

BRAZOSPORT COLLEGE
LAKE JACKSON, TEXAS
SYLLABUS - TMGT 3305
ORGANIZATIONAL BEHAVIOR

COURSE	TMGT 3305 Management and Organizational Behavior This course provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees' work life. Topics include motivation, goal setting and rewards, job design, group dynamics, work stress, power and politics, international aspects of organizations, organizational structure, decision making, communication, and organizational change and development.		
DAYS / TIME & LOCATION	(Internet Class)		
EMAIL:	Don.wicker@brazosport.edu	or	dwnee1234@aol.com
PHONE:	(979) 230- 3199 (Office)	or	(806) 445-3905 (Cell)
OFFICE HOURS	As needed, just give me a call		
OFFICE LOCATION	J220 -- New Wing		

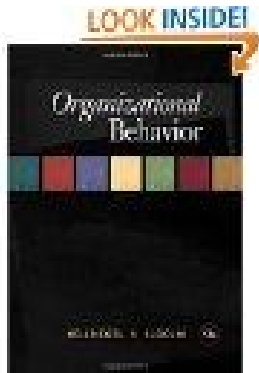
Catalog Description:

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Credit: 3 Semester Hours

Required Textbook

Hellriegel, D. / Slocum, Jr. J. Organizational Behavior. 13th Ed. Thomson South-Western Publishers, 2010. - ISBN: 13-978-1-4390-4225-0



Dr. Don Wicker. Goal Setting: Confidence + Goals = Success. AuthorHouse Publishers, 2008 - ISBN: 978-1-4343-8950-3 or ISBN: 978-1-4343-8951-0



- Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

Additional Readings Located in the BC Library

Theory of Organizing	Czarniawska, Barbara
Responsibility at work: how leading professionals act...	Gardner, Howard
Powers to Lead	Nye, Joseph
Organizational Change Theories	Demers, Christiane
Managing Change and Transition	Harvard Business School Staff
Managing Change to Reduce Resistance	Harvard Business School Staff
Talent: Making People Your Competitive Advantage	Lawler, Edward E.
Uncertainty of Measurement	Kimothi, S.K.
Working with cultural differences	Brislin, Richard
Halo Effect and the 8 other business delusions that	
...	Rosenzweig, Philip

Becoming Leaders: A Practical Handbook for Women...	Williams, F. Mary
Cases in Organization Behavior	Gerard H. Seijts
Handbook of cultural intelligence	
How to make an impact	Moon, Jon
How to measure anything: Finding value of "intangibles"...	Hubbard, Douglas
How to Negotiate Anything with Anyone Anywhere....	Acuff, Frank L.
Improve your coaching & training skills	Forsyth, Patrick
Inside Drucker's Brain	Krames, Jeffrey

General Objectives

This course introduces students to the processes and stakeholders that characterize and create the dynamics of contemporary organizational life. Topics such as organizational culture, conflict, group interaction, and structure are addressed from both theoretical and "real world" perspectives. Relevant case studies are considered to develop and broaden insight and analytical skills that are vital to manage, navigate, and lead organizations through change and growth. Upon successful completion of the course, the student will be able to:

- A. Identify individuals and factors in management history that influenced contemporary organizational practices.
- B. Define key terms that are generally used to describe organizational behavior.
- C. Describe characteristics that are common to all organizations regardless of size.
- D. Apply theories, paradigms, models, and other constructs to facilitate effective group interaction and motivation.
- E. Demonstrate ethical decision making, problem solving, and critical thinking through application of organizational theory.
- F. Identify potential causes and consequences of stress and conflict in organizations, and discuss how both may be addressed.
- G. Develop an ethical and effective change management process for an organization.

Students will also:

- H. Learn how to co-manage the teaching/learning process as it relates to TMGT 3305 by actively participating in classroom team activities involving the application of course concepts to case studies and other activities.
- I. Demonstrate critical thinking and written and oral communication skills by writing and presenting a research paper involving a topic in the managerial and organizational behavior subject area.

Course Delivery Method

This course will utilize D2L for On-line Learning: for technical help contact the IT Helpdesk, 979-230-3266 or helpdesk@brazosport.edu - Students who have difficulty logging in the first time or have other technical issues please notify the help desk.

Testing Methods

Exams will be available on Brazosport College web, students will answer all questions and resubmit documents in D2L or by e-mail.

