

COURSE TITLE BLACKBOARD SITE	HRM 3013 Organizational Behavior Fall 2012 – http://my.ltu.edu and select 1143 Section 01
INSTRUCTOR	Dr. James T. Kilgore Adjunct Faculty, Undergraduate Management Program, College Of Management Email: jamestk901@hotmail.com (24 response time, unless notified otherwise). Office hours: Online: Mondays 7:00am – 9:00am (unless notified otherwise). We can set up an appointment to chat online, talk over the phone, or meet on campus at any point. Please don't hesitate to email me for an appointment.
SCHEDULE	September 5 – December 15, 2012 Refer to http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp for the last date to withdraw and other important registration related information.
LEVEL/HOURS PREREQUISITE	3 semester credit hours Advanced Standing
REQUIRED TEXT (See Blackboard for additional resources)	<i>Organizational Behavior</i> , 12th edition by Schermerhorn ,Osborn, Uhl-Bien & Hunt. ISBN: 13-978-0-470-87820-0 978-1-118-12931-9 Available for online purchase through LTU Bookstore at: http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489
ADDITIONAL RESOURCES	LTU Online student resources: http://www.ltu.edu/ltuonline/
TECHNICAL SUPPORT	Technical support for using Blackboard is provided by the Helpdesk, 248.204.2330 or helpdesk@ltu.edu . Send the Help Desk a form detailing any issues by clicking here http://tinyurl.com/3yqrvne .

COURSE SCHEDULE FOR COLLEGE OF MANAGEMENT (GRAD) SEMESTER COURSES

This fully online course begins with a partial week online course orientation period to familiarize yourself with the online learning environment and to meet online or via the phone with your instructor. Each subsequent week starts on a Monday and ends on a Sunday.

Dates	Modules	Topics / Readings	Assignments Due
-------	---------	-------------------	-----------------

STUDENT EVALUATION

DATES	MODULES	TOPICS/READINGS	Assignments Due
Week of: August 27, 2012	0	On-line Orientation Course Orientation	Module 0 Course Orientation Student Introduction Instructor Conversation
Week Of: September 3, 2012	1&2	Introducing Organizational Behavior Individual Differences, Values, & Diversity Chapters 1 & 2 Article: Stress in the Workplace: a comparison of gender and occupations. Article: Diversity, Perceptions of Equity, and Communicative Openness in the Workplace.	Chapters 1&2 Narrated Power Point Lecture 5 page write-up question 20 p.23 Discussion Board Due: Sept 10, 2012
Week Of: September 10, 2012	3	Emotions, Attitudes & Job Satisfaction Chapter 3 Article: Emotions in the Workplace: the neglect of organizational behavior.	Chapters 3 Narrated Power Point Lecture Discussion Board Group Exercise: Selecting an Expatriate Using Personality Tests Due: Sept 17, 2012
Week Of: September 17, 2012	4	Perception, Attribution & Learning	Chapters 4 Narrated Power Point Lecture Discussion Board 5 page write-up question 20 P.98 Due: Sept 24, 2012

Week Of: September 24, 2012	5	Theories of Motivation	Chapter 5 Narrated Power Point Lecture Discussion Board Group Exercise: A Reward Allocation Decision Due: Oct 1, 2012
Week Of: October 1, 2012	6	Motivation & Performance	Chapters 6 Narrated Power Point Lecture Discussion Board 5 page write-up question 20 P. 142 Due: Oct 8 , 2012
Week Of: October 8, 2012	7	Teams in Organizations	Chapters 7 Narrated Power Point Lecture Discussion Board Group Exercise: Understanding the Benefits of Teams Due: Oct 15, 2012
Week Of: October 15, 2012	8	Teamwork-Team Performance	Chapters 8 5 page write-up question 20 P. 193 Narrated Power Point Lecture Discussion Board Mid-Term Exam Due: Oct 22, 2012 Mid-Term Exam Chapters 1-8
Week Of: October 22, 2012	9	Decision Making & Creativity	Chapters 9 Group Exercise: Lost at Sea Discussion Board

