail account, including information related to this course.
- You may electronically forward your Ohio University e-mail to another e-mail address (e.g., @aol.com, @hotmail.com), but at your own risk. The University is not responsible for the handling of forwarded e-mail. Having e-mail forwarded does not absolve you from the responsibilities associated with communication sent to your official Ohio University e-mail address.
- If you have any questions regarding your OU e-mail account, you should contact the Service Desk (740-593-1222). You should report any problems related to e-mail to the Help Desk as well.
UNIVERSITY POLICIES ON ACADEMIC BEHAVIOR:

Academic Dishonesty: (Student Code of Conduct, Academic Misconduct) – Cheating in any form (including plagiarism, intentional or unintentional) is a serious breach of academic conduct; punishment for offenses range from a grade of zero on the assignment to referral to University Judiciaries and/or expulsion from the university.

Plagiarism Policy: Plagiarism is using someone else’s words or ideas as if they are your own. Plagiarism or other forms of cheating will not be tolerated — and will result in a grade of zero for an assignment or failure of the course, at the discretion of the instructor. Give proper credit (with a citation and full reference) when using someone else’s work. In this course, you do not have to provide a citation/reference for material quoted from the textbook as long as you make it clear that you are quoting (i.e., by putting a textbook definition in quotes or by explicitly saying “the text says”).

Academic and Classroom Misconduct: Academic integrity and honesty are basic values of Ohio University. Students are expected to follow standards of academic integrity and honesty. Academic misconduct is a violation of the Ohio University Student Code of Conduct subject to a maximum sanction of disciplinary suspension or expulsion as well as a grade penalty in the course.

Code of Conduct Violations: In addition to the sanctions listed above, the instructor may ask an offending student to leave the classroom if the behavior disrupts the learning process or represents a deliberate refusal to comply with course policies (note: this includes repeated use of electronic devices). If you e-mail me no later than 12:00pm (noon) May 13, 2016 and tell me that repeated use of electronic devices constitutes a code of conduct violation, I will give you three bonus points. Please do not tell others about this. The Office of Community Standards and University Judiciaries have the right to impose additional sanctions. Students may appeal academic sanctions through the grade appeal process.

ADA STATEMENT:

Any student who suspects s/he may need an accommodation based on the impact of a disability should contact the class instructor privately to discuss the student’s specific needs and provide written documentation from the Office of Student Accessibility Services. If the student is not yet registered as a student with a disability, s/he should contact the Office of Student Accessibility Services. Course requirements cannot be waived, but reasonable accommodations may be provided based on disability documentation and course objectives. Accommodations cannot be made retroactively.

UNIVERSITY POLICIES:

Students should review at least the following policies in the current student handbook that are relevant to syllabus requirements: Attendance Regulations, Student Grievances, Americans with Disabilities Act, Honor System, Drop-Add Procedures, Student Inspection in Tests and Examinations, Student Conduct Code, and Withdrawal from the University.
**CAVEAT:**

This syllabus is not a contract. It is intended to be flexible in order to facilitate class learning. As such, the syllabus may be changed, revised, and/or modified any time deemed necessary at the instructor’s sole discretion.

**CLASS CALENDAR:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Text Reading(s)</th>
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<tbody>
<tr>
<td>May 10</td>
<td>Introductions &amp; Expectations</td>
<td>Management Today - Chapter 1</td>
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<tr>
<td>May 12</td>
<td>Ethics and Social Responsibility</td>
<td>Chapter 3</td>
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<td></td>
<td><strong>Deliverable:</strong> Self-Assessment Scoresheet <em>(by noon May 16 to Turnitin.com)</em></td>
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<td>May 17</td>
<td>Individual Behavior</td>
<td>Chapter 15</td>
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<td>May 19</td>
<td>Global Management and Cultural Diversity</td>
<td>Chapter 5</td>
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<tr>
<td>May 24</td>
<td>Information and Decision Making</td>
<td>Chapter 7</td>
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<tr>
<td>May 26</td>
<td>Planning Processes and Techniques</td>
<td>Chapter 8</td>
</tr>
<tr>
<td></td>
<td><strong>MID-TERM EXAM</strong></td>
<td>Chapters 1, 3, 5, 7, 8, 15</td>
</tr>
<tr>
<td>May 31</td>
<td>Environment and Innovation</td>
<td>Chapter 4 (pp. 77-88)</td>
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<td>June 2</td>
<td>Strategy and Strategic Management</td>
<td>Chapter 10</td>
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<td>Control Processes and Systems</td>
<td>Chapter 9</td>
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<td>June 7</td>
<td>Leading and Leadership Development</td>
<td>Chapter 14</td>
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<td>June 9</td>
<td>Motivation Theory and Practice</td>
<td>Chapter 16</td>
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<td>Teams and Teamwork</td>
<td>Chapter 17</td>
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<td>Conflict and Negotiation</td>
<td>Chapter 18 (pp. 426-432)</td>
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<td>June 14</td>
<td>Movie Day <em>(Title TBD)</em></td>
<td>None</td>
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<td><strong>Deliverable:</strong> Mandalas and Reflections <em>(by 10:30am to 308 Copeland)</em></td>
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<tr>
<td>June 16</td>
<td>FINAL EXAM</td>
<td>Chapters 4, 9, 10, 14, 16</td>
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<td>June 21</td>
<td>Organizational Structures and Design</td>
<td>Chapter 11</td>
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<td></td>
<td>Organization Culture</td>
<td>Chapter 12 (pp. 265-276)</td>
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<tr>
<td>June 23</td>
<td>Project Completion and Submission</td>
<td>None</td>
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<tr>
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<td><strong>Deliverable:</strong> Strategic Self-Management Plan <em>(by 1:00pm to Turnitin.com)</em></td>
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Projects are indicated as deliverables on the date/time they are due; submission method varies as indicated.