

# North Carolina Wesleyan College - School of Business

## BUS 308 Organizational Behavior

### Syllabus and Schedule

<b>Professor</b>	
<b>Phone</b>	
<b>email</b>	
<b>Office</b>	
<b>Class meets Day/Time</b>	
<b>Class Meets Room</b>	

**Catalog Description** Study of organizational behavior of individuals and the collective behavior of humans in organizations; emphasis on development of managerial skills, interpersonal communication, behavioral dimensions of decision making, motivation, leadership, and organizational development. **(Writing intensive)** 3 semester hours

**Prerequisites** BUS 206

**Attendance** is required for this class. The ASPIRE attendance policy applies. NCWC catalog page 87.

**Required Text and ConnectPlus Access Card**  
Kinicki, A. (2021). *Organizational Behavior: A Practical, Problem-Solving Approach* (3<sup>rd</sup> e.d.). McGraw-Hill Education Loose-leaf paperback bundled w/ConnectPlus Access Card

**Writing Intensive Course** Expression of ideas and information is at least as valued as the ideas and information. Writing occurs on a regular basis both in and out of class. Writing is evaluated carefully, in detail, for style and grammar. At least 3,000 words of written work is expected. Writing should be shaped by class discussion with the possibility for revision.

Business Administration Bachelor of Science major program empowers students to be productive, responsible, fulfilled members of dynamic and diverse organizations by providing an experiential, practical, team-based learning approach, designed to develop intellectual skills and knowledge-based competencies. Learning outcomes: 1. Demonstrate knowledge of the principles, procedures and practices of functional areas of business administration. 2. Be proficient in the technical skills and information required to function effectively in a dynamic and complex business society. 3. Speak effectively. 4. Write effectively. 5. Think critically.

**Disability Support Services** Students with disabilities who believe that they may need accommodations in this class are encouraged to speak privately with the Instructor and contact Counseling and Disability Service at 252-985-5369 or 252-985-5131 as soon as possible to coordinate and implement accommodations in a timely fashion. Counseling and Disability Services is located in the Student Success Center, Pearsall Classroom Building 192.

<b>REQUIREMENT</b>	<b>POINTS</b>
Discussion Forums	10
4 Quizzes	20
PIA Draft	10
PIA Final	20
Case Incidents 2 @ 10	20
Connect Exercises	20
<b>Total</b>	<b>100</b>

<b>L</b>	<b>Range</b>
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	81-82
C+	78-80
C	73-77
C-	70-72
D+	67-69
D	60-66
F	59

Grades will be posted on <https://my.ncwc.edu>

**Business Administration Program Mission** The

**Course Learning Outcomes** Each student will:

- 1) Demonstrate knowledge of the individual in organizations including job satisfaction; personality; emotions and moods, perception and decision making; and motivation.
- 2) Assess knowledge of group behavior including work teams, communication, power, conflict and negotiation.
- 3) Develop knowledge of the foundations of organization structure including culture, human resource policies, and organizational change.
- 4) Write cogently on organizational behavior concepts including definitions. Writing will be well organized and free of spelling and grammar errors.
- 5) Participate in experiential exercises designed to show the relationship between organizational behavior concepts and the outcomes of the experience.

**Means of Assessment**

The means of assessment for this course will be the Personal Inventory Assessment Paper.

**Writing Assignments**

**Personal Inventory Assessment (PIA) Paper**

Complete the Personal Inventory Assessments that are assigned in this syllabus schedule. Afterwards, write a 2,000 MS Word report summarizing what you learned through completing the Assessments. Relate this to organizational concepts about individual, group, and organizational structure. Include the following criteria in your periodic and final reports, using the criteria below as the **headings** for your papers. Failure to use these headings for the periodic and final papers will result in a loss of points.

- Describe the concepts learned in this course and the correlation between them and your management philosophy, personality style (using the Big-5), and preferences.
- What did you learn about the concepts and yourself?
- What did you learn about working in groups?
- What is your plan to exploit and develop the attributes discussed in the assessments?
- How will you do this?
- Discuss your understanding of how you will use these when working in organizations.

As always, utilize APA writing style and formatting using Times New Roman size 12 font ONLY. See the schedule contained in this syllabus for due dates of the rough draft and final paper.

**Problem-Solving Application Cases**

There are two case Problem-Solving Application Cases in your text that are due in this course during weeks 3 and 7, they are listed in the schedule section of this syllabus. Please follow the instructions with these cases and submit a 3-5 page MS Word document per the instructions.

