

Lincoln University

Course Syllabus - Spring Semester- 2010

Course Number and Title: BA 275 – Industrial and Organizational Behavior

Number of Credits – 3

Mondays – 9:00 AM – 11:45 AM

Instructor: Tesfaye Ketsela, Ph.D.

Email: tketsela2@aol.com

Course Description

The course examines organizational behavior in industry and within organizations as well as its impact on groups and individuals. Topics include: group dynamics, training, leadership, motivation, performance appraisal and job satisfaction. The course content should enhance the understanding of both employee well-being and organizational effectiveness. Research findings will assist in structuring organization policies and practices. (3 units) *Prerequisite: Upper division standing*

Course Objective:

This course is designed to familiarize students with the concepts, principles and applications of how individuals, groups and structures interact to achieve organizational objectives. Each of these variables are examined from a behavioral science perspective by covering topics such as individual and group behavior, theories of motivation, leadership, communication and models of organizational structure.

Specific Learning Objectives:

Upon completion of this course, students will be able to:

- Define OB
- Describe various disciplines that contribute to OB
- Explain the importance of studying OB to managers
- Discuss the foundations of individual and group behavior
- Describe the relations of values, attitudes and job satisfaction
- Discuss the motivation process
- Compare and contrast various motivation models and their applications
- Describe work teams and how managers can effectively use them
- Discuss the communication process, principles and applications
- Explain the concept of leadership, theories, principles and applications
- Define the basis of power and its impact on organizational politics
- Describe conflict in organizations
- Explain various forms of organizational structure
- Relate the concepts and theories covered in the different sections to day-to-day situations using examples from your places of employment or any organization you are a member of.

Learning Activities (See Details under “Methods, Class Activities, etc below)

- Reading assignments
- Classroom Lecture by course instructor
- Class Discussion (on principles learned, presentation of assignments by students, group discussions on practical problems organizations face)
- Case Studies from class handouts and library assignments

Assessment:

Students will be assessed on a continuous basis including their class attendance, participation in discussions and written assignments in addition to the Mid-term and Final Examinations according to the following breakdown :

- Class attendance and participation (10%)
- Mid-term examination (30%)
- Case Studies and papers on assignments (10%)
- Final Examination (50%)

Grading:	Mark	Letter Grade	Grade Point out of 4.00
	95 - 100	A	4.00
	91 – 94	A-	3.70
	84 - 90	B+	3.30
	79 - 83	B	3.00
	76– 78	B-	2.70
	71 –75	C+	2.30
	68 - 70	C	2.00
	64 -67	C-	1.70
	50 – 63	D	1.00
	49 and below	F (failure).....	0.00 -

(While the above is given as a general guideline, the percentage point, letter grade and grade point is subject to adjustment based on: a) overall performance of class and; b) level at which the course is taken (i.e. Graduate or Undergraduate level for combined classes) and c) Lincoln University’s policy guideline on grading.)

Required Text Book:

Robbins, Stephen P. (2001) *Organizational Behavior*. New Jersey: Prentice Hall

Recommended Text Books:

Robbins, Stephen B and Judge, Tim A. (2006) *Organizational Behavior* (12 ed.). New Jersey: Prentice Hall

Nelson, Debra L and Quick James Campbell (2006). *Organizational Behavior: Foundations, Realities and Challenges*. San Francisco: South West Educational Publishers

Supplemental Readings

Will be assigned as course progresses

Methods of Course Delivery, Class Activities, and Assignments:

- 1) Students will be required to read in advance the material to be covered in upcoming classes so that they come prepared for the lecture on the topic. The reading assignment will be distributed separately.
- 2) Material will be presented in:
 - a) lecture format using power point and/or overhead projectors
 - b) handouts (including short notes, case studies, and class assignments for discussion will be distributed
- 3) During lecture hours, all students will be expected to take notes.
- 4) Students are encouraged to ask questions after sections or chapters are covered
- 5) There will be group discussions on material covered so that students exchange ideas on topics assigned to each group by the instructor. The discussion will mainly focus on how the principles and concepts learnt are applied in real life situations
- 6) Written assignments (such as case analysis) will be given from time to time and students will be expected to work on them and submit their work on due dates.
- 7) There will be a term-paper to be submitted by students at the end of the course. Details on topics, writing format, recommended length will be given by the instructor.

Course Plan
(Please see next page)

Lincoln University

**Course plan for BA 275: Industrial and Organizational Behavior
Spring Semester/2010**

Dr. Ketsela

Week	Topics to be covered	Reading Assignment	Activities	Remarks
Jan 25	Introduction to OB – - Individual Behavior)	Read Chapters 1 and 2 in text	Lecture, class discussion, question and answer session	After one hour and half lecture – students will form groups to work on assigned discussion, cases,etc
Feb 1	Values, attitudes, Personality and Emotions, ,	Read chapters 3 and 4 in text	“	
Feb 8	Perception and Decision Making, Motivation	Read Chapters 5 , 6 and 7	“	Case Analysis on chapters covered
Feb 15	Washington B-Day Holiday		“	
Feb 22	The Group: Group Behavior, Work Teams, communication	Read Chapters 8 and 9 and 10	“	
March 8	Leadership, power and Politics	Read Chapters 11, 12 and 13	“	Case Analysis on chapters covered
March 15	Mid-term Exam		“	
March 16 to 21	Spring Recess			

Course Plan for OB 275– Continued
Dr. Ketsela

Week	Topics to be covered	Reading Assignment	Activities	Remarks
March 22	Revision of chapters covered until Spring recess (March 15)			
March 29	Conflict and Negotiation , Organizational Structure	Read Chapters 14 and 15	Lecture, class discussion, question and answer session	
April 5	Work Design and Technology, HR policies and practices	Read chapters 16 and 17	“	
April 12	Organizational Culture, Organizational Change and Stress Management	Read Chapters 18 and 19	“	Case analysis on chapters covered
April 19	Change Management Part one	Read Handout to be given by the instructor	“	
April 26	Change Management Part two	Read Handout to be given by the instructor	“	Case analysis on chapters covered
May 3	Revision of Material covered from March 22 to April 26			
May 10	Reserved for any unfinished business			
May 17	Final Examination			