Course Description

**MGMT 299 – Special Topic – Organizational Behavior.** This course examines the relationship between the individual and the organization. Topics to be considered include communication, motivation, leadership and power, group dynamics and decision-making, interpersonal relations and change. Various pedagogical techniques will be utilized including lectures, case studies, examination of research and experiential learning.

This course will focus on the impact that individuals, groups, industries, and structure have on behavior within organizations. It will also discuss the application of such knowledge toward improving an organization’s effectiveness.

All students will be required to complete the reading, complete the personal effectiveness exercises, participate in classroom discussions and complete an OB Research Project.

Please bring your book and notes on your reading to each class.

**TEXTBOOKS**

*Organizational Behavior* (Thirteenth Edition)
Robbins – Judge

*The Seven Habits of Highly Effective People*
Steven Covey

**COURSE GOALS**

As a result of completing this course, you should be able to:

Describe what managers do.

List the major challenges and opportunities for managers to use OB concepts.

Understand how to shape the behavior of others.

Summarize the relationship between attitudes and behavior.

Summarize the types of goals that increase performance.
Explain how change impacts performance.

Specify the characteristics of effective teams.

Describe three leadership theories.

Describe the importance of a political perspective.

Explain the factors determining an organization’s culture.

COURSE PROJECT
ORGANIZATIONAL BEHAVIOR ISSUES
Each student is required to complete an analysis of an Organizational Behavior issue. The area of study will be selected by the student and approved by the professor. The topic should address a relevant business issue. You will define the topic, indicate why it is a significant issue, describe the current state, and offer suggestions on what should be done to improve this issue. The paper should include references to at least five articles from journals and business periodicals as well as references to primary sources. All references should be properly cited. The paper should be 8-10 numbered pages. In addition to the paper, all projects will include an executive summary. This summary will be presented to the class and critiques will be provided to the presenter. The presentations will be 10-12 minutes and include visuals and/or handouts.

ATTENDANCE AND PARTICIPATION
All students are expected to attend class and participate in class discussions. Failure to attend class on more than three occasions for any purpose automatically disqualifies the student from receiving the highest participation grade. Additional absences will result in a further lowering of the participation grade and possible failure of the course.

METHOD OF EVALUATION
The student’s grade for the course will be based on the results of the results of 3 exams, the course project, and class participation. Each of the activities will contribute 20% of the final grade. Make-up exams will be given only if there are serious circumstances.

ACADEMIC HONESTY
The Academic Honesty Policy as written in the student handbook will serve as our policy for this course.

EXTRA CREDIT ASSIGNMENTS
Extra credit opportunities are available only with the written approval of the instructor.
TENTATIVE SCHEDULE

August  
26  Orientation and Overview
28  Challenges of Management CH 1

September  
2  Organizational Behavior CH 1
4  Foundations of Individual Behavior CH 2
9  Job Satisfaction CH 3
11 Employee Attitudes CH 3
16 Personality and Values CH 4
18 Your Personality – Personal Effectiveness #1 – Habits 1-2 CH 4
23 Perception and Decision Making CH 5
25 Decision Making (Topics Due) CH 5
30 Exam #1

October  
2 Motivation/Personal Effectiveness #2 – Habit 3 CH 6
8 Applying Motivation Concepts CH 7
14 Emotions and Moods CH 8
16 Group Behavior CH 9
21 Work Teams CH 10
23 Work Teams CH 10
28 Personal Effectiveness #3 – Habit 4-5
30 EXAM #2

November  
4 Communication CH 11
6 Communication (Presentations Begin) CH 11
11 Leadership CH 12
13 Leadership – Personal Effectiveness – Habit 6 CH 13
18 Power CH 14
20 Conflict CH 15

December  
2 Organizational Structure – Personal Effectiveness #4 – Habit 7 CH 16
4 Organizational Culture CH 17
9 Changes CH 18

December 12, 15-19 FINAL EXAM