**Other policies and details will be distributed by the instructor**

### **General Course Policies**

The primary means of communication between students and instructors are face-to-face, NCWC email system, and My.NCWC.edu. Your instructor will only use your My.NCWC.edu e-mail account to contact you, so please check it frequently. If you are unfamiliar with My.NCWC.edu, a helpful first-time is available through this link: <http://www.ncwc.edu/adult/online/>. If you do not have a My.NCWC.edu login and password, you may obtain them from the ADP campus at which you register and/or the IT Helpdesk. For additional My.NCWC.edu, please e-mail Greg Boykin at [gboykin@ncwc.edu](mailto:gboykin@ncwc.edu).

You also have online access to Wesleyan's Writing Lab, which provides resources for students who are unable to visit the lab in person. These resources, which include a databank of instructional materials, e-mail tutoring, and synchronous online tutoring, are available at <http://www.ncwc.edu/library/help/writing-center/>. The Writing Lab Director is Nick Frankenhauser and online tutorials may be scheduled by e-mailing or by calling (252) 985-5135.

### **APA Formatting:**

The Business Division citation policy is that all students should use the American Psychological Association (APA) citation style for all assignments and projects. Please use the APA reference materials from the NCWC Library website: <http://www.ncwc.edu/library/help/citing.php>

### **File Types for File Exchange Assignments:**

File exchange assignments are required to be submitted in MS Office format. Files need to be .doc, .xls, or .ppt files. For assignments using presentation software, PowerPoint, Prezi and Keynote are all acceptable. Files that are not submitted in one of these file types will not be accepted and the assignment will receive a zero.

### **Late Assignment Policy:**

No late assignments will be accepted without extreme circumstances. Extreme circumstances include major illness requiring hospital admission or death in the immediate family. Late registration, work commitments, and family vacations do not constitute emergencies and extensions WILL NOT be granted in these instances. Extensions will not be granted for students who purchase the wrong book from vendors other than the online NCWC bookstore. In addition, assignments not submitted because the student did not check the course site, syllabus, their email, or the announcements on My.NCWC.edu will not be accepted! It is the student's responsibility to check these media on a daily basis.

***ALL ASSIGNMENTS MUST BE COMPLETED BY THE DUE DATE SHOWN ON My.NCWC.edu or in the Syllabus. NO LATE ASSIGNMENTS WILL BE ACCEPTED WITHOUT PRIOR ARRANGEMENT WITH THE INSTRUCTOR, unless exigent circumstances exist.***

**Plagiarism and Cheating:** See the NCWC Catalog for definitions and policies regarding these issues. I always report confirmed cases to the Vice President for Academic Affairs and enact the strictest penalties the College allows. Unless I specifically instruct you to work on an assignment with other students, I expect you to complete it individually.

The College policy on plagiarism and cheating will be followed. The policy and definitions can be found in the NCWC Catalog and is as follows:

The College and faculty guarantee the integrity of the academic process. Since cheating and plagiarism are threats to this integrity, all members of the College community must work together to prevent their occurrence.

The instructor in any course assumes the responsibility for fair evaluation of academic progress, and is obligated to explain at the beginning of each course how the College's policy on cheating and plagiarism applies to that particular course. Students are expected to perform honestly and to work in every way possible to eliminate cheating by any member of a class."

Definitions: "Cheating" means the giving or receiving of information illicitly with intent to deceive the instructor in his or her effort to grade fairly any academic work. "Plagiarism" is "to take and use as one's work the thoughts, writings, or inventions of another" (Oxford English Dictionary). It is plagiarism when one uses direct quotations without proper credit and appropriate quotation marks, and when one uses the ideas of another without proper credit.

Instructors must report all instances of cheating or plagiarism in writing to the Provost/Senior Vice President of Academic Affairs. Such cases will be handled according to the following procedures:

If upon investigation an instructor determines a student is guilty of the cheating or plagiarism, the instructor will submit a written report of the incident to the Provost/Senior Vice President of Academic Affairs with copies to the student and the Registrar. The report will be filed in the student's permanent folder. All cases may be brought to the Academic Policy Committee for a hearing.

**The following penalties for cheating and plagiarism will apply:**

*First Offense* The instructor will not give the student any credit for the work involved.

*Second Offense:* The Provost/Senior Vice President of Academic Affairs will withdraw the student from the course in which the second offense occurred, and the student will receive an "F" in that course. The withdrawal will be effective immediately upon the Senior Vice President's notification to the student and Registrar.

*Third Offense:* The Provost/Senior Vice President of Academic Affairs will permanently expel the student from the College. The expulsion will be effective immediately upon the Provost/Senior Vice President's notification to the student and the Registrar. The student will receive an "F" in all courses the student is enrolled in at the time of the expulsion.

