

LINCOLN UNIVERSITY

DEPARTMENT OF BUSINESS AND ECONOMICS

BA 320 – ORGANIZATION BEHAVIOR AND ADMINISTRATION

Course Units: 3 semester units

Class hours: **45 lecture hours**

Semester: Fall semester 2011

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**Catalogue Course Description: BA 320 Organization Behavior and Administration: 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 Objectives:** The course provides balanced coverage of all key concepts of Organizational Behavior. This includes not only traditional topics such as personality, motivation, and leadership; but also cutting-edge issues such as emotions, trust, work-life balance, workplace spirituality, knowledge management, and e-organizations. The topics of globalization and cross-cultural differences, diversity, and ethics are woven into the course.

**Methodology:** Lectures supported by PowerPoint slides, discussion groups, class handouts and accompanying exercises, video cases viewed and evaluated in class, Internet based exercises and quizzes, written case studies, walking field trips to local businesses and/or government agencies, and guest lectures when appropriate.

**Instructional Materials and References:**

**Required Textbook:** Robbins, Stephen P., “Essentials of Organizational Behavior,” 7<sup>th</sup> ed. (Upper Saddle River, New Jersey: Prentice-Hall, 2003). ISBN 0130791717

**Companion Web Site:** [www.prenhall.com/robbins](http://www.prenhall.com/robbins)

This powerful Prentice-Hall Web site offers chapter-specific current events, Internet exercises, online study guide, and downloadable supplements.

**Assignments:** Various chapter behavioral objectives and readings in the textbook, related Internet exercises, written and/or video cases and selected case questions to be answered will be assigned during the course. Particular attention should be directed to chapter behavioral objectives and summaries containing implications for managers since they help to organize the content of the chapters and to identify the most important information to be included in the course examinations. Completion of reading assignments prior to the class dates is essential not only to understanding the subject matter but also to enhancing the quality of participation in class.

**Case Studies:** Students may be required to submit one or more assigned case studies. Your case study solutions should cover the case scenarios in some detail, sources in addition to the class text should be used such as outside readings, computer searches, etc., the bibliographies, as well as facts and figures, must be documented by proper annotation and referencing, and you should summarize the outcome or major concluding points of the case studies applying relevant concepts, theories, systems, strategies, and practical applications found in your textbook. You may submit attachments with your case studies, graphs, charts, etc., but sources must be properly documented.

#### **Textbook Chapter Outline:**

**Chapter 1 Introduction to Organizational Behavior**

**Chapter 2 Foundations of Individual Behavior**

**Chapter 3 Personality and Emotions**

**Chapter 4 Basic Motivation Concepts**

**Chapter 5 Motivation: From Concepts to Applications**

**Chapter 6 Individual Decision Making**

**Chapter 7 Foundations of Group Behavior**

**Chapter 8 Understanding Work Teams**

**Chapter 9 Communication**

**Chapter 10 Leadership and Creating Trust**

**Chapter 11 Power and Politics**

**Chapter 12 Conflict and Negotiation**

**Chapter 13 Foundations of Organization Structure**

**Chapter 14 Technology and Work Design**

**\*Chapter 15 Human Resource Policies and Practices (Not covered)**

**Chapter 16 Organizational Culture**

**Chapter 17 Organizational Change and Development**

#### **Testing: Assessment Criteria and Method of Evaluating Students**

**Attendance: Regular attendance at classes is essential.** Excessive absences may result in lowering of the final course grade or even dismissal from class resulting in a loss of credit. Absences due to illness may be excused provided the absence excuses are accompanied by a licensed medical practitioner's signed note or letter attesting to the period of illness. Students are responsible for making up the class work missed.

**Examinations:** The mid-term exam covering chapters 1– 8, and the final exam covering chapters 9-14, 16-17, will each consist of short answer and/or essay questions evaluating the student’s understanding of the basic concepts, terms, processes, and issues covered in the course.

**Grading Scale (Point/Grade Conversion):**

100-95 A	76-74 C
94-90 A-	73-70 C-
89-87 B+	69-67 D+
86-84 B	66-64 D
83-80 B-	63-60 D-
79-77 C+	59 or < F

**Assigned Grade Percentages:**

- 25% Mid-term exam (chapters 1-8)
- 25% Final exam (chapters 9-14, 16-17)
- 25% Written case study responses
- 15% Class exercises
- 10% Attendance

**Standards:** Students will be responsible to attend all lectures and complete the textbook chapter readings, mid-term examination, final examination, written case study analyses, Internet assignments and/or quizzes, and participate in class discussions and exercises, and field trips when applicable.

**Integrity and Quality of Scholarship:** Integrity of scholarship must be maintained at all times. Plagiarism (copying directly from an author’s work) is not permitted. All written work is to be word-processed unless otherwise indicated and should reflect college-level ability in structure, grammar, spelling, and sophistication of analysis.

**Supplemental Materials:** Handouts and/or exercises may be distributed during the class on OB related topics as deemed appropriate by the instructor.

**Modification of the Syllabus:** The instructor reserves the right to modify this syllabus at any time during the course. An announcement of any changes will be made in class.

**NB (Note Well):** Read all assigned chapters in preparation for examinations without regard to lectures which may supplement rather than follow text.

**Schedule:**

**Fall Semester 2011, 10/13/11 to 12/10/11, Meeting days/times: Tuesday/Thursday, 3:30 p.m. to 6:15 p.m.**

Thursday, October 13, Chapter 1, Introduction to Organizational Behavior

Tuesday, October 18, Chapter 2, Foundations of Individual Behavior

Thursday, October 20, Chapter 3, Personality and Emotions

Tuesday, October 25, Chapter 4, Basic Motivation Concepts

Thursday, October 27, Chapter 5, Motivation: From Concepts to Applications

Tuesday, November 1, Chapter 6, Individual Decision Making

Thursday, November 3, Chapter 7, Foundations of Group Behavior

Tuesday, November 8, Chapter 8, Understanding Work Teams

Thursday, November 10, Mid-term Exam

Friday, November 11, Veteran's Day Holiday

Tuesday, November 15, Chapter 9, Communication

Chapter 10, Leadership and Creating Trust

Thursday, November 17, Chapter 11, Power and Politics

Chapter 12, Conflict and Negotiation

Tuesday, November 29, Chapter 13, Foundations of Organizational Structure

Chapter 14, Technology and Work Design

Thursday, December 1, Chapter 16, Organizational Culture

Chapter 17, Organizational Change and Development

Tuesday, December 6, Final Exam; ALL ASSIGNMENTS DUE, NO EXCEPTIONS!

Saturday, December 10, Fall Semester Ends

Date Syllabus Was Last Reviewed: July 22, 2011