

MGB 301: Organizational Behavior
Course Syllabus for Section S3B
Spring 2007

112 JACOBS T R, 3:30 PM - 4:50 PM

Instructor: **Dr. Prasad Balkundi**

TA: **None**

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Text Book

Jennifer George, Gareth Jones (2005). Understanding and Managing Organizational Behavior (4th Edition) Prentice Hall.

Course Overview

Management 301 will introduce students to the basic concepts and theories of organizational behavior. Students will learn about the individual, group, and organizational processes that influence human behavior in organizations. This course will cover traditional OB topics such as motivation, leadership, and culture as well as highlight issues that are important for any successful future business leader to know and understand such as diversity, quality, technology, globalization, and ethics.

There are three main objectives for this course:

- 1) Students will learn the concepts and theories of organizational behavior and use them as a base for advanced coursework in Management;
- 2) Students will be able to transfer and apply the material in this course to their “real life” experiences in organizations;
- 3) By developing an understanding of OB, students will become better prepared for their careers as employees and managers in organizations.

Grading

Students will be graded on exams, group assignments, email submissions and attendance. Attendance points will be earned at random through pop quizzes. There will be three exams covering topics from class lectures, corresponding chapters from the textbook, case studies, videos, and other material introduced in class. The exams will include multiple-choice questions. All three exams are compulsory and will contribute equally to the final grade.

Exams (150 Pts x 4):	600 Points
Movie Presentation	60 Points
Group Assignment	200 Points
Email Submissions (5 pts x 10)	50 Points
Attendance	90 Points
TOTAL	1000 Points

Grading Scale:

A	94.0% - 100%	C+	77.0% - 79.9%
A-	90.0% - 93.9%	C	70.0% - 76.9%
B+	87.0% - 89.9%	D	60.0% - 69.9%
B	82.0% - 86.9%	F	Below 60.0%
B-	80.0% - 81.9%		

Exams (600 points)

Exams must be taken on the announced date. If you are unable to attend the exam on its scheduled date due to a legitimate reason, it is your responsibility to inform me **before** the exam is given. No make-up exams will be given. **Students who arrive after the first person to complete the exam and leave the classroom will not be allowed to take the exam.**

Movie Presentation (60 points)

This is a precursor to the main group project and therefore needs to meet the requirement that I will specify. The points are completely based on your presentation. The quality of the presentation needs to be professionally done.

Group Assignment: Organizational Analysis (200 points)

The class will be divided into groups of 4-5 members. All group members will receive the same points for the group assignment. However, if a particular member does not do his/her share of the task, it is the duty of the rest of the group members to inform me. If a particular member makes no contribution to the group and/or doesn't show up for the presentation, the member will be awarded zero points for the presentation, following a written complaint from the other group members. Do not wait until the last day of class to apprise me of problems!

I WILL DISCUSS MORE ABOUT THE PROJECT IN CLASS.

Your total paper should be a minimum of 20 pages in length (12 point font, double-spaced, 1 inch margins).

You will also make a 10-minute presentation of your analysis to the class in the later half of the course. Please use appropriate presentation techniques for this purpose (such as power point etc.)

Email Submissions (50 Points)

Other students and the instructor benefit from your constructive class participation. You are also required to submit two questions for **ten chapters** whenever we start that chapter. These questions need to be emailed to me at only **profbalkundi@gmail.com** at least 48 hours before the first time we are will be discussing the chapter. However, you will have to submit these emails only at designated times. **Late emails will not be accepted.** In both the content and the subject heading, please include your name, section number and student Id (only content). You will receive 5 points for each email that you submit correctly. O

Attendance (90 points)

Points will be awarded on the basis of a random number of in-class attendance assignments and sign-up sheets passed in class. Regular attendance is very important, as we will be covering a lot of material each class session. Also, you are responsible for all the announcements regarding changes (if any) in exam dates or reading assignments made in the class.

Class Participation:

Active participation is a must since much of the real learning in this course will take place in the classroom. Student participation will help facilitate the learning process as well as make the class periods more interesting (for both you and me). I expect students to ask questions, answer questions, participate in discussions and activities, and share their thoughts, ideas, or experiences with the rest of the class each and every meeting. The quantity and quality of your participation is up to you.

ALSO PLEASE BRING YOUR TEXT BOOK TO EVERY CLASS AS WE WILL BE USING EXERCISES FROM THE BOOK.

Note:

Make use of my office hours for clarifications and discussions regarding the course. If you find my office hours inconvenient, we can schedule a mutually convenient time.

Students are expected to adhere to the University's prescribed code of conduct. Cheating will not be tolerated and will be dealt with as per University policies.

Accommodations will be made for students with disabilities at the student's request.

My Expectations and Policies:

- Late/Missed work will not be accepted under any circumstances without prior approval from the instructor.
- Please come talk to me with any questions, comments or concerns that you may have about the material in this course. I want to help you learn.

Changes to this syllabus and the lecture material may be made at my discretion based on the progress of the class.

Schedule MGT 301 (subject to Revisions)

Date	Chapter	Assignment
16-Jan	Introduction	
18-Jan	Chapter 1	Submit emails for chapters 1 & 2
23-Jan	Chapter 1 & 2	
25-Jan	Chapter 2 & 3	submit emails for chapters 3 & 4
30-Jan	Chapter 3 & 4	Submits email for Chapter 5
1-Feb	Chapters 4 & 5	
6-Feb	Chapter 5 exam review	
8-Feb	exam 1	Submit email for Chapter 6
13-Feb	chapter 6	Submit email for Chapter 7
15-Feb	chapter 7	
20-Feb	Movie Presentation	
22-Feb	Movie Presentation	Submit email for Chapter 8
27-Feb	chapter 8	Submit email for Chapter 9
1-Mar	chapter 9	
6-Mar	Exam 2	Submit emails for Chapter 10 & 11
8-Mar	Chapter 10 & 11	
13-Mar	spring break	
15-Mar	spring break	Submit email for Chapter 12
20-Mar	chapter 12	Submit email for Chapter 13
22-Mar	Chapter 13	Submit email for Chapter 14
27-Mar	chapter 14	
29-Mar	Exam 3	Submit email for Chapter 15
3-Apr	chapter 15	Submit email for Chapter 16
5-Apr	chapter 16	Submit email for Chapter 17
10-Apr	chapter 17	Submit email for Chapter 18
12-Apr	chapter 18	
17-Apr	Exam 4	
19-Apr	team presentations	Project Report is due
24-Apr	team presentations	
26-Apr	team presentations	