



Lincoln University

BA 175 – Industrial and Organizational Behavior

COURSE SYLLABUS

Spring, 2019

- Instructor:** Dr. Pete Bogue
Lecture Schedule: Monday, 12:30-3:15 PM
Credits: 3 units / 45 lecture hours
Level: Advanced (A)
Office Hours: Wednesday, 11:30 AM -12:30 PM by appointment.
e-mail: pbogue@lincolnuca.edu
Textbooks: Robbins, Stephen P., and Timothy A. Judge, “Organizational Behavior,” 16th Ed. (Upper Saddle River, New Jersey: Prentice Hall, 2015). ISBN-13: 9780133507645.
Last Revision: January 1, 2019

CATALOG DESCRIPTION

The course examines organizational behavior in industry and within organizations as well as its impact on groups and individuals. Topics include: group dynamics, training, leadership, motivation, performance appraisal and job satisfaction. The course content should enhance the understanding of both employee well-being and organizational effectiveness. Research findings will assist in structuring organization policies and practices. *Prerequisite: PSYCH 10, BA 10*

EDUCATIONAL OBJECTIVES

1. Define organizational behavior and identify the variables associated with its study
2. Explain the relationship between personality traits and individual behavior
3. Describe the factors that influence the formation of individual attitudes and values
4. Discuss the importance of individual moods and emotions in the workplace
5. Summarize the major theories of learning and the techniques of behavior modification
6. Discuss the factors influencing individual decision making in organizations
7. Describe the major theories of motivation and relate them to organizational performance
8. Describe best practices for utilizing groups and work teams in organizations
9. Discuss the influence of culture on organizational behavior
10. Describe the factors influencing effective communication in organizations
11. Summarize the major theories of and approaches to leadership
12. Explain the effects of power and political behavior on organizations
13. Describe the nature of conflict and the negotiation process

14. Explain how to manage resistance to change
15. Explain the factors that influence decisions about organizational structure
16. Describe best practices for creating and sustaining organizational cultures

COURSE LEARNING OUTCOMES¹

	Course Outcome	Program LO	Institutional LO	Assessment Activities
1	<p>*Define organizational behavior and identify the variables associated with its study.</p> <p>* State and explain the theories of human behavior in organizations on the individual, group, and organizational levels.</p> <p>*Demonstrate how individual differences and motivations influence behavior in the workplace.</p> <p>*Describe key influences on group and team behaviors in organizations.</p> <p>*Recognize effective leadership behaviors utilized in organizations.</p> <p>*Describe the key ethical issues and the influence of diversity in organizations.</p> <p>*Research the internet effectively for organizational behavior information.</p>	PLO 1	ILO 1a, ILO 2a, ILO 3a	Assigned textbook chapters; Discussion questions; Case applications; Personal inventory assessments; Individual research assignment; Final comprehensive exam; Attendance.
2	<p>*Demonstrate critical thinking by identification, recognition, or application of key terms, items, concepts, or relevant data.</p>	PLO 2	ILO 1a, ILO 6a	Discussion questions; Case applications; Case application Power Point presentation; Individual research assignment.
3	<p>*Analyze the key issues for decision-making related to administering the organizational behavior elements such as attitudes and job satisfaction, emotions and moods, personality and values, motivation concepts, applications of motivation concepts, group behavior, leadership, power and politics, conflict and negotiation, organizational structure, organizational culture.</p>	PLO 4	ILO 1a, ILO 2a, ILO 5a	Discussion questions; Case applications; Case application Power Point presentation; Personal inventory assessments; Individual research assignment.

¹ Detailed description of learning outcomes and information about the assessment procedure are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

INSTRUCTIONAL METHODS

This is a direct classroom instruction course.

Lectures supported by PowerPoint slides with supervised exercises and business case studies. The emphasis will be on learning by doing. Every student must participate in intensive classroom activities, must complete homework, course assignments, and exams.

Assignments and projects require students to actively use resources of the library. Detailed guide to business *resources of the library* as well as the description of Lincoln University approach to *information literacy* are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

TOPICAL OUTLINE

The course provides balanced coverage of all key concepts of Organizational Behavior. This includes not only traditional topics such as personality, motivation, and leadership, but also cutting-edge issues such as emotions, trust, work-life balance, workplace spirituality, knowledge management, and e-organizations. The topics of globalization and cross-cultural differences, diversity, and ethics are woven into the course.