			<p>Due: Oct 29, 2012</p> <p>Narrated Power Point Lecture</p>
<p>Week Of: October 29, 2012</p>	<p>10</p>	<p>Conflict & Negotiation</p>	<p>Chapter 10</p> <p>Group Exercise: Salary Negotiations Due: Nov 5, 2012</p> <p>Discussion Board</p> <p>Narrated Power Point Lecture</p>
<p>Week Of: November 5, 2012</p>	<p>11</p>	<p>Communication & Collaboration</p>	<p>Chapter 11</p> <p>5 page write-up question 20 P. 261 Due: Nov 12, 2012</p> <p>Discussion Board</p> <p>Narrated Power Point Lecture</p>
<p>Week Of: November 12, 2012</p>	<p>12</p>	<p>Power & Politics</p>	<p>Chapter 12</p> <p>Group Exercise: Leadership Decision Making P. 345</p> <p>Discussion Board</p> <p>Due: Nov 19, 2012</p> <p>Narrated Power Point Lecture</p>
<p>Week Of: November 19, 2012</p>	<p>13</p>	<p>Leadership Essentials</p>	<p>Chapter 13</p> <p>Narrated Power Point Lecture</p> <p>Discussion Board</p> <p>5 page write-up question 20 P. 317</p> <p>Due: Nov 26, 2012</p>
<p>Week Of: November 26, 2012</p>	<p>14</p>	<p>Leadership Challenges</p>	<p>Chapter 14</p> <p>Discussion Board</p> <p>Narrated Power Point Lecture</p> <p>Group Exercise: Understanding Potential Power</p>

			Due: Dec 3, 2012
Week Of: Dec 3, 2012		Final Exam	Final Exam Chapter's 9-14

Assignments	Points	
Mid-Term Exam	100	25.00%
Final Exam	100	25.00%
(7) Integrated Case Analysis	600	16.66%
Blackboard Participation (14 Modules @ 30 points possible each week). Plus 10 for Module 0: "introducing yourself"	420	16.66%
(7) Group Project Work	700	16.66%
Total Points	1920	100.00%

Class Points	Letter Grade
96 and above	A
90 – 95	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
61 – 70	D (Undergrad Only)
60 and below	E

Note: Grades lower than a "B" fall below the LTU graduate standard

STUDENT LEARNING OBJECTIVES / OUTCOMES

As members of many types of organizations throughout our lives, we are all affected at some time or another by their internal dynamics. These dynamics consist of the behaviors of individuals and groups as they work and interact together within the organization. In some cases,

this "organizational behavior" may generate an environment that is very pleasant to function within and highly conducive to effective work processes. In other cases it may create an unpleasant and dysfunctional work environment.

To help us best understand and address these issues, the field of organizational behavior has developed as the study of the behavior of individuals and groups in organizations. Scientific investigations in this area have generated a body of knowledge on issues such as individual behaviors (e.g., individual perception, motivation, leadership, decision-making, etc.), groups and teamwork (e.g., internal group processes and group dynamics, interpersonal processes, etc.), and organizational context and characteristics (e.g., organizational structure, organizational design, organizational culture, etc.).

The purpose of this course is to introduce the main ideas and concepts of organizational behavior, and provide a basic understanding of current theories, principles, and practices concerning its management. The intent is to help participants gain useful knowledge that will help them gain greater self-awareness and confidence in self-management, and prepare them for successful careers and satisfying life experiences.

Therefore the objectives of this course are to:

- (1) **Help students understand organizational behavior issues and consequently be able to more effectively manage themselves and others at work.**
- (2) **Provide the most up-to-date, relevant, and applicable information available in the field.**
- (3) **Better prepare students for life at work after graduation.**
- (4) **Engage students actively (rather than passively) in the learning process through class discussion, current events discussions, group presentations, debates, and engagement with guest speakers.**
- (5) **Expose students to terminology and jargon commonly used in organizations and popular literature so that they may break the "jargon barrier" and begin/continue the process of keeping abreast of current issues.**
- (6) **Improve students' communication and interpersonal skills, and allow them an opportunity to work in groups.**

These objectives will be evaluated via assignments, examinations, and other methods throughout the course.

INSTRUCTIONAL METHODS AND COURSE ORGANIZATION

Blackboard Learning Environment – Blackboard at my.ltu.edu contains the syllabus, all assignments, reading materials, narrated PowerPoint mini-lectures, links to Web resources, and discussion forums. You will submit all assignments via Blackboard, and are expected to participate regularly in discussion topics. Please take time to familiarize yourself with the organization of the Blackboard site. You will want to check the site frequently for announcements reminding you of new resources and upcoming assignments.

Student/Instructor Conversations – Students keep in touch with the instructor via e-mail messages, Dr Kilgore’s on-line chat forum and phone conversations.

Required Reading – Textbook chapters should be read according to the schedule outlined in the syllabus. Chapters will be discussed online.

Publisher Web Site – A publisher web site at <http://www.wileyplus.com> includes instructional materials, PowerPoint slides, case studies, application exercises, and practice quizzes. You should make use of as many of these resources as you need to be successful.

