

MGB301: Organizational Behavior

Fall 2014

Rev. 8/12/2014

Time & Location: Monday, 6:30 ~ 9:10 pm, Jacobs 112

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Description of the Course

This course addresses human behavior as it occurs in organizations. We will cover topics that are directly related to organizational policies as well as the individuals they affect. We also cover a lot of materials over the semester; therefore it is imperative that you keep up with your assignments to be successful in this course.

Course Objectives

1. Read about and understand the main Organizational Behavior concepts and theories.
2. Relate Organizational Behavior concepts and theories to the 'real world.'
3. Apply Organizational Behavior concepts and theories to your experience in organizations.
4. Enhance ability to collaborate with others.

Course Overview

In this course we will examine the major areas in Organizational Behavior. I have chosen the topics I feel a) are necessary to develop a good foundation for understanding Resources and, b) most relevant to life in organizations.

I will lecture for a portion of the class, and will also use group activities, videos, etc. to increase your understanding of the topic(s) for that class. In-class activities are designed to enhance your understanding of the topic by providing 'hands-on experience,' generating discussion in addition to textbook perspectives, as well as hearing the viewpoints of your classmates. I look forward to an interactive classroom, and am interested in your thoughts and experiences.

Please note, that although the full content of the assigned readings may be used for test purposes, I will not lecture on each chapter in its entirety. I believe our class time will be better spent by adding different learning experiences into the format rather than reiterating what is already stated in the textbook.

Required Text and Supplemental Readings

Required Text: *Organizational Behavior* (16th edition) by Stephen Robbins & Timothy Judge. Some options:

- You can purchase the E-text (\$95.99) directly from Pearson at <http://www.mypearsonstore.com/bookstore/organizational-behavior-plus-2014-mymanagementlab-with-9780133802016?xid=PSED>
- If you prefer a print text, you can purchase a 3-hole punched version for \$155.53 or a paperback textbook for \$245.87. You can find these items at www.amazon.com, www.ichapters.com, or at the University Bookstore.

Other required supplemental readings will be available online on UBLearn, at Lockwood Library and/or on Course Reserve.

Grading & Course Requirements

The course requirements include: (1) reading and comprehending the weekly reading assignments; (2) completing 2 exams, and (3) group works including case studies.

Grading is based on the following (**Total points: 500**):

Individual Work (200 pts.)		Team Work (200 pts.)	
2 Exams	200 pts.	Group Projects	150 pts.
		Peer Evaluation	50 pts.
Other Tasks (100 pts.)			
Homework Assignments 50 pts.			
In-Class Activities 50 pts.			

All written assignments must be submitted in hard copy form. NO attachments to emails will be downloaded or printed. Late assignments will NOT be accepted.

There are no extra-credit or substitute projects available.

Required readings should be completed prior to the class for which they are assigned.

Based on **500 points**, the following grading policy will be used to determine each student's course grade.

A	= \geq	465-500	(93%)	C	=	325-349	(65%)
A-	=	450-464	(90%)	C-	=	300-324	(60%)
B+	=	425-449	(85%)	D	=	275-299	(55%)
B	=	400-424	(80%)	F	= \leq	274	(<55%)
B-	=	375-399	(75%)				
C+	=	350-374	(70%)				

Exams (200 points)

There will be two quizzes given; they are designed to assess your knowledge of the assigned readings, supplemental lectures, and in-class activities. They will be multiple-format (any combination of T/F, multiple choices, matching, short essay, etc.). The exams are not cumulative and I will not return them, but you are welcome to meet with me to review your results. Exam 1 is worth 100 points and Exam 2 is worth 100 points as well. Please make special note:

- **YOU ARE REQUIRED TO TAKE QUIZZES AT THEIR SCHEDULED TIME.** If an *emergency* occurs and the student cannot take the quiz at the scheduled time, he or she must notify the instructor and present *written documentation* of the reason for the absence. There are no make-ups.
- **Bring a validated student id card.**
- **Do not leave the room during a quiz** (barring an emergency). Please take care of all personal needs before coming to the quiz. If you leave during the quiz you must forfeit your paper and take the score you have earned up to that point.
- **Do not use electronic devices, including electronic dictionaries.** The professor will clarify the meaning of words that are not associated with the material being tested.
- **Schedule conflicts.** A request to reschedule the final exam because of exam conflicts must be submitted in writing with a copy of your official exam schedule attached.
- **Feedback** on overall quiz performance will be given in class, but *quizzes will not be returned.* Students are encouraged to meet with the professor during office hours to review their quizzes.

Group Projects (150 points)

There will be two group projects that you and your teammates should work together to complete the tasks. The group project I is worth 50 points and the project II is worth 100 points. Please see the instruction of writing group projects for the detail information.

Peer Evaluation (50 points)

You will be required to evaluate each of your teammates based on his or her contributions in all team assignments (the team project, homework assignments, and the presentation).

*****Please note: your grade of group activities will be partially determined by the results of peer evaluation*****

In-Class Activities (50 points)

Given our emphasis on learning by experience, a great deal of our in-class time will be spent doing activities that require the participation of each student (discussions, group exercises, simulations, etc.). The success of these activities will depend on your active and informed involvement in the discussion or activity.

You are expected to attend to each class and help your teammates to complete the in-class activities. 5 points will be taken away from you each time if you fail to participate in the group activity or make no contribution to your team.

