# Syllabus: BUS604 Advanced Organizational Behavior (ONL)

## Course Information

BUS 604 Advanced Organizational Behavior (Online)
Spring term, 2017 (March 13 – May 13)
3 Credit Hours

## Instructor Information

*Larry W. Hughes, Ph.D.*
Doane University

## Contact Information

Office: Fred Brown Building, Lincoln Campus
Email Address: larry.hughes@doane.edu
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## Communicating With the Instructor

This course uses a "three before me" policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:
1. Course syllabus
2. Announcements in Blackboard
3. Email the instructor

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email or phone. My preference is that you will try to email me first. Please allow 24 hours for me to respond to emails Monday-Friday and 48 hours on the weekend.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance (contact information is listed below ).

## Course Catalog Description

A course providing students the opportunity to conduct an in-depth study of human behavior in organizations. It focuses on the theory underlying individual behavior in organizations and the application of that theory to managerial issues that are present in today's organizations. Major areas of study include motivation, group processes, power and influence, and conflict resolution. ***Required core course.***

## Course Prerequisites

Admission to MAM program or permission of the Dean of the College of Professional Studies

## Course Textbook and Materials

### Required

Natemeyer, W.E., & Hersey, P. (Eds.). (2011). *Classics of Organizational Behavior (4th ed.).* Long Grove, IL: Waveland Press, Inc.

## Learning Objectives

### Course Objectives

At the completion of this course students will be able to:
1. Define "organizational behavior"
2. Define and provide examples of affect, behavior, and cognition within an organizational context
3. Identify organizational behavior (OB) theories and concepts in the context of current and emerging workplace realities such as globalization, diversity, and teams.
4. Define and provide examples of ethics and social responsibility in contemporary workplaces.
5. Understand the nature of work motivation, learning, values, conflict, and leadership.
6. Use above information to aid in problem-solving and decision-making for organizations.

## Course Requirements

### Attendance Policy

You should plan to work on this course every day. This means that you absolutely must have a reliable and consistent internet connection

throughout the duration of the course. This also strongly suggests that you should not plan to take any vacations during this course. This is a condensed, fast-pace, course and it would be extremely difficult to catch up after a prolonged absence.

**Online Course**
This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet technologies.

**Computer Requirements**
This course requires that you have access to a computer that can access the internet. You will need to have access to, and be able to use, the following software packages:
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Microsoft Word

You are responsible for having a reliable computer and internet connection throughout the course.
Your computer should come with a camera and/or you need to have a camera on your phone (for self-introductions, presentations, digital meetings, and other activities).

**Email and Internet**
You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane* University *e-mail account.* Please plan on checking your Doane Gmail account regularly for course related messages.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at http://bb2.doane.edu

**Campus Network or Blackboard Outage**
When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

**Attendance/Participation**

*Preparation* for class means reading the assigned readings & reviewing all information required for that week. *Attendance* in an online course means logging into the Blackboard and on a regular basis and *participating* in the all of activities that are posted in the course.

**Studying and Preparation Time**
The course requires you to spend time preparing and completing assignments. A three-credit course requires 144 hours of student work. Therefore expect to spend approximately 18 hours a week preparing for and actively participating in this 8-week course.

**Late or Missed Assignments**
ALL assignments must be finished and turned in to complete the course. Late assignments will receive a grade of '0' but feedback will be provided.

**Rewrites**
Students may not submit their assignments ahead of their due date for review by the instructor.

**Submitting Assignments**
All assignments, unless otherwise announced by the instructor, MUST be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

**Drop and Add dates**
If you feel it is necessary to withdraw from the course, please contact your advisor for full details on the types of withdrawals that are available and their procedures.

**Subject to change notice**
All material, assignments, and deadlines are subject to change with prior notice.  It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.

**Academic Integrity**
Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means,

is manifested in various measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist[1]:

    a. Cheating
    b. Fabrication
    c. Facilitating academic dishonesty
    d. Plagiarism

For more information on academic integrity, please visit the website: http://catalog.doane.edu/content.php?catoid=4&navoid=191

# Course Grading

### Grades, Grading Scale, Feedback
Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved.  All course requirements must be completed before a grade is assigned.

    A     100 – 90
    B     89 – 80
    C     79 – 70
    D     69 – 60
    E     59 and below

**Feedback:** Please allow 3-5 days for feedback on assignments. This timeframe is dependent upon the level of detail that I provide and the number of students in the course. I expect you to read my feedback and make changes if needed. If you do not know how to look at feedback using the My Grades tool in Blackboard, please notify me immediately.

# How to Succeed in this Course
- Check your Doane email regularly
- Log in to the course web site daily
- Communicate with your instructor
- Create a study schedule so that you don't fall behind on assignments

# Accessibility Statement
In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at Doane University facilitate a comprehensive range of academic support services and accommodations for qualified students with

disabilities. Doane University staff coordinate transition from high schools and community colleges, in-service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all Doane University regarding disability policies, procedures, and accommodations.

## Student Conduct Statement

Students are required to adhere to the behavior standards listed in **Doane University Policy Manual**

Appropriate classroom behavior is defined by the instructor. This includes the number and length of individual messages online. Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate.

Student access to the course Send Email feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

## Technical Support Contact Information

For technical assistance 24 hours a day, 7 days a week, please contact the Doane University Technology Office Help Desk:

> Phone: 402-826-8411
> Email: helpdesk@doane.edu
> Web: http://www.doane.edu

## Syllabus Disclaimer

The instructor views the course syllabus as an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes face-to-face, via email or in the course site Announcements. Please remember to check your Doane University email and the course site Announcements often.

**Course Schedule**

Under development