MG 622 Organizational Behavior

First Assignment

1. Please purchase your textbook and bring it to class on January 3rd.

1. Complete the Organizational Commitment Questionnaire on page 6 of the text.

1. Complete the Instructor Interview Guide on page 17 of the text.
COURSE TITLE: Organizational Behavior and Development (MG 622 01) — 3 credits

TERM/YEAR: Winter 2017

CLASS MEETINGS: Wednesdays 6:00PM – 9:20PM

INSTRUCTOR: Stan Salva

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COURSE PREREQUISITE: MG 621

Course Description

In spite of their satisfactory technical skills, people often discover at some point in their career that they do not know how to work effectively with others or have the interpersonal skills to be a good manager. MG622 presents the same type of content and training found in executive development programs. The course seeks to help you understand why you and others behave as you do in organizations and groups. By the end of the course, you should know yourself better and have better people skills. The focus of the course is the "micro" level in organizations---issues concerning individuals, interpersonal relations, and groups. The overall purpose of the course is to help you develop the people skills all managers should possess; you can begin to apply them immediately at work and home.

Course Objectives

1. To increase your self-awareness.
2. To help you become more skilled at analyzing behavior in organizations.
3. To help you learn what actions are appropriate for different situations.
4. To help you acquire a larger repertoire of behaviors or skills.
5. To help sharpen your communication skills.
6. To help you better understand culture and value systems.
TEXTBOOK

“Organizational Behavior: An Experimental Approach”, 8th edition

By Osland, Kolb, Rubin, and Turner. Prentice Hall 2007

ISBN# 0-13-144151-5

Please be sure to bring this book to every class as well as we will be doing exercises based on the material in the workbook.

CLASS FORMAT:

The course and class time will consist of professor comments, class discussion, videos, discussion of videos, case work, group work, and exercises. This class is more interactive than many of your other classes. Think of the classroom as a laboratory to practice and enhance your skills regarding organizations and employee/people skills. CLASS ATTENDANCE AND PUNCTUALITY ARE VERY IMPORTANT IN THIS CLASS. Consequently, a student that misses more than two classes will have 100 points subtracted from their total point accumulation for each absence which exceeds two absences. In addition, the students class participation score will suffer as a result of the missed class time. Class participation is based upon the quality and quantity of self-expression. The Class participation grade is also related to attendance, punctuality, and the student staying for the entire class. In short, YOU NEED TO GET TO CLASS, BE ONTIME, AND STAY FOR THE ENTIRE CLASS.

Late Work: Late work can be accepted with the Instructor permission. A reduction in points is possible depending on the circumstances.

PERFORMANCE EVALUATION

Grading Scale:

900-1,000 A
800-899 B
700-799 C
600-699 D
0-599 F

Point Accumulation

Individual Presentations and Papers 350

Attendance/Class Participation/Case & Group Work 200
Magazine Article Critiques (2) (50pts each) 100

Out of Class Assignment (2) (25pts each) 50

Group/Team Presentations and Papers 300

TOTAL POINTS POSSIBLE

1,000

Grading Category Descriptions

**INDIVIDUAL PRESENTATION/PAPER:** The individual presentation should be approximately fifteen minutes long, and the paper should be approximately five to seven pages in length. The student should choose an organization as the subject of their presentation/paper. The choice of major topics covered should be as follows: management style (theories of management), personalities within the organization, ways of motivating and compensating employees, ethical issues the organization faces, communication patterns within the organization, group dynamics, ways of solving problems, leadership, examples of organizational decision making and organizational culture analysis. Formal and informal research may be used regarding the specifics of the organization. The organization is real, not hypothetical or fictional.

**GROUP/TEAM PRESENTATION/PAPER:** The group presentation is somewhat similar to the individual. There are several differences between the two assignments. The obvious difference is that you are in a group. Each member must contribute and collaborate on the project. The team project should also be five to seven pages. The team presentation should be twenty to twenty-five minutes in length. The topics covered in the group/team project should be based upon an organization which is depicted in a motion picture or series. As part of your presentation you may show YouTube clips from the motion picture or series to illustrate your various points about the organization. The topics covered are to include the same type of topics covered in the individual assignment. You will, however, stress more heavily on the examples of the interaction between members of the organization and group dynamics. This will become natural, as motion pictures frequently deal with the dynamics of character development of individuals within groups and organizations. All members in the group will receive the same grade on the group/team project. However, if a member of the group/team is absent when the group/team presents or if they fail to contribute, the absent team member will receive zero points, while the other group/team members will NOT be penalized.