COURSE REQUIREMENTS

Students will be responsible for completing the textbook chapter readings prior to the lectures, homework and classroom activities, case studies, and examinations. The expected amount of time a student will need to spend outside of class to complete his/her individual and/or group out-of-class homework assignments is six (6) hours per week for a 3-unit class.

ASSESSMENT CRITERIA AND METHODS OF EVALUATING STUDENTS

The basis for the determination of the final grade for the course will be the total weighted score for all activities according to the percentages shown in the table:

Questions for Review/Answers:	10%
Case Incidents Questions/Answers:	10%
Case Incident Power Point Presentation:	10%
Self-Assessment Library:	10%
Research Project Documenting Sources:	25%
Final Comprehensive Exam:	30%
Attendance	5%
Total	100%

Grading Scale (Point/Grade Conversion)

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Points	95-100	90-94	87-89	84-86	80-83	77-79	74-76	70-73	65-69	60-64	0-59

ATTENDANCE

Regular attendance at classes is essential. Attendance is factored into the final grade for the course. Each student is expected to be present for scheduled class periods, to be punctual, and to remain in class for the entire scheduled period. Students who are late must wait until the break to enter class. Students may not come and go during class except for the break. Excessive

absences or tardiness may result in loss of credit, lowering of grade, or dismissal from the class. Students are responsible for making up class work missed.

EXAMINATIONS

The final exam will consist of short answer and/or essay questions evaluating the student's understanding of the basic concepts, terms, processes, and issues covered in the course.

ELECTRONIC DEVICES

Cell phones must be turned off while in the classroom or placed in a vibrating mode. Smart phone and laptop screens may not be viewed in class while lectures are in progress.

INTEGRITY AND QUALITY OF SCHOLARSHIP

Integrity of scholarship must be maintained at all times. Plagiarism (copying directly from an author's work) is not permitted. All written work is to be word-processed unless otherwise indicated and should reflect college-level ability in English structure, grammar, spelling, and sophistication of analysis.

PLAGIARISM DETECTION

Lincoln University subscribes to Turnitin plagiarism prevention service. Student work will be used for plagiarism detection and for no other purpose. Originality reports will not be available for viewing.

MODIFICATION OF THE SYLLABUS

This syllabus and schedule are subject to change in the event of extenuating circumstances. An announcement of any changes will be made in class.

HOMEWORK AND CLASSROOM ACTIVITIES

Team Assignment: Student teams will answer their assigned "Questions for Review" in advance of lectures, word process the answers, bringing them to class, prepared to respond if called upon by the instructor to summarize the answers to these review questions. Satisfactory answers will be scored as a 2 (strong answer), 1 (satisfactory answer), or 0 (unsatisfactory answer or absence). Student teams will submit the review question answers to the instructor (or CANVAS) by the end of the course.

Team Assignment: Student teams will analyze and solve the assigned "Case Incidents" under the guidance of the instructor, apply relevant concepts and practical applications found in the respective chapters, word process the answers to the questions following the cases, and submit them to the instructor (or CANVAS) by the end of the course.

Team Assignment: Student teams will be given the opportunity to make Power Point presentations before the class of solutions to their selection of assigned "Case Incidents" and their responses to the questions following the cases. Students must be prepared to deliver creditable responses adding value based upon the material in the relevant chapter. Students' presentation skills will be assessed and evaluated for their professional demeanor. Please be prepared to participate. What you put into the course will determine what you and others get out of it. Student teams will submit the Power Points to the instructor (or CANVAS) by the end of the course.

Individual Assignment: Self-Assessment Library: Insights Into Your Skills, Interests, and Abilities. Individual Self-assessment questionnaire handouts will be completed in class in

conjunction with the textbook readings. Students will record their self-assessment scores and an analysis/interpretation of them on the questionnaires to be submitted to the instructor (or CANVAS) upon completion of the exercise.

Individual Assignment - Individual Research Project: Undergraduate students are required to submit a research paper based upon the subject matter of selected chapter(s) from the textbook reviewing the current research about the chosen subject, summarizing the results, and offering conclusions. Needless to say, the research paper should be carefully and thoughtfully well written. The format of the research paper **must adhere to the APA Publication Manual**, available in the L.U. library and on the Lincoln University Website, be documented by proper annotation and referencing and **must include a bibliography**. The 12 point font size should be utilized. **Students will include at the beginning of their research paper the statement, “I have done my own work and have neither given nor received unauthorized assistance on this work.”** Students will submit their research projects to the instructor (or CANVAS) by the end of the course.

