



CHIPOLA COLLEGE

COURSE SYLLABUS

COURSE TITLE:

Organizational Behavior

COURSE NUMBER:

MAN 3240

COURSE DESCRIPTION:

This course is a study of individual and group behavior in organizations. Students will develop an understanding of how organizations can be managed more effectively. Course content includes motivation, group dynamics, conflict resolution, goal setting and rewards, job design, work stress, power/politics, and organizational change and development.

PREREQUISITES:

Admission to the BAS Business Management Program or permission of the chair

NAME(S) OF INSTRUCTOR(S):

Vikki Milton

DATE OF LATEST REVISION:

January 2009

REQUIRED TEXTBOOKS: (Please include title, author, publisher, edition & ISBN)

Organizational Behavior, 4th edition, McShane, Steven L.: Von Glinow, Mary Ann,;
McGraw-Hill Publishers 2008

ISBN 978-0-07-304977-9

In addition, the textbook Premium Content is required in order to complete several assignments.

Access to the Premium Content is obtained by selecting the First Time users link from the textbook website: www.mhhe.com/mcshane4e

REQUIRED HARDWARE / SOFTWARE

As this is an on-line course, communication will be via the Internet. **Students must have Internet access, the ability to use a web browser to navigate to the course web page and the ability to access e-mail for this course. An e-mail address will be provided through D2L.**

GRADING POLICIES:

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 100 – 93

B – 92 – 83

C – 82 – 70

D – 69 – 60

F – 59 or less

See your Syllabus Supplement for individual instructor practices.

The Chipola Catalog provides specific information regarding other outcomes from the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

MAJOR LEARNING OUTCOMES:

- Compare and contrast the theories of motivation as related to the work environment and differences in performance.
- Demonstrate an understanding of group dynamics and conflict resolution.
- Demonstrate an understanding of the dimensions of organizational structure, design, culture, power and politics, and change.
- Evaluate various organizational behavioral situations and determine the course of action available from a manager's perspective.
- Demonstrate an understanding of diversity issues, multiculturalism and individual differences.
- Demonstrate ability to communicate a professional project paper by integrating concepts from this course.

MEANS OF ACCOMPLISHING OUTCOMES:

Your grade will be determined by how much you learn in this course, as demonstrated on the exams, assignments and final exam. You are expected to do any or all of the following as necessary, in order to insure that you have mastered the course objectives:

- Read and study assigned sections of the text;
- Attend and participate in on-line class discussions;
- Complete and understand assignments/papers;
- Complete and understand quizzes and exams;
- Pursue independent study using available resources, such as books and periodicals in the library, videos, textbook supplements, software manuals, etc.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive, learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. In addition to print media, online catalogs and resources can be accessed through www.linccweb.org and www.netlibrary.com. Library hours are posted each semester at the building entrance.

Chipola's website is located at www.chipola.edu.

See your Syllabus Supplement for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance.

ASSIGNMENT SCHEDULE:

See your Syllabus Supplement for individual instructor assignment schedule.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor.

Chipola policy allows each instructor to specify in the course handout the attendance policy. It also allows the instructor to decide whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction, (2) cannot withdraw, and (3) must receive a grade.**

See your Syllabus Supplement for individual instructor or department-specific attendance and withdrawal policy.

MAKE-UP POLICY:

Chipola allows each instructor to specify in the instructor handout the makeup policy. Please see your first day handout for individual instructor policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to

- 1) uphold the highest standards of academic honesty in his/her own work;
- 2) refuse to tolerate academic dishonesty in the college community; and
- 3) foster a high sense of honor and social responsibility on the part of students.

Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment.

Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.