

Georgia Southwestern State University  
Course Syllabus  
Fall 2008

Course           MGNT 3680 Organization Theory and Behavior  
Schedule        Online

Instructor      Robert Ledman, Ph.D. ([rledman@canes.gsw.edu](mailto:rledman@canes.gsw.edu))

Office           Business Administration Room 332  
Office Hours    N/A  
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Text            *Organizational Behavior 4<sup>th</sup> edition*, McShane and Von Glinow

Course Desc.   The theory and application of behavioral interaction within organizations. Extensive use is made of practice exercises that require organizational effort in the classroom.

Outcomes      This course will strive to accomplish the following outcomes.

- Students will be able to discuss the impact of individual characteristics and behavior on organizational performance.
- Students will be able to identify and explain the primary roles and functions of management related to motivating and leading employees.
- Students will gain practice writing and communicating orally.
- Students will be able to explain interpersonal processes in organizations.
- Students will have an understanding of contemporary issues related to organization design challenges.

Grading Scale   90-100=A, 80-89=B, 70-79=C, 60-69=D, <60=F

Grading	Tests	60% (20% each)
	Term project	20%
	Discussions	20%

Examinations   Exams will be essay type. **Makeup exams will only be given if arrangements are made in advance of the exam time.**

**Attendance** Online attendance, that is, participation in the online discussions, is expected. Attendance is here defined as making at least one meaningful contribution to the weekly discussion **before the next week begins (see below for definition of the class week)**. Excellent attendance will be rewarded by the assignment of extra points added to each exam score for perfect attendance during the intervals identified-- beginning of classes to midterm and midterm to final. Points will be assigned on an all or nothing basis with 6 points possible for each exam. To receive the bonus points you must be "present" by midnight of the day following the posting of new chapter discussion topics are made. **On campus students must be present by the time I complete taking the roll to be eligible for the bonus points.** Tardiness will result in loss of the bonus points. Any student who accumulates more than two unexcused absences (not participating in the weekly discussion in a meaningful way or not arranging in advance for the absence to be excused) will receive a grade of "F" for the course. To avoid unexcused absences, notify the professor in advance if you will not be able to participate in the discussion within the designated time (from the time of posting until the next topic is posted).

**Online Discussion** Meaningful contributions are those that add to the discussion by offering new information related to the topic, present a different perspective that is clearly defended with information from the course, ask challenging and thoughtful questions, or that answer assignments completely and clearly.

**To earn maximum credit for participation you must respond to the topic posted by the professor and at least 2 additional times in response to other student postings.**

To make things consistent for online discussion we will consider the week to begin at 12:01 on the specified date

**Teaching Approach** I believe in an active learning environment. Research suggests we learn best when we are active participants instead of passive observers. Therefore, I try to involve students in their learning by asking questions, having group discussions, and having students analyze cases. Students who have prepared for class in advance will likely gain the most because they will be able to participate actively.

**Term Project** The term project will be completed in groups. The paper will analyze the management practices of a company you choose, with my approval. The paper will be judged on the basis of a) the content and support for the analysis, b) the completeness of the analysis, c) the accuracy of your assessment, and d) the quality of the writing (grammar, spelling, punctuation). **The paper should focus on analysis and not be a description of the company's performance.** It should include your assessment of what the firm's management is doing right and why that is the right thing to do, and what the firm's management is doing wrong and

why that is the wrong thing to do. This discussion will be **supported with at least five scholarly sources from management research literature beyond the text. Internet sources must include documentation to verify their accuracy, and validity based on the CRAAP guidelines.** Sources such as Wikipedia or other online encyclopedias are not acceptable. **All sources should be referenced and cited using an appropriate style such as APA style or MLA style. Failure to do so will result in a failing grade for plagiarism.** A typical format for the paper will be discussed in class. NOTE: I am willing to review a complete draft of your paper for content if it is given to me at least two weeks before the due date.

**Peer Review** Each team will provide its members with their performance standards by the end of the first week of class. Any team may “fire” a team member for non-performance with cause. With cause means you can clearly show how the team member has not met the defined performance standards. A request for termination must be made to the instructor who will approve/disapprove such action based on the case made.

**Assignments** The listing below does not necessarily constitute all daily student requirements and is given to guide your study. Specific assignments may be given in addition to those below. Advance reading and preparation for all classes is expected. **All assignments are due at the beginning of class. Any assignment not turned in by the time the role is taken will be considered late and receive a ZERO grade.**

**Please note that we will be covering an entire semester in 7 weeks.**

**Keeping up with all reading will be essential.**

Week of Assignment

8/14 Ch. 1-2 Values & personality  
8/21 Ch. 3 Perceptions & learning  
8/28 Ch. 4 Emotions & attitudes  
9/4 Ch. 5 & 6 Motivation  
9/11 Ch. 7 Stress. **EXAM 1 9/16-17**  
9/18 Ch. 8 Decision Making  
9/25 Ch. 9 & 10 Teams  
10/2 Ch. 11 Communication  
10/9 Ch. 12 Power and influence  
10/16 Ch. 13 Conflict  
10/23 Ch. 14 Leadership **EXAM 2 10/28-29**  
10/30 Ch. 15 Organization structure  
11/6 **Term Papers due 11/12 by 5:00 PM**  
11/13 Ch. 16 Organization Culture  
11/20 Ch. 17 Organization change  
**COMPREHENSIVE EXAM 12/2-4**

All assignments will be accepted via e-mail.

**Quality Control** All written reports should be carefully edited and proofread to ensure quality. Written reports, papers, and term projects with excessive grammar, spelling and punctuation errors (more than 5) will have 2 points per error taken from the grade. The two point penalty will be assessed for all errors if more than 5 exist. **You should be willing to stake your job and your career on the papers you turn in.**

**Academic Integrity** All students are expected to know and follow the college's policies for academic integrity. Cheating or plagiarism will result in a failing grade for the assignment.

**Accommodating Disabilities** If you need any accommodation because of a disability, please see me after class or make an appointment. Be sure you have the necessary documentation.

This syllabus is subject to change as necessity dictates.