



Lincoln University

SPRING 2017

COURSE: BA 320: Organization Behavior and Administration
(Fridays 12:30-3:15 PM)
3 units (45 hours of lectures)

INSTRUCTOR: Igor Himelfarb, Ph.D. ihimelfarb@lincolnuca.edu

OFFICE HOURS: Before and after class and by appointment

TEXT: Colquitt, J.A., LePine, J.A., & Wesson, M.J. (2016). Organizational behavior: Improving performance and commitment in the workplace (5th Ed.). ISBN-10: 1259545091

CATALOG DESCRIPTION:

An analysis of individual, interpersonal, and group behavior within organizations and the influence of human, cultural, technological, structural, and environmental factors. Examined are practices of management, such as designing jobs and organization structures, evaluating and rewarding performance, organizational and employee development, and other management processes. These techniques include high performance organizations, management by objectives, total quality management, and the like; it uses varied approaches to leadership, conflict management, change, and adaptation to the environment (3 units).

COURSE OVERVIEW:

This course will focus on the connection between psychological theory and application in the fields of Industrial and Organizational Psychology, Business, and Business Administration. Although this course includes a theoretical component, it is designed to be student-centered, and real-world oriented. The instruction is designed with students in mind, giving examples and illustrations relevant to the field of work. The course will include classical topics such as Introduction to the Development of the Industrial Psychology and Research Methods in IO Psychology and Business, as well as modern topics such as customer engagement with a business as well as the employee engagement at workplace.

EDUCATIONAL OBJECTIVES:

Students in this course are expected to have familiarity with the theoretical and practical side of IO Psychology and Business Administration. At the end of the course, students will be able to connect psychological theory in the field of IO psychology and apply the concepts to their everyday world of work. They will be familiar with classical theories and research along with the latest developments and innovations in the field. Students will be able to understand the overview of the world of work.

INSTRUCTIONAL METHODS:

The emphasis will be on learning by solving problems. Every student is welcome to participate in intensive classroom activities. Reading and problem solving assignments will be given throughout the course. Homework will be assigned and solved during sections. During lectures, students will learn principles and concepts covered in the text as well as in various sources on relevant topics. There may be class discussions and group presentations by students on the project assignments during class.

CLASS ATTENDANCE:

Students are expected to attend class on a regular basis. Attendance is crucial to performing well in this course, as some of the material presented may not be found in the textbook. Further, the lecture and classroom demonstrations will emphasize and expand upon important topics found in the textbook. Thus, it is vital that you take thorough notes in class.

ASSIGNMENTS:

There will be a bi-weekly homework assignment given out on Wednesday of each other week. The homework assignments will typically consist of some theoretical exercises, conducting analyses on provided data and turning in a results report (write-up) describing the findings, but may include other questions. The purpose of the assignments will be to provide a medium through which you really learn the material. Students are welcome to work with other classmates on the homework, but it is expected that each student turns in his/her own, independently written, homework. Any indication that work was directly shared will not be tolerated and will result in a non-passing grade.

Please bring a **hard copy** of your **typed and stapled** homework assignment that has your name on it to class the day it is due. **Please no e mailed assignments. No late homework will be accepted!**

There will be a number of readings (mostly journal articles) assigned periodically in addition to the reading in the textbook.

In accordance with the university policy on cheating and plagiarism, any student who does not do his/her own write-up completely independently on any assignment will fail the assignment.

EXAMS:

There will be two exams — a midterm and a final. To assess your learning in this course, exam questions will be derived from the lecture and textbook. Topics covered in lecture will be of major emphasis on the exam, and should be the focus of your textbook readings, though there will be some test questions found in the assigned readings but not covered in the lecture. To avoid guessing, there will be no multiple-choice questions on the exams. Exams may include conceptual or theoretical questions, and questions with applied scenarios. ***All exams are open books and open notes.***

QUIZZES:

To encourage attendance and to help students with assessment of their knowledge, there will be a set of unannounced quizzes given at the start of class. They will be based on lecture and any assigned reading. They will not be computational in nature, but rather conceptual questions intended to help students gauge how well they understand the material.

GRADING PLAN:

Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
below 60%	F

Weights	
Homework	20%
Quizzes and class participation	10%
Midterm	30%
Final	40%

CLASSROOM POLICY:

Please do not use personal computers, iPads or smart phones during the lecture. If you do need to text message or receive a call, please take it outside the classroom.

I am available and will do my best to help you learn and succeed. Questions and points of discussion are encouraged. I am also highly accessible for discussions if you wish to receive additional information or learn more about a certain topic or need help with data analysis. Please visit me during my office hours, or talk to me immediately after class, if you need study tips or additional help. No appointment is required for my office hours.

TENTATIVE CLASS SCHEDULE:

WEEK	CONTENT
Week 1: January 20	Introduction: Definitions and History.
Week 2: January 27	Research Methods in OB and IO Psychology.
Week 3: February 3	Research Methods (con-ed).
Week 4: February 10	Personnel Issues. Job Analysis.
Week 5: February 17	Employee Recruitment. Selection and Placement.
Week 6: February 24	Methods for Assessment at Workplace.
Week 7: March 3	Employee Engagement and Assessment.
Week 8: March 10	Midterm
Week 9: March 17	Spring break.
Week 10: March 24	Motivation: Theories and Practice.
Week 11: March 31	Attitudes and Behaviors at Workplace.
Week 12: April 7	Group Dynamics. Organizational Issues.
Week 13: April 14	Organizational Leadership. Management.
Week 14: April 21	Employee Training and Development. Evaluation.
Week 15: April 28	Customer Engagement and Assessment.
Week 16: May 5	Final Exam

Note: Instructor reserves the right to modify the content of this syllabus.

GOOD LUCK! Syllabus Reviewed: 1/14/2017