

## BUS 325 – Organizational Behavior

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<b>Office Hours:</b>	By appointment
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**Course Description:** Organizational Behavior. Behavioral approach to management concentrating on the individual in the work place in dealing with power, authority, rules, status, norms, leadership, motivation, communication, group processes and conflict management.

**Course Prerequisites:** Students in this course must be majors in Business Administration, Accounting, Business Economics or minors in Business Administration.

### Materials Required:

Organizational Behavior: Emerging Knowledge, Reality, 8th ed., McShane & Von Glinow

**Class Organization:** Various activities intended to assist you in understanding the material or to otherwise aid you in your career will occur throughout the term. Handouts will be distributed through D2L. Exams will be online in D2L.

**Class Outlook:** This class is intended to prepare you for the business world. Accordingly, you will be treated similar to the way employees are treated in business. As in any business meeting, you will be expected to attend, be on time, respond to questions, ask questions, etc. As in the best businesses, you will be expected to be polite to your colleagues, and to me. I will return the favor by being polite to you, and expect the same of your classmates. People in this class may disagree, but any disagreements are professional, not personal. As in any business some things you do count for you, while other things will not count for you if you do them, but will count against you if you do not do them. This philosophy will be reflected in this class.

**E-Mail & D2L:** Students are expected to check their campus e-mail account and to log into D2L on a regular basis.

**ADA Statement:** If you feel you may need an accommodation or special services for this class, please see me or call the service at 346-3365.

**Academic Misconduct:** Any student caught cheating or assisting another student to cheat or allowing another student to cheat will be removed from the class and will fail. Academic Misconduct is defined as violating provisions of Chapter UWSP 14, Rules of the Board of Regents of the University of Wisconsin System, Wisconsin Administrative Code. <http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf>

**Course Requirements:** If you have any concerns about completing the course requirements, or about anything else, you are encouraged to stop by my office. There will be **720 or 725** points available, distributed among the requirements as follows:

• **Mid-Term Exams 1 & 2:** Two mid-term exams will be worth 150 points each. If a student must miss the exam (for an appropriate reason with appropriate documentation), the weight for the exam will be added onto the final exam.

• **Final Exam:** The final exam will be worth 120 points. It will have 2 parts. There will be an 80 point on-line exam covering the final section and a 40 point take home written portion. **If you miss the final exam, you will receive a grade of zero for the final.**

***Field Interviews/Team Project:*** To gain some insight into how organizational principles are applied in businesses and other fields, you will be divided into groups that will decide on a group project. One option is to interview two professionals to see how they function within their organization and how others in their competitive environment conduct their activities. **The group project and presentation will be part of the required class activities.** The paper for the project should be 6-9 double spaced pages.

If you do an individual project the paper should be 3-5 pages double spaced. Papers should discuss how the theories and concepts discussed in class are integrated into this professionals day-to day responsibilities, the nature of their competitive environment, or other pertinent information. The paper should focus on your perspective on how the professional's comments and/or approach to management can be integrated into the theories and concepts we have discussed in class. Other projects with similar deliverables may be arranged with instructor approval. This project will be worth 60 points. Details of the project will be provided in class.

### **Professional Pointer Events (or Pro Events)**

Pro Events connect you to:

- *Campus* (e.g., academic coaching, student clubs);
- *Community* (e.g., Rotary, Business Council); and
- *Careers* (e.g., internships, networking).

As an SBE student, you will be able to choose from a wide variety of speakers, workshops and special events. With over 300 events per year on the Pro Events calendar, you will have significant flexibility in selecting your events. Whatever you choose, Pro Events will help you to make the most out of your time as a student and to prepare for transitioning into a successful career.

Visit the Pro Events web site ([proevents.uwsp.edu](http://proevents.uwsp.edu)) for announcements of upcoming events. You can also follow us on social media:

- Facebook: [UWSP School of Business & Economics](https://www.facebook.com/UWSPSchoolofBusiness&Economics)
- Twitter: [@UWSPBusiness](https://twitter.com/UWSPBusiness)

For this course, you must attend **two** official Pro Events. One event must be before the mid-semester cut-off of **Mar 8**; a second event must be before the end-of-semester cut-off (**May 10**). If you go to extra events before the mid-semester cut-off, those credits will carry over into the second half of the semester. Attendance at each event will count for 5 points towards your final grade.

Typically, when you attend an event, you will sign in with your Point Card and thereby receive your Events credit. Occasionally, there are events requiring that you take along an Events Attendance form and obtain a signature at the event; events requiring an Events Attendance form will be clearly labeled and the form will be available online.

