**COURSE DESCRIPTION**

Presents the fundamental concepts of organizational behavior. Emphasizes the human problems and behaviors in organizations and methods of dealing with these problems. Focuses on motivation, informal groups, power and politics, communication, ethics, conflict resolution, employment laws, technology and people, and managing change.

**INSTRUCTIONAL MATERIALS**

**Required Resources**

Talya Bauer. 2017. Organizational Behavior. Fourth edition. Soomo Learning

**COURSE LEARNING OUTCOMES**

1. Evaluate the forces that shape the organizational environment of a given company.
2. Analyze organizational behavior challenges faced by management professionals.
3. Determine how motivational theory and performance management principles are related to employee performance at a given company.

**WEEKLY COURSE SCHEDULE**

The standard requirement for a 4.5 credit hour course is for students to spend 13.5 hours in weekly work. This includes preparation, activities, and evaluation regardless of delivery mode.

| **Week** | **Preparation, Activities, and Evaluation** |
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| 1 | **UNDERSTANDING BEHAVIOR IN ORGANIZATIONS**INTRODUCTIONS* Introduce yourself (10 points)

LEARN* *Organizational Behavior*, *Chapter 1: Organizational Behavior*
* *Organizational Behavior*, *Chapter 2: Managing Demographic and Cultural Diversity*
* Webtext: Chapters 1 and 2 (40 points)
* Watch Managing culturally diverse teams <https://www.lynda.com/course-tutorials/Managing-culturally-diverse-teams/746304/5013795-4.html>

DISCUSS* Identify and propose solutions to organizational challenges (20 points)
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| 2 | **HOW INDIVIDUALS AFFECT AN ORGANIZATION**LEARN* *Organizational Behavior*, *Chapter 3: Understanding People at Work: Individual Differences and Perceptions*
* *Organizational Behavior, Chapter 4: Individual Attitudes and Behaviors*
* Webtext: Chapters 3 and 4 (40 points)
* Watch Working with different types of people <https://www.lynda.com/Leadership-Management-tutorials/Working-different-types-people/681076/799683-4.html>

DISCUSS* List policies a manager could implement to keep employees engaged. How will those policies account for all employees? (20 points)
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| 3 | **MOTIVATION AND PERFORMANCE**LEARN* *Organizational Behavior, Chapter 5: Theories of Motivation*
* *Organizational Behavior, Chapter 6: Designing a Motivating Work Environment*
* Webtext: Chapters 5 and 6 (40 points)
* Watch Motivation <https://www.lynda.com/User-Experience-tutorials/Motivation/604271/749076-4.html>
* Watch Creating a motivating work environment <https://www.lynda.com/Business-Skills-tutorials/Creating-motivating-work-environment/142957/155997-4.html>

DISCUSSHow would you design and foster a motivating work environment? (20 points)ASSIGNMENT* Submit Assignment 1: What Makes the Best Place to Work and Why? (100 points)
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| 4 | **STRESS IN THE WORKPLACE**LEARN* *Organizational Behavior*, *Chapter 7: Managing Stress and Emotions*
* Webtext: Chapter 7 (20 points)
* Watch Managing your emotions if things get tense <https://www.lynda.com/Business-Skills-tutorials/Managing-your-emotions-things-get-tense/608989/731927-4.html>

DISCUSS* Explore causes of stress, how managers can help alleviate stress, and keeping emotions at bay. (20 points)
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| 5 | **WORK TEAMS COMMUNICATION**LEARN* *Organizational Behavior, Chapter 8: Communication*
* *Organizational Behavior, Chapter 9: Managing Groups and Teams*
* Webtext: Chapters 8 and 9 (40 points)
* Watch Communication <https://www.lynda.com/Business-Skills-tutorials/Communication/175639/380451-4.html>
* Watch Creating a learning culture within your team <https://www.lynda.com/course-tutorials/Creating-learning-culture-within-your-team/746304/5013788-4.html?srchtrk=index%3a3%0alinktypeid%3a2%0aq%3amanaging+groups+and+teams%0apage%3a1%0as%3arelevance%0asa%3atrue%0aproducttypeid%3a2>

