

SYLLABUS

INSTRUCTOR: Dr. Lawrence Sam
(650) 508-3596; **(408) 504-7932**
email: primary: lsam@ndnu.edu secondary: lmjpsl@comcast
Available after class and by appointment

CLASS DATES: Spring 2010
January 21, 28, February 4, 11, 18, 25 and March 4 (6:00 – 10:15 pm)

REQUIRED TEXT: Stephen P . Robbins and Tim Judge. Robbins, S and Judge (2009).
Organizational Behavior (13 ed). McGraw Hill. 978-0136007173

COURSE DESCRIPTION: This course focuses on studying contemporary organizations and the evolution of management principles and practices. It applies behavioral and social sciences in the areas of socialization, motivation, group dynamics, leadership, concepts of organizational design, and management functions.

COURSE OBJECTIVES: Upon successful completion of the course, the student will:

- be able to explain the need for a contingency approach to the study of OB
- understand the factors that contribute to job satisfaction.
- understand motivators and de-motivators of workers.
- understand how personal differences can affect job performance.
- understand the dynamics of group behavior
- be able to describe the communication process
- be able to discuss leadership theories
- understand the role of the leader in organizations

ASSIGNMENT FOR WEEK ONE:

Read Chapter One. Come to class prepared to discuss the definition of OB.

Moodle

Students should be familiar with Moodle for the course. We will use Moodle to complement our classroom assignments.

COURSE STANDARDS:

Academic Honesty

Academic honesty is a cornerstone of our values at NDNU. If any words or ideas used in an assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Consult the NDNU Student Handbook regarding consequences of misrepresenting your work.

Learning and Other Disabilities

If you have a learning disability or other circumstance that requires accommodations in this class, you must bring it to the attention of the Program for Academic Support and Services (PASS) to arrange for possible accommodations. Phone: (650) 508-3670.

Ethics:

Ethical behavior in the classroom is required of every student. Students are also expected to identify ethical policies and practices relevant to course topics.

Technology:

Students are expected to be competent in using word-processing, spreadsheet, and presentation software in this course. Use of the Internet, Moodle and E-Mail will also be required.

Diversity:

Learning to work with and value diversity is essential in every class. Students are expected to exhibit an appreciation for multinational and gender diversity in the classroom and to develop management skills and judgment appropriate to such diversity in the workplace.

Civility:

As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other and the instructor. Rules of classroom behavior include but are not limited to the following:

- Conflicting opinions among members of a class are to be respected and responded to in a professional manner.
- Side conversations or other distracting behaviors are not to be engaged in during lectures, class discussions or presentations
- There are to be no offensive comments, language, or gestures

References:

The School of Business and Management requires the use of the American Psychology Association (APA) publication guidelines as a standard for all papers.

Attendance:

Your attendance is very important to your studies at the University. Non-attendance or lack of participation in the class will be considered during the grading process. Two missed classes (or major portions of those classes) will yield an automatic “F” for the course.

COURSE REQUIREMENTS:

Class Participation: Each student is required to participate in discussions, offer relevant input and attend the entirety of all class sessions. Participation on Moodle counts toward participation grade.

12 Angry Men (old version) Each student shall watch *12 Angry Men* and write at least a 350 word paper relating the movie to OB terms and concepts. It is best to watch the movie after we’ve covered at least to Chapter Five. Due February 11.

Article: Each student shall find an article from a journal, newspaper, magazine or other reputable source about an OB-related topic. The student shall create a one-page (250 words) essay about the article. The recommended content of the essay is three paragraphs: what is the article about, how does the article relate to OB (particularly the chapter in the book), and what is the student’s opinion about the article. Each student shall present on a designated day his/her article to the class. Time limit is five minutes.

Research Paper on OB Topic: Each student is to choose a topic of his or choice on organization behavior. The student shall provide at least a seven-page research paper on his/her topic. The topic can be on any OB topic on which the student has interest. The student shall provide to the instructor his/her topic with thesis sentence by February 11.

Quizzes/Moodle Assignments: Assigned for each section of the text that we cover.

Presentation of Paper: Each student is required to present his/her analysis. Presentations shall be made on February 25. The time limit for the presentation, including questions and answers, is 15 minutes.

Final Exam:

Grading Plan and Evaluation

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| • Participation | 10% |
| • Article | 05% |
| • 12 Angry Men | 10% |
| • Quizzes/Moodle | 20% |

BUS2000
Management Principles and Organizational Behavior
Notre Dame de Namur University

- Research Paper 20%
- Presentation 05%
- Final Exam 30%

Grading:

95 --100	A	77 – 79	C+	60 – 63	D-
90 -- 94	A-	74 – 76	C	Below 60	F
87 – 89	B+	70 – 73	C-		
84 – 86	B	67 – 69	D+		
80 – 83	B-	64 – 66	D		

CLASS SCHEDULE AND ASSIGNMENTS

(Note: Some assignments will be on Moodle)

<u>Date</u>	<u>Schedule</u>	<u>Assigned</u>
1/21	<ul style="list-style-type: none">• Introductions• Overview of course and assignments• Chapter 1• Discussion on OB	
1/28	<ul style="list-style-type: none">• Discussion Chapters 2-5• Articles• Moodle and Quiz	<ul style="list-style-type: none">• Instructor
2/4	<ul style="list-style-type: none">• Discussion Chapters 6-9• Articles• Moodle and Quiz	<ul style="list-style-type: none">• Instructor
2/11	<ul style="list-style-type: none">• Discussion Chapters 10-13• Articles• Moodle and Quiz	<ul style="list-style-type: none">• Instructor
2/18	<ul style="list-style-type: none">• Discussion Chapters 14 - 16• Articles• Moodle and Quiz	<ul style="list-style-type: none">• Instructor
2/25	<ul style="list-style-type: none">• Discussion Chapters 17-18• Moodle and Quiz• Presentations	<ul style="list-style-type: none">• Instructor
3/4	<ul style="list-style-type: none">• Final Exam	

Disclaimer: This course syllabus and schedule are subject to change in the event of extenuating circumstances.