**SYLLABUS**
**MGT 441: ORGANIZATIONAL BEHAVIOR**
**ANDERSON UNIVERSITY (SC)**

## I. Course Information

"Organizational behavior is the study of individuals and groups within an organizational context, and the study of internal processes and practices as they influence the effectiveness of individuals, teams, and organizations" This course will sensitize students to the importance of personal interaction to accomplishing organizational goals and objectives."

## II. Instructor Information

## III. Text:

This is a very informative text with many features you will find interesting and useful. Companies are highlighted for their strengths and weaknesses. Additionally, a self-assessment is part of the post-chapter learning opportunities. I strongly encourage you to take advantage of all aspects of the text to enhance your learning opportunity.

## IV. Coursed Purpose, Goals, and Student Learning Outcomes:

A. Purpose: The primary aim of this course is to provide students with a better understanding of people at work and the implications for management. Organizational behavior is both research and application oriented and addresses three levels of analysis: individual, group, and organizational.

B. Student Learning Outcomes:
1. Development of Advanced Business Knowledge a) Understand the definition, background, and context of organizational behavior.
    b) Understand how to manage group and social processes.
    c) Understand how to manage processes and problems.
    d) Comprehend issues related to managing evolving organizations.
    e) Exhibit an ability to apply HR principles, practices and procedures in an organizational setting.

2. Applications in Advanced Business Knowledge
>    a) Demonstrate an understanding of the organizational factors that influence human resource management.
>    b) Demonstrate the capacity to develop and manage individual behavior in organizations.

3. Integration of Ethical Principles
>    a) Demonstrate an awareness of biblical principles and their application to human resources in organizational behavior and the global business community. Students will examine the ethical issues confronting HR and the importance of a "Golden Rule Principle" in employee/employer relations.
>    b) Consider the implications of contemporary organizational behavior theory and practice form a perspective of Biblical faith in Christ.

## V. Method of Assessing Achievement of Student Learning Outcomes:

i. The students' understanding of OB concepts will be continually assessed based on their weekly graded assignments and weekly participation in class discussion forum.

ii. A midterm and a final comprehensive exam will be given to assess the students' ability to integrate the material with current business issues.

## VI. Grading Policies and Procedures

**Grading:** Course grades are based on the following elements and weightings:

Discussion Forum (7 X 57 pts) .......................................................... 400 points
Homework Assignments (7 X 57 pts ).............................................. 400 points
Midterm Quiz.................................................................................. 100 points
Final Exam...................................................................................... 100 points
Total Points....................................................................................1000 points

**Final Grade**: A=100-90, B=89-80, C=79-70, D= 69-60, F=59 and below

**Discussion Forum Assignments:** This is a discussion forum exercise, so you will be required to post your answer to this assignment and respond to one other individual's posting each week. **Your discussion posting must be complete each week by ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮. You must also respond to at least two other student's posting by ▮▮▮▮▮▮▮▮▮▮▮▮▮.**
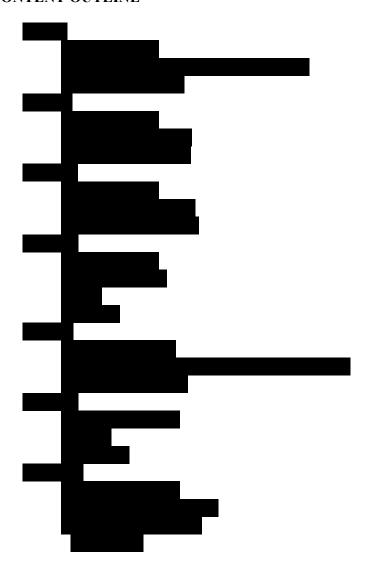
**Homework Assignments/Quizzes:** Each student will be required to complete homework assignments that are due each week from material contained in the textbook. These homework assignments are one to two-page paper on a topic in the textbook. The papers must be in the APA format and must be submitted by due date in syllabus. **Homework assignments and quizzes must be completed by ▮▮▮▮▮▮▮▮▮▮▮▮▮.**

**There will be a midterm and final exam. The final exam will be comprehensive.**

## VII. Academic Misconduct Policy

Avoid academic misconduct. Any student engaged in cheating, plagiarism, or other forms of academic dishonesty is subject to discipline. As stated in the Adjunct Faculty Handbook, "…plagiarism is the presentation of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data belonging to or produced by others, the source of that information must be acknowledged through complete, ac-curate, and specific footnote or "in-text" references, and, if verbatim statements are included, through quotation marks as well. **By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements."** Academic misconduct is a serious matter and will be handles in accordance with Anderson University policy, if necessary.

**VI. CONTENT OUTLINE**

**NOTICE: Students enrolled in online courses must follow the same eight-week format as ACCEL classes.** It is important to stress that while this is an online course, it is not a self-paced course. As-assignments will have deadlines. You may be expected to participate in online "chat" sessions with your instructor and/or fellow students. The "chat" sessions require that you be on a computer at a designated time. The time normally is set after your instructor has identified a time convenient for students.

**\*\*The email address that is on your profile is your Anderson University email, per academic policy all students are required to use their Anderson University email.\*\***

Another important step when logging onto your course for the first time is to view each of the menu items listed under "Are You Ready?" This is the first block of links in the Topic Outline.

The eLearning portal help desk provides support technicians twenty-four hours a day/seven days a week. You may reach them by calling toll free 800-985-9781 or by clicking on the icon "Help Center" on the left side of the screen if you are logged into a course.

***Adding and Dropping Online Courses:*** The last day to add a course is 72 hours after the posted start day of class. Any course dropped during the first 72 hours after the start date does not appear on the student record, and the student is not charged for it. Students logging on after the first 72 hours of the posted start date of the online class will be charged for the course and will receive a grade for the course. If one withdraws after the first 72 hours, a grade of F is assigned.

All students are required to log on by 12am EST on the first day of class. Students who cannot log on are responsible for contacting the instructor prior to the first class meeting to indicate their intent to remain in the class. If a student does not log on by midnight or make contact with the instructor, the instructor will notify the Registrar and the student will be dropped from the roll.

***Attendance***: Online "attendance" requirements differ from onsite requirements due to the unique nature and compressed time frames of online learning. Online courses are designed as outcome-based not attendance-based courses. The emphasis falls on fulfilling the course learning objectives, not the amount of time it takes to complete the course. Students are expected to complete all assignments in accordance with the due dates and instructions published in the course syllabus. The course instructor will designate in the syllabus any online or onsite events (e.g. Final Exam) for which attendance is required. Appeals regarding attendance will follow the same procedure as grade appeals.

***Incomplete Grades***: Requests for the grade of Incomplete (I) will follow the same procedures and policies as onsite courses.

***Textbooks:*** Students are responsible for procuring the correct textbook(s) for an online course. The textbook(s) will be available through the AU Bookstore at 864-231-2010 or email bfranklin@andersonuniversity.edu. Students who purchase course textbooks elsewhere do so at their own risk. Online professors will not work from multiple editions.