Lincoln University
SUMMER 2023
ONLINE

COURSE	**BA 320 Organization Behavior and Administration**
	Mondays and Wednesdays 9:00 –11:45 AM
	Level: Mastery 1 (M1)
INSTRUCTOR	Igor Himelfarb, Ph.D. ihimelfarb@lincolnuca.edu
OFFICE HOURS	Before and after class and by appointment
TEXT	Colquitt, J.A., LePine, J.A., & Wesson, M.J. (2016). Organizational behavior: Improving performance and commitment in the workplace (5th Ed.). ISBN-10: 1259545091

CATALOG DESCRIPTION

An analysis of individual, interpersonal, and group behavior within organizations and the influence of human, cultural, technological, structural, and environmental factors. Examined are practices of management, such as designing jobs and organization structures, evaluating, and rewarding performance, organizational and employee development, and other management processes. These techniques include high performance organizations, management by objectives, total quality management, and the like; it uses varied approaches to leadership, conflict management, change, and adaptation to the environment (3 units).

COURSE OVERVIEW

This course will focus on the connection between psychological theory and application in the fields of Industrial and Organizational Psychology, Business, and Business Administration. Although this course includes a theoretical component, it is designed to be student-centered, and real-world oriented. The instruction is designed with students in mind, giving examples and illustrations relevant to the field of work. The course will include classical topics such as Introduction to the Development of the Industrial Psychology and Research Methods in IO Psychology and Business, as well as modern topics such as customer engagement with a business as well as the employee engagement at workplace.

EDUCATIONAL OBJECTIVES

- Define organizational behavior and identify the variables associated with its study
- Explain the relationship between personality traits and individual behavior
- Describe the factors that influence the formation of individual attitudes and values
- Discuss the importance of individual moods and emotions in the workplace
- Summarize the major theories of learning and the techniques of behavior modification
- Discuss the factors influencing individual decision making in organizations
- Describe the major theories of motivation and relate them to organizational performance

- Describe best practices for utilizing groups and work teams in organizations
- Discuss the influence of culture on organizational behavior
- Describe the factors influencing effective communication in organizations
- Summarize the major theories of and approaches to leadership
- Explain the effects of power and political behavior on organizations
- Describe the nature of conflict and the negotiation process
- Explain how to manage resistance to change
- Explain the factors that influence decisions about organizational structure
- Describe best practices for creating and sustaining organizational cultures

COURSE LEARNING OUTCOMES[1]

Course LO	Program LO	Institutional LO	Assessment Activities
State, explain, and apply the theories of human behavior in organizations to include the three levels of organizational behavior, individual, group, and organizational, including 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.	PLO 1	ILO 1b, ILO 2b	Assigned textbook chapters: Discussion questions; Application cases questions & answers; Application case Power Point presentation; Self-Assessment library; Comprehensive final exam; Attendance.
Synthesize and build on organizational behavior concepts to analyze the internal and external variables that affect the performance of an organization.	PLO 3	ILO 2b, ILO 7b	Discussion questions; Application cases questions & answers; Application case Power Point presentation; Self-Assessment library; Research project documenting sources; Comprehensive final exam.
Apply OB knowledge and demonstrate the ability to diagnose and solve organizational behavior issues and problems.	PLO 5	ILO 4b, ILO 5b	Discussion questions; Application cases questions & answers; Application case Power Point presentation; Self-Assessment library; Research project documenting sources; Comprehensive final exam.
Apply ethical frameworks to resolve ethical dilemmas	PLO 6	ILO 3b	Discussion questions; Application cases questions & answers; Application case Power Point presentation; Research project documenting sources; Comprehensive final exam.

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

INSTRUCTIONAL METHODS

The emphasis will be on learning by solving problems. Every student is welcome to participate in classroom activities. Reading and problem solving assignments will be given throughout the course. During lectures, students will learn principles and concepts covered in the text as well as in various sources on relevant topics. There will be class discussions and group presentations by students on various topics covered in class.

INSTRUCTIONAL TECHNOLOGY

The class is taught 100% online using Zoom. Zoom link is provided below. Canvas will be used as a web-based learning management system. Via Canvas, students will be able to access and manage online course learning materials and communicate about skill development and learning achievement. Exams will be administered via Canvas.