(NO MAKE-UP WORK) ALL ASSIGNMENTS POSTED IN ADVANCE* (LATE ASSIGNMENTS WILL NOT BE ACCEPTED)

On-line Discussion Questions

All students are expected to answer and participate in On-line Discussion Questions. Answers should include real-life examples, and rational for all responses. Professor will read all responses; however, replies will be random. A minimum of 150 words is required for your Discussion Question answer, and all students must respond to a minimum of three other students. (Additional replies recommended)

Online Discussion Boards, also called “threaded discussions,” allow students to participate in course discussions with fellow class members. The Discussion Board is asynchronous, meaning that the students do not have to be online at the same time to respond to posted activity.

Discussion Boards is to promote reflection and analysis, and to help students learn to appreciate and evaluate positions that others express. Discussion Boards provide students an opportunity to learn from other classmates. Postings stay on the Discussion Board for an extended period of time to allow students to gain knowledge and insight from faculty and peers.

When commenting to a professor or fellow student posting – your response must be substantial and meaningful. Your comment should add value to the discussion and cannot be limited to “good point” or “I Agree.” An appropriate comment elaborates on the topic, offers further explanation, or offers an informed point of debate.

*** (Vary all postings to allow Critical Thinking) * (This is a discussion, not just another assignment; therefore, do not wait until the last day before the due date to post your responses) (Last day post receive 0 points)**

School Policies and Student Responsibilities

Students are expected to fully participate in the course. The following criteria are intended to assist you in being successful in this course.

- a. Time Management
- b. Understanding the Syllabus Requirements
- c. Utilizing Online Components (D2L)
- d. Communicating with the Instructor
- e. Completing Course Work

Withdrawing You are responsible for withdrawing from class before the last day of withdrawal if you so choose; otherwise, I will grade the work you have completed.

Students with Disabilities Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. Please contact Phil Robertson, Special Populations Counselor, 979-230-3236 for further information.

Cheating & Plagiarism Refer to the Academic Honesty Policy of the college below. Students are encouraged to form study groups, but study groups should be concluded at the proper stage of your work. You may always consult the text and the material in the weekly modules, as well as your notes. Be sure to plan ahead, and ask questions early, but DO NOT complete quizzes and tests together as this is considered plagiarism!

Academic Honesty Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in a letter grade of F in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

Course Evaluation

- A. Students are encouraged to submit course and/or instructor criticisms and comments in written form to the instructor throughout the semester. Prior to final exams all students will have an opportunity to complete a course evaluation form (anonymously) and these will be read by the instructor after course grades have been turned in.
- B. Instructors will review the withdrawals during the semester and attempt to determine the cause if the withdrawal rate is higher than the average of the division.
- C. The division chair will review the final grades given in the course to determine if a pattern of high or low grades exists.

ON-LINE ATTENDANCE	Participate in all On-line discussions, and complete all assignments.
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POLICY	
MAKE-UP WORK:	(NO MAKE-UP WORK) ALL ASSIGNMENTS POSTED IN ADVANCE* (LATE ASSIGNMENTS WILL NOT BE ACCEPTED)
ON-LINE ETIQUETTE:	High standards as professional settings; thus, treat everyone with respect and demonstrate the proper social skills.
PLAGIARISM: PAPERS CHECKED AT (TURNITIN.COM)	Plagiarism (from the Latin word “kidnapper”) is the implicit or implied presentation of someone else’s ideas or words as one’s own. Whether deliberate or accidental, plagiarism is a serious and often punishable offense.
WRITING FORMAT:	Papers to be typed, spell-checked and grammar checked and prepared in the proper APA format or other documentation format required for this class. Assignments, both oral and written, will be evaluated on: <ul style="list-style-type: none"> • Completion of assigned task (instructions) • Submission of assigned task on time • Evidence of sufficient time spent appropriately • Quality of content and research • Presentation of material
BOOK PROJECT:	Information should be written in books as noted on instruction guide * Book Projects should be submitted to my office – via Post Office or in person. * (Books will be returned with grades)

Tutoring

Located within the Student Success Center (second floor of the main building above the counseling and registration office) is the Brazosport College Writing Center. The Writing Center provides drop-in tutoring Monday – Thursday 9 am – 8 pm and Friday 9 am – noon. Online tutoring and other times are available by appointment. The Writing Center can assist with brainstorming, organizing and developing paragraphs, understanding professors’ directions, learning about MLA or other styles, learning how to avoid plagiarism, improving mechanics, using Microsoft Word, becoming an even stronger writer, and much, much more. Check out our growing collection on handouts, videos, and other online resources, too. (For questions 979-230-3617)

STUDENT EVALUATION

Student performance will be evaluated based upon the following criteria:

Students will be graded individually based on Discussion Questions, Chapter Questions, Papers, Projects, Exercises, and Final Exams.