All decisions may be appealed for review by the Academic Policy Committee. The Academic Policy Committee will review the charges, hear the evidence, and either uphold or overturn the decision. The

Academic Policy Committee, however, will not have the right to change the penalty. All decisions of the Academic Policy Committee will be by majority vote. Appeals must be submitted within eight weeks of the last day of the course" (NCWC catalog).

NOTE: all assignments may be submitted to an electronic review by plagiarism prevention websites or plagiarism detection software.

**REMEMBER:** *It is the student's responsibility to check the announcements and My.NCWC.edu email for this course. This syllabus is subject to revision during the course term at the discretion of the instructor. Students will be notified by email and through an announcement in My.NCWC.edu of any changes.*

Session / Date	Chapter Title	Assignments
<b>Week 1</b>	Ch 1 Making OB Work for Me, p. 2  Ch 2 Values and Attitudes, p. 42	<b>Introductory Forum</b> <b>Discussion Forum 1</b> <b>Connect Self-Assessments for Chapters 1 &amp; 2</b> <b>Additional Connect Homework as Assigned by your professor</b> Complete the assessments through the use of online Connect and be prepared to respond to the discussion questions in your text. Your instructor will review your work in Connect.
<b>Week 2</b>	Ch 3 Individual Differences and Emotions, p. 76  Ch 4 Social Perception and Managing Diversity, p. 120	<b>Discussion Forum 2</b> <b>Quiz 1: Chapters 1-4</b> <b>Connect Self-Assessments for Chapters 3 &amp; 4</b> <b>Additional Connect Homework as Assigned by your professor</b> Complete the assessments through the use of online Connect and be prepared to respond to the discussion questions in your text. Your instructor will review your work in Connect.
<b>Week 3</b>	Ch 5 Foundations of Employee Motivation, p. 160  Ch 6 Performance Management, p. 198	<b>Discussion Forum 3</b> <b>Connect Self-Assessments for Chapters 5 &amp; 6</b> <b>Additional Connect Homework as Assigned by your professor</b> Complete the assessments through the use of online Connect and be prepared to respond to the discussion questions in your text. Your instructor will review your work in Connect. <b>Problem-Solving Application Case: A Very Expensive Fantasy (page 195 electronic text or 358 hardcopy text)</b>
<b>Week 4</b>	Ch 7 Positive Organizational Behavior , p. 250  Ch 8 Groups and Teams, p. 296	<b>Discussion Forum 4</b> <b>Quiz 2: Chapters 5-8</b> <b>Connect Self-Assessments for Chapters 7 &amp; 8</b> <b>Additional Connect Homework as Assigned by your professor</b> Complete the assessments through the use of online Connect and be prepared to respond to the discussion questions in your text. Your instructor will review your work in Connect.
<b>Week 5</b>	Ch 9 Communication in the Digital Age, p. 336  Ch 10 Managing Conflict and Negotiations, p. 378	<b>Discussion Forum 5</b> <b>First draft PIA Paper</b> <b>Connect Self-Assessments for Chapters 9 &amp; 10</b> <b>Additional Connect Homework as Assigned by your professor</b> Complete the assessments through the use of online Connect and be prepared to respond to the discussion questions in your text. Your instructor will review your work in Connect.
<b>Week 6</b>	Ch 11 Decision Making and Creativity, p. 422  Ch 12 Power, Influence, and Politics, p. 464	<b>Discussion Forum 6</b> <b>Quiz 3: Chapters 9-12</b> <b>Connect Self-Assessments for Chapters 11 &amp; 12</b> <b>Additional Connect Homework as Assigned by your professor</b>

		Complete the assessments through the use of online Connect and be prepared to respond to the discussion questions in your text. Your instructor will review your work in Connect.
<b>Week 7</b>	Ch 13 Leadership Effectiveness, p. 506  Ch 14 Organizational Culture, Socialization, and Mentoring, p. 548	<b>Discussion Forum 7</b> <b>Connect Self-Assessments for Chapters 13 &amp; 14</b> <b>Additional Connect Homework as Assigned by your professor</b> Complete the assessments through the use of online Connect and be prepared to respond to the discussion questions in your text. Your instructor will review your work in Connect. <b>Problem-Solving Application Case: page 274 electronic text or 526 hardcopy text)</b>
<b>Week 8</b>	Ch 15 Organizational Design, Effectiveness, and Innovation, p. 592  Ch 16 Managing Change and Stress, p. 636	<b>Discussion Forum 8</b> <b>Quiz 4: Chapters 13-16</b> <b>Additional Connect Self-Assessments for Chapters 15 &amp; 16</b> <b>Connect Homework as Assigned by your professor</b> Complete the assessments through the use of online Connect and be prepared to respond to the discussion questions in your text. Your instructor will review your work in Connect. <b>Final draft of PIA Paper</b>