



DOANE
UNIVERSITY

SYLLABUS

Course Title	Organizational Behavior
Course Number	BUS 604
Number of Credits	3 semester credits
Course Dates	5/20/19 - 7/20/19
Instructor	Michelle Setlik
Email Address	michelle.setlik@doane.edu
Office Hours/Availability	I will respond to emails and text within 24 hours, unless students are otherwise notified
Phone Number	(308) 380-4480 for text messages
Textbook Information: (e.g. title, edition, publisher, ISBN)	Organizational Behavior - Managing People and Organizations, 12th Ed. Ricky Griffin, Jean Phillips, & Stanley Gully. Cengage. ISBN-13: 978-1305501393
Additional Course Materials	N/A
Course 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. Prerequisites: None

Program Outcomes	<p>a. Develop and use analytical and creative thinking skills to gather and analyze information, to identify and solve problems, to determine potential outcome alternatives, and to make appropriate decisions</p> <p>b. Gain knowledge and understanding of the ethical and legal issues involved in business</p> <p>c. Gain knowledge and understanding of the various components of a business enterprise and the interrelationship of those components</p> <p>d. Gain knowledge and understanding of the nature of change and develop a willingness to anticipate, adapt, and respond effectively to change</p> <p>e. Obtain an understanding of the value of diversity</p>
Course Learning Outcomes/Objectives	<p>At the conclusion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Understand the definition of Organizational Behavior and the foundation sciences on which it is built 2. Understand the concepts of person/job fit and the bases of job satisfaction and engagement 3. Have a strong understanding of the nature of personality and its role in organizational behavior 4. Understand the link between perception and decision making 5. See the ways in which current events impact individuals and organizations and understand the roles gender, generations, and other behavioral variables play in motivating employees 6. Understand the similarities and differences between managing and leading 7. Understand the basics of communication in organizations 8. Understand the nature of power and politics and how it plays out in organizations
Technology Requirements	<p>https://www.doane.edu/faq/minimum-computer-requirements</p>

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
Week 1	Introduction to Organizational Behavior	Read: Chapter 1: An Overview of Organizational Behavior Chapter 2: The Changing Environment of Organizations		Week 2 by 6 pm
Week 2	Individual Behaviors	Read: Chapter 3: Individual Characteristics Chapter 4: Individual Values, Perceptions, and Reactions	Quiz: Chapters 1-2	Week 3 by 6 pm
Week 3	Motivating Employees	Read: Chapter 5: Motivating Behavior Chapter 6: Motivating Behavior with Work and Rewards	Quiz: Chapters 3-4	Week 4 by 6 pm
Week 4	Groups and Teams	Read: Chapter 7: Groups and Teams Chapter 8: Decision Making	Quiz: Chapters 5-6	Week 5 by 6 pm

		and Problem Solving		
Week 5	Communication and Conflict	Read: Chapter 9: Communication Chapter 10: Conflict and Negotiation	Quiz: Chapters 7-8	Week 6 by 6 pm
Week 6	Leadership	Read: Chapter 11: Traditional Leadership Approaches Chapter 12: Modern Leadership Approaches Chapter 13: Power, Influence, and Politics	Quiz: Chapters 9-10	Week 7 by 6 pm
Week 7	Organizational System	Read: Chapter 14: Organizational Structure and Design Chapter 15: Organizational Culture Chapter 16: Organization Change and Change Management	Quiz: Chapters 11-13	Week 8 by 6 pm
Week 8	Putting it All Together	Book of student's choice relating to OB topic	Review of student's choice book relating to OB topic	5 calendar days after last class by 6 pm

Grading Assessments

Type of Assessment	Points	Total possible points
Class Participation	10 points each week	80
Quiz	200 points per quiz	1200
Final Paper	200 points	200

Grade Scale

A+ = 97-100% A = 94-96% A- = 90-93% B+ = 87-89% B = 84-86% B- = 80-83%
C+ = 77-79% C = 74-76% C- = 70-73% D+ = 67-69% D = 64-66% D- = 60-63%
F= 59% or below

Participation Policy	<p>A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.</p> <p>(Faculty to insert any additional class participation; see resource page for ideas.)</p>
Study Time	<p>Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.</p>
Late Work	<p>(Include expectations regarding late work; please see attachment for examples.)</p>
Submitting Assignments	<p>(Include expectations regarding students' submission of assignments, for example, in class or in Blackboard.)</p>

Communication Policy including Assignment Feedback	(State your policy on timeliness of communicating with students and length of time needed before assignments will be graded, e.g. 48 hours.)
Academic Integrity Policy	New Academic Integrity Policy to be released AUTM 2018
Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support
Disability Services	https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Cuddy MacNeill at cuddy.macneill@doane.edu or 402-467-9031 for assistance.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.