GRADE PERCENTAGES

Discussion Questions (1 – 4) 15%

Chapter Questions (1 – 6) 20%

Article Review Summary (1) 5%

Paper # 1 (Topic - Motivation) 15%

Paper # 2 (Topic - Observation) 15%

Project # 1 - Goal Setting 20% - Actual book required – Submitted to my office – or via post office

Final Exam 10%

100%

**(NO MAKE-UP WORK) ALL ASSIGNMENTS POSTED IN
ADVANCE* (LATE ASSIGNMENTS WILL NOT
BE ACCEPTED)**

Students' assignments will be graded based on the following scale:

- A 90%-100% Excellent
- B 80%-89% Above average
- C 70%-79% Average
- D 60%-69% Below average
- F Below 60% Failure

Course Assignments – (TMGT 3305) FALL 2015

DATE: August 24th

Introductions – (All students post)

Syllabus Overview

Read Chapter 1 – **Learning about Organizational Behavior**

DATE: August 31st

Read Chapter 2 – **Individual and Organizational Ethics**

Read Chapter 3 – **Understanding Individual Differences**

Discussion Question # 1 – **DUE** (Click on the Discussion Tab in D2L)

DATE: September 7th

Read Chapter 4 – **Perceptions and Attributions**

Chapter Questions Set 1 – **DUE** (Download questions from Dropbox in D2L)

DATE: September 14th

Read Chapter 6 – **Motivating Employees**

Paper # 1 (Topic Motivation) – **DUE** (Download instructions from Dropbox in D2L)

DATE: September 21st

Read Chapter 7 – **Motivation: Goal Setting and Reward**

Discussion Question # 2 – **DUE** (Click on the Discussion Tab in D2L)

Chapter Questions Set 2 – **DUE** (Download questions from Dropbox in D2L)

DATE: September 28th

Open – No assignments due

DATE: October 5th

Read Chapter 8 – **Workplace Stress and Aggression**

Self-Reflection / Goal Setting Project – **DUE** (Download instructions from Dropbox in D2L) (Actual Book required) (Will be returned after grading)

DATE: October 12th

Read Chapter 9 – **Interpersonal Communication in Organizations**

Read Chapter 10 – **Leadership Effectiveness: Foundation**

Discussion Question # 3 – **DUE** (Click on the Discussion Tab in D2L)

Chapter Questions Set 3 – **DUE** (Download questions from Dropbox in D2L)

DATE: October 19th

Read Chapter 11 – **Leadership Effectiveness: New Perspective**

Paper # 2 – (Topic – Observation) **DUE** (Download instructions from Dropbox in D2L)

DATE: October 26th

Read Chapter 12 – **Developing and Leading Teams**

Chapter Questions Set 4 – **DUE** (Download questions from Dropbox in D2L)

DATE: November 2nd

Read Chapter 13 – **Managing Conflict and Negotiating Effectively**

Discussion Question # 4 – **DUE** (Click on the Discussion Tab in D2L)
Chapter Questions Set 5 – **DUE** (Download questions from Dropbox in D2L)

DATE: November 9th

Read Chapter 14 – **Managerial Decision Making**
Article Review Summary – **DUE** (Download instructions from Dropbox in D2L)

DATE: November 16th

Read Chapter 15 – **Organization Design**
Read Chapter 16 – **Cultivating Organizational Culture**
Chapter Questions Set 6 – **DUE** (Download questions from Dropbox in D2L)

DATE: November 23rd

Holiday – No assignments due

DATE: November 30th

Open – No assignments due

DATE: December 7th

FINAL EXAM

Are You Ready for Learning Online?

TOP 10 (SELF - EVALUATION QUESTIONS)

1. *I'm open minded about sharing life, work, and educational experiences as part of the learning process.*
2. *I'm able to communicate through writing.*
3. *I'm self-motivated and self-disciplined.*
4. *I'm willing to speak up if problems arise.*
5. *I'm willing and able to commit to 4 to 15 hours per week per
a. course.*
6. *I'm able to meet the minimum requirements for the program.*
7. *I accept critical thinking and decision making as part of the
a. learning process.*
8. *I have practically unlimited access to a computer and the
a. Internet.*
9. *I'm able to think ideas through before responding.*
10. *I feel that high-quality learning can take place without going to
a. a traditional classroom.*

