## Syllabus—Management Principles / Organizational Behavior

### Course Title
BUS 2000-09 Management Principles / Organizational Behavior

### Description
Studies contemporary organizations, management principles and practices, and the application of behavioral and social sciences in the areas of socialization, motivation, group dynamics, leadership, concepts of organizational design, and management functions.

### Prerequisites
None

### Semester
Fall I, 2019

### Course Start
August 27, 2019

### Class Hours
6:00-10:15 pm (Tuesday)

### Course Material

### Published Textbook Information
In accordance with the Federal Higher Education Opportunity Act, to the extent practicable, Notre Dame de Namur University (NDNU) makes textbook information available as part of its class schedule. NDNU makes every effort to ensure the accuracy of the textbook information provided. Due to issues such as textbook availability, errors and academic reasons, NDNU may need to change textbook information that has been published. NDNU cannot take financial responsibility when a student purchases a nonrefundable textbook and a change occurs to published textbook information. Students wishing to avoid this risk should purchase textbooks from sources that allow returns for refunds, such as the NDNU Bookstore managed by Follett.

### Instructor
Tamra Spade

### Phone
209-620-6859

### Email
Spadet84@gmail.com or Tspade@ndnu.edu

### Office Hours
30 minutes prior to the start of each class, or by prearranged appointment
Instructor Background

Tamra Spade has worked in non-profit, government, public and private sector organizations for over 25 years. Her areas of interest are in business management, building relationships and interactions with both youth and working adults. As such, she has started a nonprofit Leadership youth academy working with high schools, Individuals through public as a guest speaker and educational trainings, such as marketing, human services, leadership, entrepreneurial strategies, communications, business 101. She has a bachelor’s in Communication, a Master’s in Business Administration and currently working on her Doctor of Education in Organizational Leadership. She enjoys time with her family, travel, golfing and reading a good book.

INTENSIVE BUSINESS ADMINISTRATION PROGRAM LEARNING OBJECTIVES (PLO): Students will:

1. Acquire and demonstrate analytical and problem solving skills within various disciplines of business—accounting, economics, finance, management and marketing;
2. Learn to describe, discuss and analyze current events in American business with attention to the global, social and ethical dimensions of events;
3. Acquire the communication, research and technological skills needed to analyze a business situation, and prepare and present a management report;
4. Develop critical thinking abilities and a foundation of ethical principles that allows them to work effectively, respectfully, ethically and professionally with people of diverse ethnic, cultural, gender and other backgrounds.

Learning Outcomes—at the end of this course, students will:

1. Understand the contemporary roles and responsibilities of managers at varying levels of leadership (PLO #2)
2. Be familiar with historical management trends and the research that has contributed to our understanding of organizational behavior (PLO #1)
3. Recognize the impact of this research on our understanding of individual and group behavior, human resource policies and practices (PLO #3 & 4)
4. Develop skills in communication and interpersonal relationships in order to lead effectively. (PLO #3)
Syllabus

— Management Principles / Organizational Behavior

Fall I 2019

Notre Dame de Namur University

Tamra Spade

Syllabus Updates

Refer to this syllabus for course assignments. However, the course syllabus and schedule are subject to change in the event of extenuating circumstances. You will be notified of any changes made to the syllabus on a weekly basis. In all circumstances, University policies will be strictly adhered to.

Class Attendance

Your attendance is very important to your studies at NDNU. Nonattendance or lack of participation in the class will be considered during the grading process. Intensive classes require a stringent absence policy since even once absence may significantly affect achievement of your course learning objectives. With only 28 class contact hours as opposed to the traditional 45 contact hours, all class time is critical. A student who misses more than one class period or the equivalent (four accumulated hours) must withdraw from the class: you will be assigned a failing grade for the course unless you do so. It is the student’s responsibility to initiate the drop or withdrawal. There are no exceptions.

Late Homework

Assignments are due on time and must be submitted at the start of each class meeting. Assignments not turned in on time are considered late. Late assignments will be accepted only for one week, after which time the assignment will not be accepted. Only up to two assignments may be turned in late during the duration of the class. Late assignments will incur an automatic reduction of 10 percent. This policy is not intended to be punitive, but to facilitate your success within an intensive schedule, which allows little room for putting off assignments.