CLASS POLICIES AND EXPECTATIONS

I plan to offer you a valuable learning experience, and expect us to work together to achieve this goal. Here are some general expectations regarding this course:

Each student has a LTU email account. If you wish to use a different email address for this course, please **change your email address in Blackboard under “Blackboard Tools”, then “Personal Information”** and send an email to me to store your email address in my directory.

Readings, discussion forum participation, and written assignments must be completed according to the class schedule. It is important to contact the instructor as needed to discuss personal needs regarding course requirements and assignments.

It is essential that all students actively contribute to the course objectives through their experiences and working knowledge.

All assignments must be submitted on schedule, via Blackboard, and using Microsoft Office compatible software. If you need to submit an assignment via email, contact the instructor in advance. **LATE ASSIGNMENTS WILL NOT BE ACCEPTED.**

Assignments must be completed to an adequate standard to obtain a passing grade. Requirements for each assignment are detailed in this syllabus.

Be prepared to log into Blackboard at least once each day. Please focus your online correspondence within the appropriate Blackboard discussion forums so that your colleagues can learn from you.

At midterm and at the end of the course, you will be invited to participate in a University evaluation of this course. Your feedback is important to the University, to LTU Online, and to me as an instructor, and I encourage you to participate in the evaluation process.

It is important for you as students to know what to expect from me as your instructor:

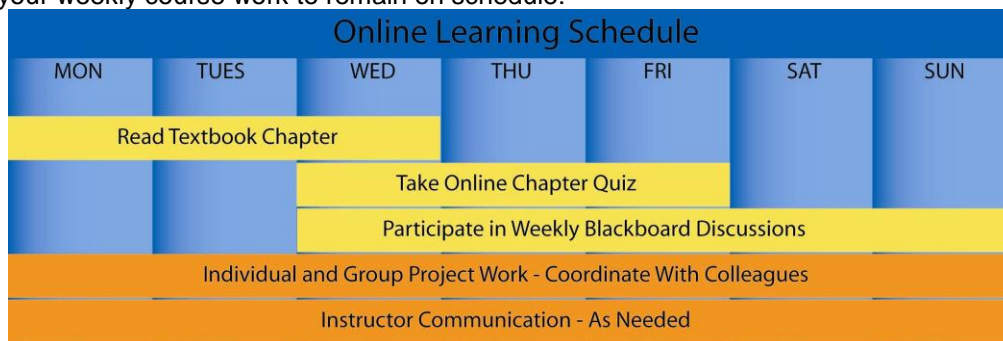
- I will be available to you via e-mail and phone, and will promptly reply to your messages.
- I will be available to you for face-to-face appointments as requested.
- I will maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported to me.
- I will send out a weekly e-mail update to all class members to guide upcoming work and remind you of assignment due dates.
- I will return all assignments to you promptly, and will include individualized comments and suggestions with each assignment.
- I will hold our personal written or verbal communications in confidence. I will not post any of your assignments for viewing by the class without requesting your approval in advance.
- I will treat all members of the class fairly, and will do my best to accommodate individual learning styles and special needs.
- If any of these points need clarification, or should special circumstances arise that require my assistance, please contact me so that we may discuss and resolve the matter.

PRACTICAL GUIDELINES FOR CLASS LOAD EXPECTATIONS

A three-credit course generally requires at least nine hours per week of time commitment. Here are some practical guidelines to help schedule your time commitments for this online course:

- A 143-week semester (the summer semester is compressed into 10 weeks) would require at least 126 hours of time commitment to successfully complete all readings, activities, assignments, and texts as described in this syllabus.
- You should reserve at least 6 hours per week to read the required textbook chapters and resources, participate in online discussions, review presentation materials, and work through online quizzes. This effort will total at least 84 hours over the course of the semester.
- You should organize your remaining time to roughly correspond with the point value of each major assignment. This means that you should plan to spend at least:
 - 8-9 hours preparing your case study review;
 - 24-40 hours working with your group on the three parts of your semester-long project;
 - 8-9 hours working on the various components of your reflective consolidation (final exam).

These guidelines may not reflect the actual amount of outside time that you – as a unique individual with your own learning style – will need to complete the course requirements. The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively. The following graphic may be used to guide you in planning your weekly course work to remain on schedule:



ASSIGNMENT DETAILS

Course assignments and evaluation criteria are detailed below. Please review these requirements carefully. See the section Academic Resources / Assessment Guidelines for information about assessment of written and oral presentations.

Details for all assignments are shown below. Please note that you should not submit any assignments to the Blackboard “Digital Drop Box.” All assignments are submitted using the Blackboard “Assignments” or “SafeAssign” function. Some assignments are also posted to the Blackboard Discussion Forum for student comments.