COURSE SCHEDULE

M 01/14/19, Lecture: Chapter 1, What Is Organizational Behavior?

Questions for Review 1-1, 1-3, 1-4, 1-5, 1-6, 1-7

Case Incident 1, “Apple Goes Global” Questions 1-21, 1-22, 1-23

Self-Assessment Library

M 01/21/19, Martin Luther King, Jr., Birthday (Holiday)

M 01/28/19, Lecture: Chapter 3, Attitudes and Job Satisfaction

Questions for Review 3-1, 3-2, 3-3, 3-4, 3-5, 3-6

Case Incident 1, “The Pursuit of Happiness: Flexibility” Questions 3-15, 3-16, 3-17

Self-Assessment Library

M 02/04/19, Lecture: Chapter 4, Emotions and Moods

Questions for Review 4-1, 4-2, 4-3, 4-4, 4-5, 4-6

Case Incident 1, “Is It Okay to Cry at Work?” Questions 4-17, 4-18, 4-20

Self-Assessment Library

M 02/11/19, Lecture: Chapter 5, Personality and Values

Questions for Review 5-1, 5-3, 5-4, 5-5, 5-6, 5-7

Case Incident 1, “On the Costs of Being Nice” Questions 5-16, 5-17, 5-18

Self-Assessment Library

M 02/18/19, President’s Day (Holiday)

M 02/25/19, Lecture: Chapter 7, Motivation Concepts

Questions for Review 7-1, 7-2, 7-3, 7-4, 7-5, 7-7

Case Incident 2, “Sleeping on the Job,” Questions 7-18, 7-19, 7-20, 7-21

Self-Assessment Library

M 03/04/19, Lecture: Chapter 8, Motivation: From Concepts to Applications

Questions for Review 8-1, 8-2, 8-3, 8-4, 8-5, 8-6, 8-7

Case Incident 1, “Motivation for Leisure,” Questions 8-14, 8-15, 8-16

Self-Assessment Library

M 03/11/19, Lecture: Chapter 9, Foundations of Group Behavior

Questions for Review 9-1, 9-2, 9-3, 9-4, 9-5, 9-6, 9-7, 9-8

Case Incident 1, “Calamities of Consensus,” Questions 9-30, 9-31, 9-32

Self-Assessment Library

TUE to SAT 03/12/19-03/16/19 Spring Recess (No Classes)

M 03/18/19, Lecture: Chapter 12, Leadership

Questions for Review 12-1, 12-2, 12-3, 12-4, 12-5, 12-6, 12-7

Case Incident 1, “Leadership Mettle Forged in Battle,” Questions 12-14, 12-15, 12-16

Self-Assessment Library

M 03/25/19, Lecture: Chapter 13, Power and Politics

Questions for Review 13-1, 13-2, 13-3, 13-4, 13-5, 13-6

Case Incident 1, “Delegate Power, or Keep It Close?” Questions 13-16, 13-17, 13-18

Self-Assessment Library

M 04/01/19, Lecture: Chapter 14, Conflict and Negotiation

Questions for Review 14-1, 14-2, 14-3, 14-4

Case Incident 1, “Choosing Your Battles,” Questions 14-11, 14-12, 14-13

Self-Assessment Library

Case Incident Presentations

M 04/08/19, Lecture: Chapter 15, Foundations of Organization Structure

Questions for Review 15-1, 15-2, 15-3, 15-4, 15-5, 15-6

Case Incident 2, “Boeing Dreamliner: Engineering Nightmare or Organizational Disaster?” Questions 15-15, 15-16, 15-17, 15-18

Self-Assessment Library

Case Incident Presentations

M 04/15/19, Lecture: Chapter 16, Organizational Culture

Questions for Review 16-1, 16-2, 16-3, 16-4, 16-5, 16-6

Case Incident 2, “Did Toyota’s Culture Cause Its Problems?” Questions 16-29, 16-30, 16-31

Self-Assessment Library

Case Incident Presentations

M 04/22/19, Case Incident Presentations

M 04/29/19, Final Comprehensive Exam (Chapters 1, 3, 4, 5, 7, 8, 9, 12, 13, 14, 15, 16) DUE to INSTRUCTOR (or ON CANVAS); ALL ASSIGNMENTS DUE to INSTRUCTOR (or ON CANVAS).