Attendance at Pro Events will be confirmed with automatic emails to you and updated on the Pro Events web site. Please allow a week for confirmation of attendance at events held outside the SBE, such as Career Services events. If you have a question about Pro Events attendance, please email [proevents@uwsp.edu](mailto:proevents@uwsp.edu).

If you have multiple courses or affiliations with Pro Events requirements, it is your responsibility to make sure you have attended enough events for each course/affiliation. If you have not attended enough events to cover all of your requirements, your attendance will be allocated to your courses in alpha-numeric order followed by any other affiliations.

After the mid-semester cut-off and the end of this semester's events, I will receive reports confirming your attendance. You do not need to do anything else.

**Outside Readings:** A key part of your learning will be how you apply and integrate the key concepts from this class into your everyday professional and personal life. To facilitate this process you will need to locate 1 article from newspapers such as The Wall Street Journal or magazines such as Business Week, or trade journals relevant to your professional discipline. Write a 1-2 page executive summary on how this article integrates the key concepts we have discussed in class. **You must provide me with either a copy of the article or an internet link to the site where you found the article. Failure to provide this information will result in the loss of at least 5 points for the assignment.** (Note: If you decide to do an article for extra credit, you must use a different source.)

Key Dates:

**Due February 15, 2019:** Hand in the information regarding your teams project. For the field interview turn in the manager's name, and company with a list of tentative topics, and questions. I will review these and add comments and suggestions based on the manager's field/your project proposal. For doing a poll, turn in your premises, some tentative questions and your methodology.

**Due April 19, 2019:** Final Group Project Paper. **Presentation to Class to follow.**

**Presentations:** Anyone wishing extra credit may present their managerial review, a journal article, or an article from "Taking Sides" edited by Marc Smith to the class. To qualify you must sign -up by **April 26**. Presentations will be scheduled for Apr 29, May 1, 3, 6, 8, and 10. **You may only make two individual presentations to the class for extra credit. Note: Presenters are expected to dress in a professional manner. Failure to wear clothing that meets the standards of business casual will result in a lower grade.**

**Grading:** Grades will be distributed on a traditional scale (A,A-> 90, B+,B,B-> 80...) with the possibility of adjustments in your favor if deemed appropriate by the professor. If grades are adjusted from the traditional scale, you should expect 15-20% of the class to get an A of some sort, and 40-50% to get a B of some sort. This will be constrained by the following simple rule: If you earn less than 50% or the available points, you should not expect to receive a passing grade. Grading will be based on a total score of **720 or 725** points.

**Note: Unless an extension is given all work turned in after the last regular day of class will receive the same score ZERO**

**Grading:** Grades are based on a variety of assessment sources:

1. **On-line Exams (380 points, 2 @ 150 points, 1 @ 80 points each)**
2. **Take Home Written Exam (40 points)**
3. **Outside Reading Report (20 points)**
4. **Field Interview (60 points)**
  1. **40 points for paper**
  2. **10 pts Student Evaluations**
  3. **10 pts professor**

**Class Participation (140 points)** Points will be awarded as follows

**30 points** for peer assessment of field interview group corporate

**30 points** for peer assessment on group discussion questions

**30 points** for class participation and attendance

**50 points** at instructor's judgement and discretion

**Note: I will review participation points and may adjust them if there is non-participation**

**20 or 25 points** for presentation evaluation (4 X 5 points 5 x5 each)

**10 points** SBE Event (2 X 5 points each)

**10 points** Drucker self assessment

**10 points** D2L Materials to be assigned

**30 points** Networking Events (February 25 and March 11)

**Extra Credit (You may earn up to 40 points You may sign up for a maximum of 50 points)**

1. **Additional Journal Article Write-up (20 points)**
2. **Article from Taking Sides (20 points)** “Taking Sides-Clashing Views on Controversial Issues in Management” is available at the Library. Each article is available to only two students per class. The assignments are given out on a first come, first serve basis.
3. **Class presentation of Article. (25 points)**
4. **Community Involvement project and write-up 20 points—requires prior approval.**
5. **Class presentation of Article from Taking Sides. (25 points)**
6. **Write-ups of SBE event (2 @ 10 points each, 20 points)**
7. **Individual project 20-30 points—requires prior approval.**

**Tentative Schedule**

**Subject to revision with very little notice. Segment 1: Review Syllabus**

Human behavior in organizational settings

Chapters 1-6

**Segment 2:** The interface between human behavior and the organization

Chapters 7-12

**Segment 3:** The nature, structure and operation of organizations

Chapters 13-15

**Questions concerning grades should be brought to me as soon as possible after the end of the semester because exams, answers sheets, etc. will be thrown away four weeks after the beginning of the next semester.**

**Note: any item on this syllabus is subject to change at my discretion with appropriate notification of the class.**