

**Wartburg College, BA 438, Organizational Behavior
Winter 2009**

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Class Time: Monday, Wednesday, Friday, 1:15 to 2:20, WBC: 116

Instructor Office Hours: Monday – 11:00 to Noon, Tuesday – 8:30 to 9:30, Wednesday – 11:00 to noon, Friday – 2:30 to 3:30. I am typically around my office during normal business hours except for class times, chapel, and committee meetings. A schedule is posted outside my office. Feel free to stop by at any time but you are likely to find it easier to make an appointment.

Course Description: Introduction to behavior in organizations including individual behavior, interpersonal relationships, small groups, intergroup relations, leadership, and change. Students apply concepts to realistic organizational problems and evaluate their efforts by utilizing management concepts and theories in a contingency model. Prerequisite: BA 277 or BA 345.

Course Objectives:

- To explain the meaning and role of organizational behavior within the field of management.
- To understand and articulate the role of key competencies necessary for managing organizational behavior: self competency, communication competency, diversity competency, ethics competency, across cultures competency, team competency, change competency.
- To understand motivation at the individual and group levels.
- To understand how personality, ability, learning, perceptions, values and attitudes impact organizations and performance.
- To explain the role of culture in organizations and how it impacts recruitment, advancement and retention of talent.
- To understand the role of goal-setting and rewards in organizations.
- To understand the role of leadership as a platform for organizational change and development.
- To identify and develop students' personal strengths as individual contributors and in groups.
- To understand how change happens in organizations.

Required Texts and Readings:

Organizational Behavior (11th Ed) by Hellriegel & Slocum.

Strength Finder 2.0 by Rath.

Various journal articles as assigned and posted on MyWartburg.

Assignments: Assignments may be submitted electronically or by hard copy and at due at the beginning of the class session.

Graded Activities:

- Managerial/Leader Self-Assessment: 300 points
- Team Presentations and Assessment: 200 points
- Mid Term Exams: 300 points

(Most will be open book in class exams with short answer format. They will vary in point value which will be communicated in advance. Not all are noted on the course schedule but will be announced in advance.)

- Participation: 100 points
- Final Exam Reflection: 100 points
- Total: 1000 points

Each of these graded activities has a written document explaining what is expected. These documents will be posted on MyWartburg and it is your responsibility to read and understand the expectations. Most will be discussed in class as we proceed through the semester.

Grading Criteria: A document on grading criteria is posted on MyWartburg for all written assignments and for presentations. Please read it carefully as you will be expected to turn in work that will meet the criteria outlined in it.

Grading:

| Percentage | Grade |
|------------|-------|
| 94 - 100 | A |
| 90-93 | A- |
| 87-89 | B+ |
| 83-86 | B |
| 80-82 | B- |
| 77-79 | C+ |
| 73-76 | C |
| 70-72 | C- |
| 67-69 | D+ |
| 63-66 | D |
| 60-62 | D- |
| Below 60 | F |

As graded activities are completed, they will be updated in MyWartburg so that you may track your own progress. Please make sure that all information recorded in the MyWartburg grade book is accurate and if you see any discrepancies report them ASAP. Generally speaking, the grade in MyWartburg will be your grade for the class unless there are rounding errors.

Participation and Attendance: Attendance is required. If you must be absent, inform me before class by email. It is your responsibility to get handouts and assignments given during your absence. If you must miss more than three class periods a doctor's excuse is required or it may adversely impact your grade. Being in attendance is not the same as participation. There is a great deal of discussion in class and your participation is vital to your success in class. I recognize that not everyone is comfortable speaking up and expressing their ideas. You should use class as an opportunity to practice these skills as they are important for success. Making change to your personal behavior is challenging and valuable. There is no makeup for in-class quizzes or assignments if you are absent without an excuse. There may be material covered in class that is not in the text. If you miss a class it is your responsibility to get notes or information from a classmate.

Late Penalties: Late assignments are subject to a one letter grade penalty per day late. Assignments are always due at the beginning of class on the due date.

Special Needs: The Americans with Disabilities Act of 1990 (ADA) provides protection from illegal discrimination for qualified individuals with disabilities. Students requesting instructional accommodations due to disabilities must arrange for such accommodations by contacting Pathways Associate for Testing and Advising Carla Coates. She can be reached at the Pathways Center, 314 Vogel Library, Wartburg College, Waverly, IA 50677, 352-8230, <Carla.coates@wartburg.edu>. Presenting documentation of a student's disability early (before the beginning of classes) is helpful and often necessary to secure needed materials in a timely way. Accommodations should be requested PRIOR to affected assignment due dates. For more detailed information, please see <http://www.wartburg.edu/pathways/testing/AccommodationProcessStudents.pdf>

Honor Code: You are expected to demonstrate academic integrity in this course. This includes honesty in test taking, original work in assignments, and citing of sources in papers. "By attending Wartburg College, students are demonstrating their dedication to the Honor Code. The Honor Code reminds students of their responsibilities to promote academic honesty by opposing cheating and plagiarism and reporting dishonest work."

Please note I may be submitting student work to Turnitin.com.