

**MGMT 340: Organizational Behavior  
Fall 2012**

**Instructor:** Justin Gardner, MBA  
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**Hours:** M,W,Th 12-2, By Appointment.

**Text:** Colquitt, LePine, & Wesson. *Improving Performance and Commitment in the Workplace*. McGraw-Hill/Irwin, 2009.

**Course Description:** This course is about the study of people and organizations. Organizational Behavior (OB) is the science of understanding how people affect organizations and vice versa. The goal of studying OB is to provide the learner with concepts, theories, and tools that will help them enhance the effectiveness of their organization. The systematic study of OB is intended to complement intuition, so that we can better understand our, and others', behavior in groups, teams, and organizations. Course objectives and goals of the baccalaureate addressed in Management 340 can be found on D2L.

**Course Objectives:**

- To understand and be able to apply major organizational behavior concepts (D2L).
- To relate material to personal experiences.
- To explore personal values and beliefs as they relate to organizations.
- To learn how to facilitate teambuilding.
- To enhance communication and facilitation skills, within small and large groups.
- To improve interpersonal skills.
- To understand and strengthen leadership skills.
- To present the above objectives in a manner that is both fun and informative.

**Course Components and Policies:**

**Course Evaluation:**

3 Exams @ 15% each	45%
10 Quizzes @ 15% total	15%
Team Project on assigned topic	25%
Homework, in-class work, and weekly reflections	10%
Meaningful class participation	5%

The initial grading scale is as follows:

A:	93%	A-	90%
B+	87%	B	84%
B	84%	B-	80%
C+	77%	C	74%
C	74%	C-	70%
D+	67%	D	64%
D	64%	D-	60%

### ***Attendance Policy:***

**This course relies on the active involvement of each student.** Regular, and punctual attendance, is expected at each class session. My viewpoint is that students are responsible adults and therefore I expect to be notified of planned and/or unexpected absences, whenever possible. ***Once a student has missed 3 class sessions, their grade will be adversely affected (reduced) by each additional absence.***

***Exams:*** 3 exams will be given throughout the semester. Each exam will consist of multiple-choice, true or false, and short answer questions. Exams will be composed primarily from material covered during class time. The final exam is not comprehensive. No make-up exams will be given, with the only exception being University sanctioned absences. *Such absences are sanctioned and documented by the Office of Student Development and Diversity. It is the student's responsibility to contact the appropriate individuals, and the instructor, in these instances.*

***D2L Quizzes:*** Quizzes will be available in D2L following each Team Session. **You must attend the Team Session in order to be eligible for online quiz points.** The total points scored on the quizzes will be equal to the weight of an exam (15%).

***Team Sessions: (separate handout)***

### ***Homework, quizzes, and weekly reflections:***

Homework assignments, in-class assignments, and/or quizzes will be given throughout the semester. You must be present in order to receive credit for homework and/or quizzes.

You are to post weekly reflections analyzing concepts discussed in class. You can note, briefly or in depth, any new idea you may have. Any idea, mundane or prophetic, is noteworthy. Any comment - enlightened/confused, good/bad, ecstatic/depressed, and so forth - is acceptable, just as long as you reflect on an idea or concept dealt with in class that week. These reflections will be posted in D2L and you will find more detailed instructions in D2L as well. We cannot learn without reflection.

### ***Meaningful Class Participation:***

The following components will be taken into consideration when evaluating participation:

- level of interaction with peers
- level of interaction with instructor
- scope and depth of questions raised
- introduction of relevant ideas from experience and/or literature

### ***Reading***

In addition to the referenced chapters, articles may be assigned for reading and discussion throughout the semester.

**TENTATIVE SCHEDULE**  
**MGMT 340 - Fall 2012**

<b>Day</b>	<b>Date</b>	<b>Topic</b>
W	5-Sep	Introduction to Course
F	7-Sep	Introduction to Classmates
M	10-Sep	What is Organizational Behavior?
W	12-Sep	What is Organizational Behavior?
F	14-Sep	Team Project Overview
M	17-Sep	Teams: Characteristics & Processes
W	19-Sep	Teams: Characteristics & Processes
F	21-Sep	**TEAM DAY**
M	24-Sep	Personality
W	26-Sep	Personality
F	28-Sep	<i>**Career Exploration - Improving Interpersonal Skills**</i>
M	1-Oct	<b>Exam I</b>
W	3-Oct	Learning & Creativity in Organizations
F	5-Oct	Values, Attitudes, Moods, and Emotions
M	8-Oct	Values, Attitudes, Moods, and Emotions
W	10-Oct	Job Satisfaction
F	12-Oct	Motivation
M	15-Oct	**TEAM DAY**
W	17-Oct	Communication
F	19-Oct	Communication
M	22-Oct	Communication
W	24-Oct	Perception
F	26-Oct	Perception & Beliefs
M	29-Oct	<b>Exam II</b>
W	31-Oct	<i>Networking</i>
F	2-Nov	<i>Power and Influence</i>
M	5-Nov	<i>Negotiation</i>
W	7-Nov	<i>Delegation</i>
F	9-Nov	<i>Trust</i>
M	12-Nov	<i>Managing Conflict</i>
W	14-Nov	<i>Decision Making</i>
F	16-Nov	<i>Managing Generational Differences</i>
M	19-Nov	<i>Stress and Well-Being</i>
W	21-Nov	<i>Emotional Intelligence</i>
F	23-Nov	**Thanksgiving Break**
M	26-Nov	Organizational Structure/Culture

W	28-Nov	Organizational Culture
F	30-Nov	Organizational Change
M	3-Dec	Organizational Change
W	5-Dec	Organizational Change
F	7-Dec	Leadership
M	10-Dec	Leadership
W	12-Dec	Leadership
F	14-Dec	Course Wrap-Up

***Final Exams (according to University Final Examination Schedule):***

Sec. 001 (8:00am section) has a final exam @ 8:00am on Tuesday, December 18th

Sec. 002 (9:00am section) has a final exam @ 8:00am on Wednesday, December 19th