Participation

Both lecture and classroom activities are organized to maximize student involvement in the learning process. You will be evaluated on your comprehension of the material as well as your ability to discuss the relevancy (i.e., research pros and cons) of what was noteworthy in context of this class.

Extra Credit

None specified, although the opportunity to introduce it will be at the discretion of the instructor.

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.
**Privacy and Confidentiality**

One of the highlights of the NDNU academic experience is that students often use real-world examples from their organizations in class discussions and in their written work. However, it is imperative that students not share information that is confidential, privileged, or proprietary in nature. Students must be mindful of any contracts they have agreed to with their companies.

**Learning and Other Disabilities**

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

**Class Format**

During the class period a combination of teaching and learning techniques will be utilized. Textbook lessons and theory will be covered in a variety of methods. Group work and case studies will occur throughout the class sessions. It is understood that, while the required reading is necessary, you will not receive a lecture on every chapter.

**Workload**

In addition to class attendance, every intensive class at NDNU includes assignments estimated to take approximately three (or more) hours per week per unit outside of class (14 hours). The distribution of average weekly hours of instruction/study for this class will follow that norm, equaling a total of 16 hours a week, generally in accordance with the following:

Distribution of Average Weekly Hours of Instruction /Study = Total of 16 per week

- Class Contact Hours 4
- Text Readings and Note Taking 4
- Research and Writing Assignments 5
- Team Projects Research 3
Written Assignment Style
All papers must follow the American Psychology Association (APA) style. This style uses parenthetical reference citations within the text of the paper and a list of references at the end of the paper. They must be typed with a 12-point font, double-spaced. In the upper right-hand corner of the first page, type your name, assignment identification, course number and date.

Paragraphs are to be indented with a tab or by indenting 5 spaces (not less or more). Do not add additional space between paragraphs. Please review your grammar and punctuation throughout your paper. Points may be deducted for not following these instructions. If you need help with your writing or need more information about writing in the APA format style, please make an appointment at the NDNU Writing Center. You can also visit the APA style webpage at http://www.apastyle.org/previoustips.html.

Grading for Papers
All assignments will be evaluated using the following criteria:
- The student demonstrates a solid comprehension of the concepts described in the texts and discussed in class, as well as, integrates these concepts with her or his own ideas and experiences.
- The written documents have the appropriate sources, which mean integrating source material smoothly into the paper while maintaining the writer's critical voice.

Written Assignments Value and Key Dates

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<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
<th>%</th>
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<tbody>
<tr>
<td>Participation – Assessment weekly</td>
<td>100</td>
<td>15</td>
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<tr>
<td>Quizzes 4 (5 pts each)</td>
<td>20</td>
<td>5</td>
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<tr>
<td>Assignments (Individual) 4 (25 pts each)</td>
<td>100</td>
<td>15</td>
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<td>Midterm quiz</td>
<td>100</td>
<td>20</td>
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<tr>
<td>Group project/presentation</td>
<td>100</td>
<td>25</td>
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<td>Final exam</td>
<td>100</td>
<td>20</td>
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<td>TOTAL</td>
<td>520</td>
<td>100</td>
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Notre Dame de Namur University 5 Tamra Spade
**FIRST NIGHT WRITTEN ASSIGNMENT**

The readings for the first class (Chapters 1 & 2) discuss what it means to be a manager and provide a brief history of management thinking. Write a brief paper, (2 pages, 1.5 spacing, 12 pt font) reflecting on what you have read. What was significant? What kind of managers have you had? What sort of manager do you think you are or would be? What has been your experience as a manager or being managed?

**Due Weeks 2, 3 and 5—Reflection Paper on a Management Topic:**

Choose an article from a professional business/management journal; we have several available in the Library: e.g. Harvard Business Review, Sloan Management Review and others, many on-line and accessible from home. Choose an article that discusses some aspect of management theory and/or practice.

In a 2 to 3 page paper (a) summarize the content of the article (b) describe how it relates to one of the topics in this class, and (c) give your perspective on what the author is saying. Attach a copy of the article and be prepared to discuss it in class.

Specifics of the written assignment will be discussed/distributed in class.