**Magazine Article Critiques:** The student will identify and critique two magazine articles that are related to the management process or organizational behavior. Each critique will be one to two pages (typed and double spaced). A photocopy of the magazine article will accompany the critique. The articles can be taken from Business Week, The Wall Street Journal, Barrons, or Fortune Magazine or another source of the student’s choice.

**Attendance/Class Participation:** Based on the quality and quantity of self-expression. It is also based upon attendance, punctuality, and staying for the entire class.

**Out of class assignment:** This is based upon researching or observing an actual organization (or a part or department of an organization). The paper should be two to three pages in length, typed and double spaced. This exercise/assignment is less structured than the other assignments. The student will identify a company, make an observation of the general group interaction within the company, and then make
general recommendations on possible ways the groups could interact better or critique the issues of group interactions. It is fine and even recommended to use the various groups and organizations in the book. However, you need to make observation(s) or recommendation(s) beyond or alternate to any book recommendations or observations.
CLASS ITINERARY (Subject to alterations)

1/3
Introductions
Review Syllabus
Chapter 1
Review objectives of Chapter 1
Review Instructor Interview Guide (Brainstorm Course Expectations)
Group Activity (Discuss Organizational Commitment Questionnaire)
Discuss the “Self-Fulfilling Prophecy” on page 13

1/10
Chapters 2, 3
Review objectives of Chapters 2 and 3
Mag. Article Critique #1 DUE
Complete “Class Preparation” on page 31
Complete and discuss Leadership Styles on page 32
Discuss and complete the “Class Preparation” on page 51
Group/Team formation

1/17
Chapters 4, 5, 6
Review objectives of Chapters 4, 5, and 6
Complete items A, B, and C in Class Preparation” on page 75
Complete items A, B, and C in “Class Preparation” on page 100
Complete items A, B, and E in “Class Preparation” on page 125

1/24
Chapters 7, 8
Review objectives of Chapters 7 and 8
Mag. Article Critique #2 DUE
Complete items A, B, C and D in “Class Participation” on page 157
Goal Definition exercise on page 182
Complete Class Preparation exercises on page 191

1/31
Chapters 9, 10
Review objectives of Chapters 9 and 10
Complete “Class Preparation” exercises on page 219
Complete “Class Preparation” exercises on page 251
Team Behavior

2/7
Chapters 11,12, and 13
Review objectives of Chapters 11,12, and 13
Out of Class Assignment Due #1 DUE
Complete “Class Participation”
    Chapter 11, Items A an B on page 285
    Chapter 12 Items A, B, C, and D on page 315
Chapter 13  Items A, B and C on page 338

2/14
Chapters 14, 15, and 16,
Review objectives of Chapters 14, 15, and 16
Complete “Class Participation”
  Chapter 14, Item A on page 364 (Read and discuss)
  Chapter 15, Item A, B, C, and D on page 395 (Leadership article by Instructor)
  Chapter 16, Discussion on Organizational Culture
Group/Team Presentation Preparation (In class meet)

2/21
Chapters 17, 18, and 19
Review objectives of Chapters 17, 18, and 19
Complete “Class Participation”
  Chapter 17, Item C on page 463
  Chapter 18, Discuss Power and Influence
  Chapter 19, Discuss Empowerment and Coaching
Out of Class Assignment Due #2 DUE
Group/Team Presentation Preparation (In class meet)

2/28
Chapters 20, 21,
Review objectives of Chapters 20, 21, 22
  Chapter 20, Presentation on Performance Appraisals
  Chapter 21, Discuss Organization Design
  Chapter 22, Discuss Managing Change
Individual Paper Presentations
Group Team Presentation Preparation (In class meet)

3/7
Individual Paper Presentations (Papers Due)
Group Team Presentation Preparation (In class meet)

3/14
Group/Team Presentations (Papers Due)
Final

SPECIAL NOTE:
The schedule and content of this course may change depending on the class roster and class expectations.