

Remington College
GE4630 ORGANIZATIONAL BEHAVIOR
Clock Hours in Theory (60.0) Credit Hours in Theory (5.0)

Approved Textbook: *Fundamentals of Organizational Behavior*, 3rd Edition, Andrew J. DuBrin, Thomson – South-Western, 2005. ISBN 0-324-25992-1

Course Prerequisites: Introduction to Psychology, General Psychology, Human Relations, or equivalent.

Course Description:

This course analyzes the elements of organizational Behavior. Topics include improving communications, managing conflict, understanding management, motivation, morale, the dynamics of change, leadership, stress, ethics, and etiquette.

Course Objectives:

Upon the completion of this course, the successful student will be able to:

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|---|---|
| ? List and describe techniques for selecting employees. | ? Understand factors that contribute to job satisfaction and job dissatisfaction. |
| ? Describe methods of performance appraisal. | ? Identify stressors encountered in the workplace. |
| ? Describe effective strategies for training employees. | ? Identify stress-management techniques. |
| ? Differentiate among the varied styles of leadership. | |
| ? Describe methods for motivating employees. | |

Instructional Methods:

The instructor will use discussion, lecture, and group activities.

Suggested Resources:

Reference books, materials in the Information Resource Center, and additional textbooks as determined by the instructor should be available.

Student Evaluation of Instructor:

The instructor will be evaluated by the students once during the quarter using the Remington College automated student survey.

D.B. Prutting, MA, CRC, QRC, VE
Department Chairperson – Criminal Justice
Remington College at Colorado Springs
Winter Term, 2005
Message phone: 532-1234 (Remington) 593-8872 (home)
Cell: 233-5528
Email: douglas.prutting@remingtoncollege.edu

Roger C Sambrook, PhD
Department of Criminal Justice
Remington College
Remington College at Colorado Springs
Spring Term, 2006
Office : 719 262 4025
Email : roger.sambrook@uccs.edu

Course Outline: Class format – typically 50min lecture, 50 min presentation, 30 min study

Introduction

Week 1 Monday : *The Nature and Scope of Organizational Behavior*
 Tuesday, Quiz 1

Part 1 : The Individual in the Organization

Week 2 Monday : *Individual Differences: Mental Ability and Personality* : Article Presentations
 Tuesday Quiz 2

Week 3 Monday : *Learning, Perception and Attribution* : Presentations (Doug Prutting's last day)
 Tuesday : *Learning, Perception and Attribution* **My first lecture**

Week 4 Monday : Ch.4 *Attitudes, Values and Ethics* : Presentations (half the class)
 Tuesday : Ch.5 *Individual Decision Making and Creativity*: Presentations (half the class)

Week 5 Monday : Ch. 6 *Foundation: Concepts of Motivation* : Presentations (half the class)
 Tuesday : Ch. 7 *Motivational Methods and Programs* : Presentations (half the class)

Week 6 Monday : Ch. 8 *Conflict, Stress and Wellbeing* : Presentations
 Tuesday : Spillover / completion of first section : exam review

Week 7 Monday : Big quiz on first section (Quiz 3)

Part 2 : Groups and Interpersonal Relations

Week 7 Tuesday : *Interpersonal Communications* : Presentations

Week 8 Monday : *Group Dynamics and Teamwork* : Presentations
 Tuesday : *Leadership in Organizations* : Presentations

Week 9 Monday : *Power, Politics and Influence*: Presentations
 Tuesday : Spillover day : Quiz on section 2 (quiz 4)

Part 3 : The Organizational System and the Global Environment

Week 10 Monday : *Organizational Structure and Design*
 Tuesday : *Organizational Structure and Change*

Week 11 Monday : *The Learning Organization and Knowledge Management* : Presentations
 Tuesday : *Cultural Diversity and International Organizational Behavior* : Presentations

Week 12 Final Exam

Course Requirements and Methods of Evaluation**Course Requirements:**

The student must successfully complete all quizzes, all presentations, the final exam and participate in class.

Course Evaluation:

Student progress will be determined by the evaluation of 4 quizzes (worth 10 points per quiz); 10 weekly presentations on Tuesdays (worth 10 points per presentation); and a final examination worth 200 points. Participation.

| | |
|--------------------|---|
| Group Presentation | 20% (10 weekly presentations / 5) |
| Participation | 20% (5 points per classroom day X 24 class periods = 120 points / 60) |
| Quizzes | 20% (5% each) |
| Final Exam | 40% (Combination Multiple choice / short answer) |

PARTICIPATION:

Participation in class is an expectation of the instructor and of the college, and aside from the final examination accounts for the highest number of points toward your final grade. I expect each student to be present for class on every Monday and Tuesday evening; to be ready for class (having read the material ahead of time) and to actively participate in class discussions including answering questions posed by the instructor. You will be provided with points in the following manner:

- 5 points if: You are present the entire class period, know your material and participate in the discussion.
- 4 points if: You are present the entire class, and know your material but do not participate actively in the discussion.
- 3 points if: You are present part of the class, and partially know your material but do not participate actively in the discussion.
- 2 points if: You call in prior to class time with a legitimate reason for missing the class/ don't know your material well, or do not fully participate in the discussion.
- 1 point if: You miss more than half of the class, don't know your material and/or do not participate in the discussion.
- 0 points if: You are absent without a call prior to class; do not know your material; do not participate at all in the discussion or are unavailable at any point to during the class period by returning excessively late from break, leaving the room for a cell phone call without prior approval, talking with another student during the lecture or participation.

PRESENTATIONS

Each student will be required to present to the entire class weekly (Mondays beginning week 2) articles on the subject matter described below in the Schedule of Examinations section. These presentations are to be in front of the class where the instructor usually stands and must be on the topic assigned and related to organizations. The articles will come from research using the internet, magazines, books (not from our text) or any other verifiable source. There must be an outline of your topic that includes the main points, and the source of the article in a form that can be used to locate the article. The presentation should be from 5 to 10 minutes in length. You will be on the following criteria:

Content :

- 3 points for presentation content, was the presentation on topic, did it cover the subject sufficiently.
- 2 points for the outline, construction, source clearly stated and viable, typed.

Style :

- 3 points for how well you engaged your audience, presentational performance and clarity of speech.
- 2 point for organization.

All student work will be evaluated according to the following scale:

| Grade | Meaning | Percentage | Points |
|--------------|-----------------|-------------------|---------------|
| A | Excellent | 100-90 | 4.0 |
| B | Very Good | 89-80 | 3.0 |
| C | Good | 79-70 | 2.0 |
| D | Poor | 69-60 | 1.0 |
| F | Failing | 59-0 | 0.0 |
| RF | Repeated Failed | | 0.0 * |
| RP | Repeated Passed | | 0.0 * |
| W | Withdrawal | | 0.0 ** |
| I | Incomplete | | 0.0 *** |
| TR | Transfer Credit | | 0.0 **** |
| TO | Test-Out Credit | | 0.0 **** |

* Does not affect GPA, however does affect student rate of progress.

** See Withdrawal policy. Does not affect GPA, however does affect student rate of progress.

*** See Incomplete policy.

**** See Transfer/Test-Out Credit section. Does not affect GPA or rate of progress.