

John Carroll University – Boler School of Business
MN 325-51 - Organizational Behavior ONLINE
Summer 2013

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Textbook:

- Colquitt, J.A., LePine, J.A., & Wesson, M.J. (2013). *Organizational Behavior: Improving Performance and Commitment in the Workplace*. (3rd Ed.) McGraw-Hill/Irwin, New York, NY.
- Online Learning Center www.mhhe.com/colquitt3e

Course Description:

The material covered in this class includes a blend of research, theory, and practical applications in the field of organizational behavior (OB). Course material will survey the field as it bears on individual, group, and organizational-level processes. Students are expected to understand the rudiments of these processes when the course is completed, and to gain proficiency in the application of relevant OB skills to management problems.

The course is designed to provide a variety of learning experiences and opportunities. Activities will include textbook readings, online discussion of key principles, exams, and a major project. In addition to the textbook, information provided in the lecture summaries and discussion exercises may be included in the examinations. To maximize your learning experience, you will need stay on track and read the assigned material each week. (see Course Schedule document). This is especially important in view of the compressed nature of this course (five weeks). Also note that the publisher for this book provides a variety of resources on the book's companion website (see above) to aid student learning.

Grades:

A final course grade will be assigned based upon the following student deliverables:

	<u>Weight:</u>
Team Project	20%
Exams (3 X 20%)	60%
Discussion Board	20%
Total	100%

Final grades will be determined using the following scale:

Letter Grade	Percentage	Performance Descriptor
A	93% and above	“Outstanding scholarship”
A-	92% to 90%	
B+	89% to 87%	
B	86% to 83%	“Superior work”
B-	82% to 80%	
C+	79% to 77%	
C	76% to 73%	“Average”
C -	72% to 70%	
D+	69% to 67%	
D	66% to 63%	“Lowest passing quality”
F	62% to 0	“Failure”

Grading-Related Issues:

- To ensure equity/fairness to all students, under most circumstances make-up attempts for exams, projects, or discussion topic assignments will not be allowed.
- Once a student completes an exam it will automatically be graded on Blackboard. Please note that exams are subject to a time limit. If the time limit is exceeded, the grade will not be posted and you may receive a ‘zero’ grade.
- Assigned student teams will participate in a team project. Each member of the team will be given the same grade on the written assignment, unless compelling evidence is provided to the contrary.
- Discussion Board performance will be evaluated at the end of the term, and your final grade will reflect both the quantity and quality of your participation throughout the semester.

Team Project:

This assignment is designed to allow you, in assigned teams, to demonstrate the extent to which you understand and can apply OB concepts and elements to real-life management issues. The project will require your team to analyze the impact that a specific individual or group factor has on specific outcome measures related to organizational effectiveness (i.e., job performance and organizational commitment). As noted in the ‘Integrative Model of Organizational Behavior’ in Chapter 1 of your textbook, individual factors include course topics such as job satisfaction, motivation, job stress, etc. Group factors include such topics as leadership styles and teamwork. Your team will be expected to define your assigned factor, provide practical ‘real-life’ applications, and explain your factor’s relevance to the course and to the Integrative Model, in particular. **Additional guidelines will be provided which specify your assigned team and topic, and which further clarify project objectives and expectations.**

As noted in the Course Schedule, team projects must be completed and submitted during Week 5 using the submission link provided in Blackboard. The paper should follow APA format, be well written, 10-12 pages in length (excluding the title and reference sections), and include at least five academic journal references to support your assertions. Team members are expected to

participate jointly in the project, including the determination of content material and the preparation of the paper. At the completion of the project, each group member will have the opportunity to complete a peer evaluation (to be provided). The form will reflect your assessment of the relative contributions of any team member whom you feel clearly did not contribute their 'fair share' to the project.

If you have a conflict among team members, you should address the issue directly with your team. After you have attempted to resolve the matter, you should bring the matter to my attention via a personal email if the conflict persists. Under extreme circumstances, teams may request in writing to remove a non-performing student from the team.

Exams:

Three exams will be administered in the course to test your knowledge and application of the theories, principles, and concepts learned in the course (see **Course Schedule**). The exams will be based on text readings and any additional material covered in the course, including Discussion Board topics. The exams are not cumulative and the exam format will consist of multiple choice questions. Your exams will be administered via Blackboard, be available for a specified period of time, and have a specified time limit for completion (one attempt only per exam).