Team Homework Assignments (50 points)

For each week, you will be asked to complete an assignment on a topic relevant to the course material. This is to help generate class engagement and teamwork. There will be 10 homework assignments (5 points each). All the assignments must be submitted in hard copy form. Late assignment submission will NOT be accepted.

University Policies Regarding Academic Honesty, Special Needs, and Classroom Behavior

*****Academic honesty is taken seriously, and I use a zero-tolerance approach*****

Cheating on exams, plagiarism, or using papers or answers from other students or classes will result in action ranging from an F for the assignment to failing the course depending on the severity of the action. For example, any academic dishonesty related to the AE analysis papers will result in a grade of zero for the entire set of assignments (i.e., 100 points will be reduced to zero). All incidents of academic dishonesty are reported to the SOM, letters are placed in the student's file, and the SOM faculty are informed.

Special Needs. If you have disabilities that require assistance, you can contact the School at: 25 Capen Hall, Buffalo, NY 14260-1632; phone (716) 645-2608, TTY (716) 645-2616; fax (716) 645-3116, or visit the UB website detailing the School's policies:

<http://undergrad-catalog.buffalo.edu/undergraduateeducation/services.shtml#disability>

- **This course adopts a policy of enforcing high standards for classroom behavior.** Students have a moral responsibility not to detract from the positive learning environment of their classmates. Inappropriate classroom behavior that distracts the professor or other students will be penalized with points deducted from the student's final grade at the professor's discretion.

Unacceptable classroom behaviors include: inappropriate use of one's laptop (web surfing, reading email, instant messaging, etc.), use of electronic devices including cell phones, talking, chronic lateness, lack of engagement in class (reading the paper, doing work for another class, sleeping, leaving the room during videos, etc.), completing coursework during class.

Changes to the Syllabus

The syllabus and/or class outline may be modified at my discretion. Changes will be announced in class. It is your responsibility to adjust your outline accordingly.

Date	Chapter Title	Reading Due	Assignment Due
8/25	Course Introduction, What is OB	Chapter 1	
9/1	NO CLASS		
9/8	Attitudes & Job Satisfaction	Chapter 3	Signed Syllabus
9/15	Personality & Value	Chapter 5	HW1 & 2
9/22	Perceptions	Chapter 6	HW3
9/29	Motivation-1	Chapter 7	HW4/Individual Assignment
10/6	Motivation-2	Chapter 8	HW5
10/13	Exam I: Chapter 1, 3, 5, 6, 7, & 8		HW6
10/20	Work Teams	Chapter 9 & 10	Group Project- I & Peer Evaluation I
10/27	Leadership-1	Chapter 12	HW7
11/3	Leadership-2	Chapter 12	HW8
11/10	Power & Politics	Chapter 13	HW9
11/17	HRM	Chapter 17	HW10
11/24	NO CLASS		Group Project- II
12/1	Exam II: Chapter 9, 10, 12, 13, & 17		Peer Evaluation II

INSTRUCTIONS FOR GROUP PROJECTS

Overview of the Projects:

You are expected to complete multiple group projects with your teammates. The purpose of the group projects is to help you better incorporate the knowledge you have learned from the class in the real life. There are three main tasks for you and your teammates: 1) *Individual part of the assignment*, 2) *Group project I*, and 3) *Group project II*, which will be specifically explained as below.

Individual part of the assignment (Due: 09/29):

1. Each of the group members needs to find one OB-related incident from the news, internet, movies, or personal experience. You can use the topic of each week as the search keyword (i.e., job satisfaction; work motivation; teamwork; leadership). The story should be related to disputes, conflicts, unsolved problems.
2. Prepare a short write-up (about **two pages**) summarizing the story you found. The document should include:
 - 1) The summary of the incident; what is the problem/dispute? (0.5 ~ 1 page; single-space)
 - 2) Using OB-related theories or constructs to explain what are the possible factors of the problems in your story (1 page; single-space)
3. Your individual work will be collected on **09/29**

Group project I (Due: 10/20; 50 points):

Each group should collect the individual assignments first and then decide **ONE** story to report. A **3-page** document should be submitted on **10/20**, and it should contain three parts:

- 1) The summary of the incident; what is the problem/dispute? (0.5 ~ 1 page; single-space)
- 2) Using OB-related theories or constructs to explain what are the possible factors of the problems in your story (1 ~ 2 pages; single-space)
- 3) The reason why you choose this story (0.5~ 1 page; single-space)

****Please note that the group project should not be identical to any of the individual assignments from your group****

Group project II (Due: 11/24; 100 points):

A **5-page** document should be submitted no later than **11/24 before midnight**. The manuscript should contain:

- 1) The summary of the incident; what is the problem/dispute? (0.5 ~ 1 page; single-space)
- 2) Using OB-related theories or constructs to explain what are the possible factors of the problems in your story (2 pages; single-space)
- 3) Using OB-related theories or constructs to propose conflict resolution or suggestion for the identified problems (2 pages; single-space)

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF SYLLABUS

Please read, fill out, and sign the following. You are required to submit this page to me within the second week of class (by September 8th, 2014):

I _____ have read, understand, and will abide by the rules and schedules laid out in the syllabus for Dr. Chiu's Fall 2014 MGB301 class.

Signed: _____ Date: _____