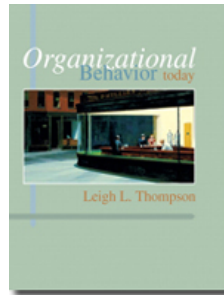


HRPO 2307. WB

Organizational Behavior

Fall 2011

"Being an effective organizational citizen and leader is the most important professional undertaking you can challenge yourself with." - Leigh L. Thompson



Instructor: Connie Nichols
E-mail: cnichols@odessa.edu
Office: Sedate Hall 208
Phone: 432-335-6521

Instructor's Comments: As a member of an organization you want to be effective. This course will help prepare you to make smart choices for yourself and for your organization. Be sure to read and follow the course instructions found below. In order to successfully complete this course, you should allow plenty of time to do the assignments. The assignments are not designed to be done quickly. I would suggest setting aside several hours each week to specifically work on this course. Please feel free to contact me at cnichols@odessa.edu any time during the semester with questions, comments, or other issues regarding this course. I look forward to hearing from you.

It is important for you to read ALL of the information on this page in order to successfully complete this course.
If you have questions about the required Community Leadership Meetings or any other aspect of the course, please contact me at cnichols@odessa.edu

Course Description (Catalog Description): HRPO 2307 Organizational Behavior (52.1003) 3 Credit hours. The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Lab fee required. (SCANS 5, 6, 7, 9, 11) Prerequisite: None.

Required Text: Organizational Behavior Today by Leigh L. Thompson, 2008, Pearson/Prentice Hall, ISBN 978-0-13-185811-4 This book can be purchased from the Odessa College Bookstore or from various online sources.

Class Website:

http://www.odessa.edu/dept/management/cnichols/bmgt_2307.htm

Instructor's Office Hours:

http://www.odessa.edu/dept/management/cnichols/office_hours.htm

Course Learning Outcomes : Upon successful completion of this course, should

will be prepared to

- explain organizational theory as it relates to management practices, employee relations, and structure of the organization to fit its environment and operation
- analyze leadership styles and determine their effectiveness in employee situations
- identify methods in resolving organizational problems
- describe the impact of corporate culture and atmosphere on employee behavior
- analyze and discuss team dynamics, team building strategies and cultural diversity

Course Expectations: This is a college level course and you will, therefore, be expected to uphold established college standards as outlined in the most recent [Odessa College catalog](#). Your final grade will be based upon a combination of the following factors:

1. Timeliness of lesson submissions
2. Ability to relate and apply the concepts discussed in the course
3. Scores on exams, projects, and other assignments
4. Attendance of a minimum of 4 community leadership meetings
5. Score on final exam

The instructor's office hours and phone number are listed above. Please do not hesitate to utilize this time to discuss any course-related topic.

Management students are encouraged to make an appointment with Connie Nichols or Sue Jones to discuss both academic and career goals toward the end of each long semester.

Departmental and Instructor Course Requirements, Evaluation Methods, and Grading Policy:

1. There are multiple assignments associated with this course as well as a Final Exam. The assignments must be completed and turned in by the due date.
2. Students are required to attend a minimum of 4 community leadership meetings during each semester. Check the calendar page located on the instructor's website for a list of organizations, meeting dates and times, and instructions.

All assignments have due dates. Student should contact instructor regarding late assignments and make arrangements to submit late work. Points will be deducted for each day the assignment is late. Each Lesson will have two assignments associated with a particular chapter in the book and your grade will be a compilation of the following categories:

- | | | |
|----|---|-----|
| 1. | Multiple Choice & True/False Questions | 40% |
| 2. | Essay/Short Answer Questions | 40% |
| 3. | Community Leadership Meetings | 10% |
| 4. | Final Exam | 10% |

The projected cutoff point for A's, B's, C's, and D's are based on a 90%, 80%, 70%, and 60%, respectively. At the end of the semester these projected cutoff points will be adjusted (i.e. raised or lowered) in order to reflect the overall performance of the class. Thus the actual grade will not be known with certainty until after the semester is over.

Student will receive an updated grade sheet weekly along with the graded lesson and any comments or suggestions regarding the work submitted.

If you consider withdrawing or dropping this class, please contact the instructor who will provide information regarding withdrawals, dropping a class or receiving an incomplete.

Management students should be aware that a grade of a "C" or better is necessary to meet the degree or certificate requirements.

Student E-mail: If you have not already accessed your Odessa College Student E-mail, please follow the link to set up your account: <http://odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.

Submitting Lessons - Follow these steps to successfully complete this course:

Read all six steps!

The Course Lesson are available to view and/or print from this website. For each lesson, you will need to:

1. Read the assigned chapter or chapters and turn in the entire lessons by the due date to avoid being penalized. **Lessons more than two weeks late may not be accepted for grading without prior permission from the instructor.** Grades will be returned to you by e-mail along with instructor's comments regarding your work.
2. Prepare an answer sheet for each lesson. You can attach your answer sheet to an email to me or you can type your answer sheet in the body of the email.

3. **Please use an answer sheet.**

Lesson Due Dates Fall 2011		
Lesson Number	Title	Due Date
Lesson 1	Chapter 1 The Person and the Organization	9/5
Lesson 2	Chapter 2 The Understanding People and Their Behavior	9/12
Lesson 3	Chapter 3 Ethics and Values and Chapter 4 Communication	9/19
Lesson 4	Chapter 5 Power and Influence in Organizations and 6 Relationships and Social Networks You have two weeks to complete this lesson - for a reason! Use your time wisely - don't wait until the last minute to work on these assignments.	10/3
Lesson 5	Chapter 7 Decision Making and Chapter 8 Conflict Management and Negotiation	10/10
Lesson 6	Chapter 9 Leading and Managing Teams and Chapter 10 Leadership	10/17
Lesson 7	Chapter 11 Organizational Change	10/24
Lesson 8	Chapter 12 Fairness and Justice and Chapter 13 Diversity and Culture	10/31
Lesson 9	Chapter 14 The Virtual Workplace	11/7
Lesson 10	Chapter 15 Life, Learning, and Personal Development	11/14
Final	Final Essay	11/28

Holidays:

September 5, 2011 Labor Day - Campus Closed

Last Day to Drop: Wednesday, November 9, 2011

November 23-27 Thanksgiving Holiday - Campus Closed beginning 5:30 p.m. on Tuesday

Graduation: December 9, 2011