If you have a legitimate reason for missing an exam (e.g., medical reason), you will need to substantiate the excuse. *If you miss an exam (1) without a documented excuse and (2) without notifying me in advance, you will not receive credit for that exam.*

Discussion Board Posts:

The **Discussion Board** in Blackboard will be used to respond to assigned topics from the course, and to create a dialogue whereby students can interact and learn from each other. Four different topics will be posted during the academic term. Each student is required to submit an initial response to the assigned Discussion Board question (one substantive paragraph). In addition, you must respond to the initial entry made by three other students on the designated topic for the week. You can expand on their entry, agree or disagree, and/or ask a relevant question. If a question is asked regarding your initial entry, you must respond to the question posed. Your final grade, determined at the end of the semester, will reflect the overall quality, frequency and timeliness of your responses during the semester.

The deadline for your initial entry generally is Tuesday (by 11pm EDT) of the week the topic is assigned, and all follow-up posts for the topic are due by Friday end-of-day. Feel free to constructively disagree with other students' entries but, if you do, you must offer a specific and plausible rationale for your response. As the instructor, I will assign the DB topic for each week and monitor student postings. **The schedule for assigned DB topics is noted in your Course Schedule.**

Questions or Information Requests:

General questions concerning the course should be submitted to the 'General Course Questions' forum within the Discussion Board section of Blackboard. More specific personal questions should be sent via email directly to me – use your discretion here. I will monitor the forum and respond to most unanswered email questions within 24 hours. Of course, if a fellow classmate asks a question that you know the answer to, then I encourage someone to answer the question and

help one another out. This forum is also a good place to check first if you have a specific question, because another student may have previously asked the same question and received an answer.

Course Technology Requirements:

All instructor-initiated communications will be posted on Blackboard, or emailed from Blackboard to your John Carroll University email address. **To participate effectively in the course, students must have Internet access (Hi-Speed preferred) and a working understanding of Blackboard. It is important that your browser meets Blackboard’s supported guidelines – if you are unsure contact the Helpdesk immediately.**

Technical Support:

John Carroll University provides Information Technology support through “The Helpdesk”. The Helpdesk staff ensures all incoming calls are entered into the Helpdesk database. All calls are to be resolved by the staffer or dispatched to the appropriate member of the professional staff.

Telephone: 216.397.3005

Email: helpdesk@jcu.edu

Located on the fourth floor of Rodman Hall, the regular hours are as follows:

Help Desk Day (Staffed)

Monday through Thursday	8 am till 10 pm
Friday	8 am till 6 pm
Saturday	Noon till 6 pm
Sunday	Noon till 10 pm

Weekly Course Schedule:

Provided in a supplemental document in Blackboard ‘Course Information’.

Expectations:

The course policies described above require that you take responsibility for your own performance. My commitment is to provide you with a meaningful learning experience and a fair opportunity to perform well in this course. You will be expected to put forth considerable effort in the course. If at any time you have concerns about your progress in the course, please contact me. Additional guidance is provided below:

1. **Attendance:** Regular online participation throughout this semester is essential, including Discussion Board activities.
2. **Preparation:** Complete the assigned readings and discussion board exercises in a timely manner. The class is structured with the assumption that you have read and/or completed all assignments. The amount of time you spend preparing and studying will directly affect your overall performance in this class. Late assignments will not be accepted.
3. **Participation:** Contribute your thoughts and personal experiences whenever relevant, especially in DB assignments. When students participate, everyone benefits from a more positive learning environment and the class becomes more interesting and enjoyable. Remember, we are all in this class to learn from one another.

Academic Honesty:

Per the Student Handbook and the policies of John Carroll University, cheating will not be tolerated. The minimum penalty for academic dishonesty (e.g., cheating, plagiarism) in this class will be an F (zero points) for the related test or assignment. More severe penalties are possible. The incident also will be reported to the BSOB Dean's Office for possible further action. Graded assignments at the individual level (e.g., exams) must only reflect that individual's work. Similarly, graded assignments at the team level (e.g., team reports) must only reflect that team's work.

Accommodations for Students with Disabilities:

John Carroll University recognizes its responsibility for creating an institutional climate in which students with disabilities can succeed. In accordance with University policy, if you have a documented disability, you may be eligible to receive accommodations from the office of Services for Students with Disabilities (SSD). Students with disabilities are entitled to reasonable accommodations and should have equal access to learning. If applicable, contact the SSD coordinator at (216) 397-4263, or come to Rm. 7A in the Garden Level of the Administration Building. After your eligibility for accommodations is determined, you will be given a letter which, when presented to instructors, will help them know how best to assist you. Please keep in mind that accommodations are not retroactive so it is important to register early in the semester.