DISCUSS* Explain how group dynamics, team characteristics, team leadership, and team management all play a vital role in company productivity. (20 points)
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| 6 | **LEADERSHIP VS. MANAGEMENT**LEARN* *Organizational Behavior*, *Chapter 10: Making Decisions*
* *Organizational Behavior, Chapter 11: Power and Politics*
* Webtext: Chapters 10 and 11 (40 points)
* Watch Making business decisions <https://www.lynda.com/Business-Skills-tutorials/Making-business-decisions/142070/157302-4.html>
* Watch Power and politics <https://www.lynda.com/Leadership-Management-tutorials/Using-positive-power-politics/126132/182373-4.html>

DISCUSS* Describe levels of decisions and decision-making models in relation to how they improve a company’s effectiveness. (20 points)

ASSIGNMENTSubmit Assignment 2: Motivation and Performance Management (100 points) |
| 7 | **CONFLICT AND RESOLUTION**LEARN* *Organizational Behavior, Chapter 12: Leading People Within Organizations*
* *Organizational Behavior, Chapter 13: Conflict and Negotiations*
* Webtext: Chapters 12 and 13 (40 points)
* Watch Leading people and orgs <https://www.lynda.com/Leadership-Management-tutorials/Leading-people-orgs/756283/5006394-4.html>
* Watch Conflict management <https://www.lynda.com/Business-tutorials/Conflict-management/756287/5037892-4.html>
* Watch Negotiation <https://www.lynda.com/Business-tutorials/Negotiation/756287/5037893-4.html>

DISCUSS* Describe a real-life scenario detailing the root causes and outcomes of conflict. (20 points)
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| 8 | **JOB DESIGN AND PERFORMANCE**LEARN* *Organizational Behavior, Chapter 14: Organizational Structure and Change*
* Webtext: Chapter 14 (20 points)
* Watch Organizational Structure <https://www.lynda.com/Business-tutorials/Organizational-structure/786355/5027057-4.html>
* Watch Organizational Change <https://www.lynda.com/Project-Management-tutorials/Organizational-change/450184/508590-4.html>

DISCUSS* Hypothesize why organizations may change. (20 points)
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| 9 | **ORGANIZATIONAL CULTURE**LEARN* *Organizational Behavior,* Chapter 1: Organizational Behavior (Review)
* *Organizational Behavior,* Chapter 15: Organizational Culture
* Webtext: Chapter 15 (20 points)
* Watch Organizational culture <https://www.lynda.com/Business-tutorials/Organizational-culture/748570/5004481-4.html>
* Watch Career management <https://www.lynda.com/Business-Skills-tutorials/Career-management-techiques/661755/799815-4.html?srchtrk=index%3a1%0alinktypeid%3a2%0aq%3acareer+management%0apage%3a1%0as%3arelevance%0asa%3atrue%0aproducttypeid%3a2>

DISCUSS* Name a leader who has helped shape your professional career. Detail lessons learned, and strategies acquired from this professional leader. (20 points)

ASSIGNMENT* Submit Assignment 3: Presentation: Biggest Challenges Facing Organizations in the Next 20 Years (250 points)
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| 10 | **CAREER STAGES AND CHANGES**LEARN* *Organizational Behavior, Chapter 16: Career Management*
* Webtext: Chapter 16 (20 points)

DISCUSS* Discuss your biggest professional accomplishment and lessons learned. (20 points)
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| 11 | **COURSE WRAP UP**DISCUSS* Discuss career management stages. (20 points)
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**GRADING SCALE – UNDERGRADUATE**

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| --- | --- | --- |
| **Assignment** | **Total Points** | **% of****Grade** |
| Quizzes (Soomo Webtext)(16 chapters, worth 20 points a chapter) | 320 | 32% |
| Assignment 1: What Makes The Best Place to Work and Why? | 100 | 10% |
| Assignment 2: Motivation and Performance Management | 100 | 10% |
| Assignment 3: Presentation: Biggest Challenges Facing Organizations in the Next 20 Years | 250 | 25% |
| Participation (11 discussions worth 20 points apiece and 1 introduction worth 10 points  | 230 | 23% |
| Totals | 1,000 | 100% |

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| **Points** | **Percentage** | **Grade** |
| 900 – 1,000 |  90% – 100% | A |
| 800 – 899 | 80% – 89% | B |
| 700 – 799 | 70% – 79% | C |
| 600 – 699 | 60% – 69% | D |
| Below 600 | Below 60% | F |