ZOOM

https://lincolnuca-edu.zoom.us/j/87976012888?pwd=Sm41eXEzZlMwZjVqRGwzT1U1OUJVdz09

Meeting ID: 879 7601 2888
Passcode: 272596

CLASS ATTENDANCE

Students are expected to attend class on a regular basis. Attendance is crucial to performing well in this course, as some of the material presented may not be found in the textbook. Further, the lecture and classroom demonstrations will emphasize and expand upon important topics found in the textbook. Thus, it is vital that you take thorough notes in class.

ASSIGNMENTS

There will be a bi-weekly homework assignment posted on Canvas on Wednesday of each other week. The homework assignments will typically consist of some theoretical exercises, conducting analyses on provided data and turning in a results report (write-up) describing the findings, but may include other questions. The purpose of the assignments will be to provide a medium through which students really learn the material. Students are welcome to work with other classmates on the homework, but it is expected that each student turns in his/her own, independently written, homework. Any indication that work was directly shared will not be tolerated and will result in a non-passing grade.

There will be a number of readings (mostly journal articles) assigned periodically in addition to the reading in the textbook.

EXAMS

There will be two exams — a midterm and a final. To assess your learning in this course, exam questions will be derived from the lecture and textbook. Topics covered in lecture will be of major emphasis on the exam, and should be the focus of your textbook readings, though there will be some test questions found in the assigned readings but not covered in the lecture. Exams may include conceptual or theoretical questions, and questions with applied scenarios. ***All exams are open books and open notes.***

PROJECT

Each student will have to participate in a group project. Students will be assigned into groups of 3 or 4, depending on the class size. Each group will choose a topic covered in class. Then the group will conduct an in-depth research on the topic. The project's deliverable is a group presentation to the class and the Instructor. All students in a group will be assigned the same grade.

GRADING PLAN

Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
below 60%	F

Weights	Percentage
Homework	20%
Class participation	10%
Project	20%
Midterm	20%
Final exam	30%

CLASSROOM POLICY AND NETIQUETTE

When communicating via Canvas, online forums, or email or in any other digital communication, always:

- Treat instructors, staff, and other students with respect.
- Address instructors' and staff members by their titles, such as Dr. or Professor. When in doubt, use Mr. or Ms. Unless specifically invited, don't refer to instructors by their first name.
- Use clear and concise language.
- Keep all communications professional. Remember that all college-level communication should have correct spelling and grammar. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you" — do not write an email to a college instructor or staff member the way you would send a casual text.
- Use standard fonts such as Times New Roman. Use a size 12 or 14 pt. font.
- Avoid writing in all caps. This can be interpreted as yelling.
- Limit or avoid the use of emoticons such as smiles.
- Be cautious when using humor or sarcasm. Tone is sometimes lost in an email or discussion post — your message might be taken seriously or as offensive.
- Be careful with personal information (both yours and others').

Be careful about the messages you send or post — remember that once information has been transmitted digitally, it can be easily passed on to others for whom the message was not intended and difficult to fully delete, even if you think the message is private or removed.

TENTATIVE CLASS SCHEDULE

SESSION	CONTENT	ASSIGNMENT	ONLINE DISCUSSION
June-12	Introduction to OB: Definitions and History	Assignment 1: Overview of History (write-up)	Connection between philosophy and sciences
June-14	Personnel Issues. Job Analysis	Assignment 2: Read Job Analysis (link provided)	Reflection on the job analysis read
June-19	Employee Recruitment, Selection, and Placement	Assignment 3: Design a Job Posting	Discuss the balance between education and experience
June-21	Theories of Motivation	Assignment 4: Watch Stand and Deliver	Provide reflection on Stand and Deliver
June-26	Employee Training, Evaluation and Assessment	Assignment 5: Design Assessment Scale	Discussion of scale construction
June-28	Attitudes and Behaviors at Workplace	Assignment 6: Revise Assessment Scale (based on feedback)	
July-3	Social Psychology: Stanford Prison Experiment	No assignment	No discussion
July-5	Social Psychology and OB	Assignment 8: Clifton's SF Test	Experiment as a way of knowing
July-10	Midterm	Assignment 7: Hawthorne Studies	Observer's effect
July-12	Organizational Psychology and OB	Assignment 9: Presentation proposal	Human Factors vs. OB
July-17	Research Methods in OB	Assignment 10: Quiz on Research Methods	Discuss various study designs
July-19	Measurement in OB	Assignment 11: Compute reliability for a scale	Discuss validity vs. reliability
July-24	Presentations		
July-26	Final Exam		

Note: Instructor reserves the right to modify the content of this syllabus.

GOOD LUCK!