Assignments (Points)

Integrated Cases Analyses (7 cases @ 100 points each)

During the semester, you will be assigned 7 integrated cases analyses to complete that involve applying what you have learned within the chapters to a realistic work situation. Each case will be found in your textbook and will involve you applying the information from multiple chapters and topics to one real-life

situation. You are to summarize the case in a couple of paragraphs and then answer the questions at the end. **The questions should be answered in essay format, and your papers length should be 5 pages not including the cover page, table of contents, and reference page.** (This means, that you should take more than three or four sentences to answer them). These are to be typed (double spaced, 12pt font, 1 inch margins). See the schedule for specific case analyses to be completed.

Keep in mind, simply copying responses from the course text is unacceptable. My expectations are that you will utilize HR based research journals, benchmark data, and cost studies to support your work. In addition, you are to properly cite your work and references using APA format & Guidelines. Also note, using Wikipedia as a reference source will result in a grade of "0" for the assignment.

Group Projects

The instructor will be assigning students to teams and will communicate your team assignments the second week of class. During the semester, you will be required to participate and complete 7 group projects, that involve applying what you have learned within the chapters to a realistic work situation. Each group project will be found within the weekly modules and will involve you applying the information from multiple chapters and topics to one real-world issue.

PLEASE NOTE: The instructor will not get involved with team disputes. If you fail to work together you will be required to complete the assignments individually.

Mid-Term & Final Exams

There will be a mid-term and final exam this semester. The exams are not cumulative, but the knowledge you learned from earlier chapters is cumulative.

The mid-term and final exam will consist of timed multiple choice & true-false questions. Submitting an exam after the due date and time will result in a grade of zero. Submitting an exam after time has expired will result in a reduction of one point per minute late.

The instructor will not mediate disputes between students and IT. Failure to complete and submit an exam properly will result in a grade of (0).

Each exam will be available from Monday morning (9:00 a.m.) until Sunday 11:59 p.m. E.T. You must complete the exam in the allocated time.

Blackboard participation will be extremely important in this class. Participation points will be broken down as follows:

Each Student is required to respond *at least once* to instructor posted forums weekly. In addition, each student is required to respond to a minimum of two posts from their peers weekly.

Required Participation Days per Week:

Each student is required to participate at a minimum at least three days *each* week to receive the maximum points. **"Three days/week" is defined as three different dates and times that are at least four hours apart.** Blackboard "timestamps" each post. For example, a post at 11:50 p.m. on a Wednesday and another post at 12:30 a.m. on the next day (Thursday) would not constitute two different days for that week. These two posts are only 40 minutes apart. You would receive credit for two posts but they would be counted as one day.

Postings completed after 11:59 p.m. E.T. on Sunday will not be counted.

Awarding of Points:

Points will be awarded based upon number of posts and for quality. Therefore, simply making a post will not get you full credit. In order to receive full credit, your posts should be well thought out, make a valid contribution/argument, and be respectful.

Posting Quality Rating	Examples
High	Original thoughts not already contained in the threaded discussion Cited examples/ideas from the Internet – please list the URL that you have referenced Agreement/Disagreement with other postings and including a strong reason why
Fair	Some original thoughts/some repeat of what has already been listed in the threaded discussion.
Weak	I agree/disagree with no reason/explanation/etc.

Assignment Evaluation- Case Study

- Nominal five pages – 20 points
- Organization and overall writing quality –10 points
- Overall critical thinking – 10 points
- Citations from Four HR based journals – 20 points
- Use of APA citation - formatting – 20 points
- Use of Benchmark data - 20 points

SYLLABUS ADDENDA

Please see the LTU Online “Current Students” web site <http://www.ltu.edu/ltuonline/> for comprehensive information about Lawrence Tech’s academic services, library services, student services, and academic integrity standards. The content of this web site is explicitly included in these syllabus requirements.

The LTU Online “Current Students” web site also includes grading rubrics used by your instructor to evaluate written assignments, discussion forum participation, and group assignments. Please note that the Safe Assign anti-plagiarism product will be used for written assignments submitted for this course. Please see the instructions included on the [help web site](#) regarding the use of the Safe Assign product.

Undergraduates: Leadership Transcripts

The leadership transcript enables students to track co-curricular activities that are undertaken above and beyond the requirements of the LTU curriculum. The leadership transcript serves students by enhancing the leadership portfolio; providing the opportunity for a transcript of distinction; enhancing their resumes; and assisting in articulating leadership experience. It can be accessed by logging on to Banner Web and clicking the Student and Financial Aid tab. Leadership Activities is located at the bottom of the list. More information is available at <http://www.ltu.edu/leadership>.