

Course Number: BA 2700

Course Title: Organizational Behavior

Course Description:

Human behavior in organizational settings. Directed study in business organization, and behavior and motivation in groups. Theoretical and experiential study in productivity tasks, communication, and environmental variables, power, leadership and development. 3 credit hours (3 plus 0)

Prerequisites: BA 2010.

Credit hours: 3

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

1. Define and explain the approaches to the field of organizational behavior.
2. Explain the basic elements and processes of individual behavior including personality, values perception and learning.
3. Explain the basic elements of interpersonal influences within the organizations inclusive of workplace emotions and attitudes, employee motivation, and decision making and creativity.
4. Describe and explain the processes of team dynamics including effective communication.
5. Describe the organizational processes of power and influence, and the management of workplace conflict.
6. Describe the concepts of leadership.
7. Design an organizational structure given the purpose of the organization.
8. Describe and explain the process of organizational culture and change.

INDIANA**TECH**

College of Professional Studies
BA 2700 Organizational Behavior
Online Course Syllabus

Professor Information

Please see the Professor Profile at the Blackboard instructional site.

Course Schedule

Please see the Course Schedule in the Syllabus/Schedule of the Blackboard instructional site.

Online Course Policies

All of the online courses taken by students are required to follow the policies posted online at <http://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook

McShane, S., & Von Glinow, M. (2015). *Organizational Behavior* (7th ed.). McGraw-Hill.
ISBN: 10: 0077862589

COURSE POLICIES AND PROCEDURES

All assignments must be submitted via Blackboard

Grading Events:

There are multiple grading events in this course, worth a maximum of 535 points, as follows:

Course Preparation Quiz –1 @15 points	15 points
Discussion Boards – 5 @ 20 points each	100 points
Chapter Quizzes – 15 @ 20 points each	300 points
<u>Written Reports – 4 @ 30 points each</u>	<u>120 points</u>
Total	535 points

There are multiple grading events in this course, worth a maximum of 535 points. Thus, you will have multiple opportunities to demonstrate your knowledge in this course, as follows:

Chapter Quizzes

- There is a quiz for each chapter of the textbook. Each of the quizzes contains 20 multiple-choice questions. Each correct answer is worth 1 point.
- Quiz questions will be randomly drawn from a larger pool of questions from the publisher's test bank for this textbook.
- These quizzes are timed. You will have 1 hour (60 minutes) to complete each quiz. Once you start the quiz, you must complete it at that time. Whether complete or not, your answers will be automatically saved and submitted when time expires. Therefore, if you attempt to take the quiz without adequate preparation, you likely will find that you do not have sufficient time to finish.

Discussion Board Assignments

- There are 5 graded discussion board assignments in this course. These discussion boards are worth a maximum of 20 points each: up to 15 points for your initial posting and up to 5 points for your response(s) to classmates.
- Your initial posting should be substantive (4-5 full paragraphs) and include chapter ideas and concepts to support your answers. You are encouraged to include any relevant personal or professional similarities and contrasts to enrich the discussion.
- You are also required to respond to classmates in each of these discussion boards. You are asked to substantively respond to at least 1 classmate in each discussion board. A substantive response adds significantly to the discussion by building on your classmate's comments, noting similarities and differences, suggesting alternative solutions, pointing out problems, and even at times constructively disagreeing.
- When responding to a classmate's posting, please include his/her name (i.e., Rebecca, I think you hit the nail on the head).
- Please see the rubric posted in the "Additional Resources", which can be accessed in the Key Information area of the Blackboard instructional site.
- There is also 1 ungraded discussion board in this course – the self-introduction discussion board in Module 1.

Written Reports

- There are 4 written reports due in this course, as follows:
 - Case Study – YakkaTech Corp. (Module 3)
 - Case Study - Employee Involvement Cases (Module 4)
 - Leadership Research Report (Module 5)

- Case Study – Merritt’s Bakery (Module 6)
- Please see the details on each of these reports in the “Assignments” folder for the appropriate module.
- Each of these reports should be a minimum of 3 full pages (approximately 750 words), excluding heading, cover page and/or references), using 12-point font and 1-inch margins.
- Keep in mind that, while these reports are largely based on personal opinion, grading will reflect reasoning and critical thinking skills, your ability to integrate what you have assimilated from material presented in lecture, the textbook and other learning materials, the clarity of your response, and its appearance.
- If you integrate information from published sources and/or build on the work of others in the preparation of this report, you must cite your sources according to either APA or MLA formatting. Information about APA and MLA formatting is posted in the “Additional Resources” folder, which can be accessed in the Key Information area of the Blackboard instructional site.
- Each of these reports is worth a maximum of 30 points. Please see the rubric posted in the “Additional Resources” folder, which can be accessed in the Key Information area of the Blackboard instructional site.

Grading Scale

The grade ranges for the course is listed below.

Percentage Achieved	Grade	Percentage Achieved	Grade	Percentage Achieved	Grade
93% or above	A	80% or above	B-	70% or above	C-
90% or above	A-	77% or above	C+	60% or above	D
87% or above	B+	73% or above	C	Below 60%	F
83% or above	B				

Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor’s autonomy.

Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is
 - in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade,
 - able to complete all of the remaining coursework within a session (5 weeks for a undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
 - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated university authority.

Course Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor and classmates, is by using the Send Email function within the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor send to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please

help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.

Grades

All grades will be maintained in Blackboard's online grade book. Students are responsible for tracking their progress by referring to the online grade book. Students can generally expect to receive grades and feedback within three (3) days of the assignment due date. If exceptions occur, the professor may notify students of changes to this expectation.

Due Dates & Deadlines

Students are expected to submit work on time in order to receive credit for an assignment. Deadlines for each module/assignment are listed on the Course Schedule, accessed from the Syllabus/Schedule area of the Blackboard instructional site.

Deadlines are listed in U.S. Eastern Time (GMT -5:00). Students and professors who reside in other time zones are required to follow U.S. Eastern Time for all course deadlines.

Students are responsible for timely assignment submission. Should a computer system or network go down, students must still turn in work in a timely manner. Don't wait until the last minute. Plan ahead by seeking alternative means for submitting work before it is due. Local libraries and Indiana Tech campuses can serve as alternative resources. Not having access to the required software on a home or work computer is not a legitimate excuse for turning in an assignment late.

COLLEGE POLICIES

Please familiarize yourself with the policies below. Any questions or concerns regarding any information stated below should be directed toward the College of Professional Studies at cps@indianatech.edu.

Policy Concerning Students with Disabilities

Indiana Tech is committed to ensuring the full participation of all students in its programs. If you have a documented disability requiring academic adjustments or accommodations, please notify the professor during the **first week of class**. Early notification will ensure that your learning experience is not compromised or delayed. You should also contact Geneva Burgess in the Office of Student Success gjburgess@indianatech.edu or 260.422.5561 ext. 2396. Please refer to the **Student Handbook** for additional information.

Student Dishonesty

Student dishonesty (cheating or plagiarism) will not be tolerated in any class (face-to-face, online, or independent study) at Indiana Tech. Inform the professor or the appropriate academic dean if there is suspicion that a student is cheating or plagiarizing. Your anonymity will be protected.

Plagiarism

All work must be your own. Plagiarism (defined as presenting someone else's work as if it were one's own) is a serious academic theft.

Consequences

Any form of dishonesty (including cheating or plagiarism) will, at a minimum, result in a failing grade for either the assignment or test, and can result in a failing grade for the course.

Online Education Policies

Please familiarize yourself with the policies regarding online education at Indiana Tech, which can be accessed in the Key Information area of the Blackboard instructional site.