

HRPO 2307. WB
Organizational Behavior
Spring 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.

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.

Information regarding withdrawals, dropping a class or receiving an incomplete can be found in the current [Odessa College Catalog](#).

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

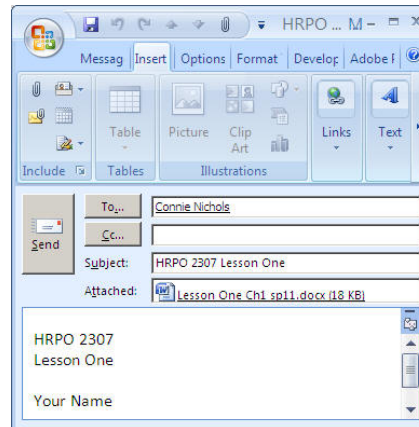
Student E-mail: If you have not already accessed your Odessa College Student E-mail, please follow the link to set up your account: <http://odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.

ns - Follow these steps to successfully complete this course: Read all six steps!

n are available to view and/or print from this website. For each lesson, you will

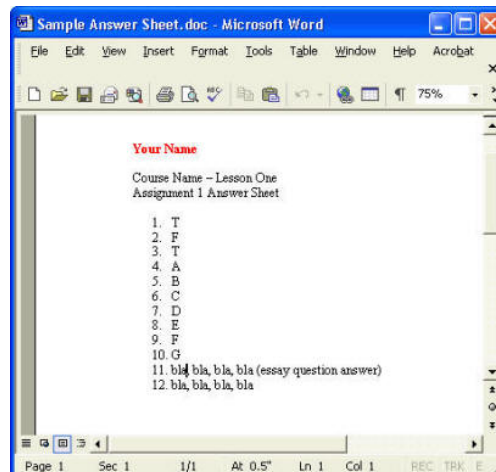
: assigned chapter or chapters and turn in the entire lessons by the due date to
ing penalized. **Lessons more than two weeks late may not be accepted for
without prior permission from the instructor.** Grades will be returned to you by
ong with instructor's comments regarding your work.

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.**

Sample Answer Sheet



4. **Make sure you put your name and course number in the body of the e-mail.**
5. When answering the essay or discussion questions, please use complete sentences and include an example from your own experiences. This helps me determine if you are understanding the topic and developing critical thinking skills needed to be successful in today's workplace. Tell me a story, explaining and defining all text book terms and providing details and specifics. Points will be deducted for not providing examples.
6. If you have any questions, please call or email me. Office phone: 432-335-6521 Email address: cnichols@odessa.edu

How to Submit work if your computer crashes: If your computer goes down, you are still responsible to have the Lessons go me by the due date. If you cannot email me your assignment, you can

- Deliver it to my office: SH 208. If I am not in my office, you should leave it in the box in the hall. Please **do not slide under the door**.
- Mail it to me: Connie Nichols, Odessa College, 201 W. University, Odessa, TX 79764.

Objective of the Management Department: The primary object of the management program is to prepare each student for employment by providing skills training in critical thinking, problem solving, decision making, communication, self-management, and leadership. The management program is not intended to serve as preparatory work toward a baccalaureate degree although courses are transferable to several colleges and universities. Students planning to pursue a four-year degree should consult the upper level institution of their choice regarding transferability of courses.


Department Web site: <http://www.odessa.edu/dept/management/>

Management Department Philosophy: Marketing is the core of all business practices - from the mom and pop neighborhood store to Fortune 500 companies. To help students understand this broad based concept, the following acronym has been created by Sue Jones and Connie Nichols, instructors in the Management Department of Odessa College:

- **M - managing**
- **A - all**
- **R - resources,**
- **K - knowledge and**
- **E - efforts**
- **T - toward**
- **I - intentionally**
- **N- navigating**
- **G - gains**

Learning Contract: Each student is expected to make a commitment to learn. Example below:

On this day, _____ I, _____ commit to learn.

 **Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).**

Special Needs: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the American with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this class, please contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations. Students with disabilities are expected to carry out their obligations in completing coursework required of all students.

Odessa College is accredited by the Commission on Colleges of the Southern Association of

Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Odessa College.

General inquiries about Odessa College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission's office.

Lesson Due Dates Spring 2011		
Lesson Number	Title	Due Date
Lesson 1	Chapter 1 The Person and the Organization	2/01
Lesson 2	Chapter 2 The Understanding People and Their Behavior	2/08
Lesson 3	Chapter 3 Ethics and Values and Chapter 4 Communication	2/15
Lesson 4	Chapter 5 Power and Influence in Organizations and 6 Relationships and Social Networks	3/01
Lesson 5	Chapter 7 Decision Making and Chapter 8 Conflict Management and Negotiation	3/08
Lesson 6	Chapter 9 Leading and Managing Teams and Chapter 10 Leadership	3/22
Lesson 7	Chapter 11 Organizational Change	3/29
Lesson 8	Chapter 12 Fairness and Justice and Chapter 13 Diversity and Culture	4/05
Lesson 9	Chapter 14 The Virtual Workplace	4/12
Lesson 10	Chapter 15 Life, Learning, and Personal Development	4/19
Final	Final Essay	5/03

Holidays:

January 17, 2011 Martin Luther King Day - Campus Closed

March 14-20 Spring Break - Campus Closed

Last Day to Drop: Thursday, April 4, 2011

April 22 Good Friday - Campus Closed

Graduation: May 13, 2011