**Due Week 6—Group Project (20%)**

In the group project, you are required to apply the management principles learned in the course to a real-life organization. Industry segments will be assigned to each group such as: (1) Technology, (2) Life Sciences & Healthcare, (3) Industrial & Engineering, (4) Consumer/Retail, (5) Automotive, (6) Food & Beverage and (7) Aerospace. Based on the industry segment and group assignments, each team will pick one firm based on their industry assignment. This project is designed to undertake a management review and analysis of an organization’s management process and their state of competitiveness in the industry. Your group has been appointed by the Chief Executive Officer (CEO) in a global corporation to conduct a strategic management review. The review will be focused on a critique of the firm’s existing management
principles, leadership, processes, policy, organization structure, etc… and propose a plan to improve the management system. The ultimate goal and deliverable is to develop a strategic review plan that has undergone a thorough evaluation of the organization using the SWOT analysis model, evaluate the market competition, and identify other environmental factors that will impact the overall viability of the management assessment.

**Due on final day of class.** Your group should prepare a 12 minutes presentation of the findings and recommendations. Content of Presentation should include – but not limited to the following: (a) Background of Firm (b) Description of Products/Services & Markets, (c) Financial Performance: 3-5 years, (c) Competitors, (d) SWOT Analysis – Focus on Management Competencies, (d) Final Recommendations - Provide three key recommendation actions that will enable the firm to strategically position itself competitively over the next 3-5 years.

### Schedule

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<thead>
<tr>
<th>Week &amp; Date</th>
<th>Class Activities</th>
<th>Readings</th>
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<tbody>
<tr>
<td>1 Aug 27</td>
<td>• Orientation and introduction</td>
<td>Read Chapters 1 &amp; 2</td>
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<td></td>
<td>• Syllabus and Assignments Review</td>
<td>• First Night Assignment</td>
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<td>• Opening discussion: What is</td>
<td>Due for Submission to Instructor</td>
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<td>management in the globalization age?</td>
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<tr>
<td></td>
<td>• Chap. 1-Management</td>
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<td>• Chap. 2-The History of Management</td>
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<td>2 Sept 3</td>
<td>• Chap. 3-Organizational Environments &amp; Culture</td>
<td>• Read Chapters 3-5</td>
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<td>• Chap. 4 –Ethics &amp; Social Responsibility</td>
<td>• Ch3-5 Reflection Paper Due</td>
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<td>• Chap 5-Planning &amp; Decision Making</td>
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<td>• Individual Paper Review</td>
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<td>3 Sept 10</td>
<td>• Chap 6-Organizational Strategy</td>
<td>• Read Chapters 6-8</td>
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<td>• Chap 7-Innovation &amp; Change</td>
<td>• Ch6-8 Reflection Paper Due</td>
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<td>• Chap 8-Global Management</td>
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<td>• Individual Paper Review</td>
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<td>4</td>
<td>• Midterm Exam – Ch1-8</td>
<td>• Read Chapters 13-15</td>
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**Fall I 2019**

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<th>Week &amp; Date</th>
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<th>Readings</th>
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| **Sept 27** | • Chap. 9–Designing Adaptive Organizations  
• Chap 10-Managing Teams  
• Chap 11-Managing Human Resources | • Ch9-15 Reflection Paper Due |
| **5 Sept 24** | • Chap 12-Managing Individuals & a Diverse Workforce  
• Chap 13-Motivation  
• Chap 14-Leadership  
• Chap 15-Managing Communication  
• **Individual Paper Review** | • Read Chapters 13-15  
• **Ch9-15 Reflection Paper Due** |
| **6 Oct 1** | • Chap.16– Control  
• Chap 17-Managing Information  
• Chap 18-Managing Services & Manufacturing Operations | • Read chapters 16-18 |
| **7 Oct 8** | • Final Exam – Ch9-18  
• Group Project Presentation | • Read chapters 19-22 |

**Note:** This is a tentative schedule subject to change, depending on class flow.

Papers submitted for this class should be in font Times or Arial l2 pt, 1.5-line spacing, with clearly defined paragraphs. No covers. Your name and the date should be on the upper right of the page. Page numbers and an appropriate title are required. Use APA style for all citations/bibliography. Spelling, grammar and punctuation count, so leave yourself sufficient time to edit your work.