
Calumet College



of Saint Joseph

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COURSE SYLLABUS

Term: Fall 2017

Course: Organizational Behavior, BSMT 260

Instructor Information:	
Instructor Name	Dr. Roy Scheive
Office Number:	511
Phone Number:	219-473-4228
Email:	rscheive@ccsj.edu
Hours Available:	Tuesday and Thursday 10:30 A.M. to 1:30 P.M.
Instructor Background: Ed.D. in Organizational Leadership, M.S. in Organizational Leadership, M.S. in Education, B.S. in Organizational Management.	

Course Information:	
Course Time:	1:45 A.M. to 3:15 P.M.
Classroom:	209
Prerequisites:	BSMT 220 with a grade of "C" or better, sophomore standing.
<p>Learning Outcomes/ Competencies: At the completion of this course students will:</p> <ul style="list-style-type: none"> • Understand and apply key concepts of organizational behavior including how to encourage improvement in employee: job performance, citizenship behaviors, organizational commitment, and job satisfaction. • Comprehend and apply motivational theories • Understand diversity and strategies to manage diversity in the workforce as a strategic advantage. • Understand various leadership styles and behaviors that impact leadership • Understand various types of power and influence tactics and how they can be used by leaders to influence the behaviors and goal commitment of others. 	
<p>Course Descriptions This is the first in a two-course sequence on the Theory of Organizational Behavior and Applied Management. The course familiarizes students with conceptual frameworks, debates and developments in the field and reviews key literature in the study of individual and organizational dynamics, including work attitudes, motivation, influence factors, decision making, groups, and their international implications.</p>	
<p>Learning Strategies: Class lecture, class discussion, adaptive learning and tailored comprehension exercises, case analysis, and group presentations.</p>	

Assessments:																	
Major Assignments:	Weekly Readings, Quizzes, Assignments	140 points															
	Class Participation Points	45 points															
	Exams (three exams, 50 points each)	150 points															
	Papers	60 points															
	Presentations	60 points															
Class Participation	Students are expected to attend and actively participate each class session. Three participation points are earned each class session, which totals over ten percent of a student's final grade. Class participation points will be lowered if a student arrives to class late or does not actively participate in class. Students' class discussions must be informed by the assigned weekly readings to earn all participation points.																
Grading Scale: expressed as a percentage.																	
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">100 – 92: A</td> <td style="width: 33%;">91 – 90: A-</td> <td style="width: 33%;"></td> </tr> <tr> <td>89 – 88: B+</td> <td>87 – 82: B</td> <td>81 – 80: B-</td> </tr> <tr> <td>79 – 78: C+</td> <td>77 – 72: C</td> <td>71 – 70: C-</td> </tr> <tr> <td>69 – 68: D+</td> <td>67 – 62: D</td> <td>61 – 60: D-</td> </tr> <tr> <td>59 and below</td> <td>F</td> <td></td> </tr> </table>			100 – 92: A	91 – 90: A-		89 – 88: B+	87 – 82: B	81 – 80: B-	79 – 78: C+	77 – 72: C	71 – 70: C-	69 – 68: D+	67 – 62: D	61 – 60: D-	59 and below	F	
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59 and below	F																
Course Schedule:																	
Class Date	Assignments	Class Discussion/Activities															
<i>Week One</i> September 5	Course Introduction, Methodology, Syllabus, Instructor, Course Technology	<p>All assignments will be located on Blackboard or handed out during class.</p> <p>Complete homework and reading assignments prior to arriving in class on Tuesdays</p> <p>(Exception: week one see details described for September 8).</p>															

September 7	<p>Read Chapter One, <i>What is Organizational Behavior?</i></p> <p>Complete graded practice questions and exercise on Blackboard Due before the end of day on Saturday, September 10.</p>	
<p>Week Two</p> <p>September 12 and 14</p>	<p>Read Chapter Two, <i>Job Performance</i></p> <p>Complete graded practice questions and exercise on Blackboard</p>	
<p>Week Three</p> <p>September 19 and 21</p>	<p>Read Chapter Three, <i>Organizational Commitment</i></p> <p>Complete graded practice questions and exercise on Blackboard</p>	
<p>Week Four</p> <p>September 26 and 28</p>	<p>Read Chapter Four, <i>Job Satisfaction</i></p> <p>Complete graded practice questions and exercise on Blackboard</p>	
<p>Week Five</p> <p>October 3</p> <p>October 5</p>	<p>Exam One over Chapters One through Four</p> <p>Read Chapter Five, <i>Stress</i></p> <p>Complete graded practice questions and exercise on Blackboard</p>	
<p>Week Six</p> <p>October 10 and 12</p>	<p>Read Chapter Six, <i>Motivation</i></p> <p>Complete graded practice questions and exercise on Blackboard</p>	

<p>Week Seven October 17 and 19</p>	<p>Continue with Chapter Six, <i>Motivation</i> Paper and Presentation Due over Motivation Theory</p>	
<p>Week Eight October 24 and 26</p>	<p>Read Chapter Seven, <i>Trust, Justice and Ethics</i> Complete graded practice questions and exercise on Blackboard</p>	
<p>Week Nine October 31 and November 2</p>	<p>Read Chapter Eights, <i>Learning and Decision Making</i> Complete graded practice questions and exercise on Blackboard</p>	
<p>Week Ten November 7 and 9</p>	<p>Read Chapter Nine, <i>Individual Characteristics</i> Complete graded practice questions and exercise on Blackboard</p>	
<p>Week Eleven November 14 November 16</p>	<p>Exam Two, over Chapters Five through Nine Read Chapter Ten, <i>Ability</i> Complete graded practice questions and exercise on Blackboard</p>	
<p>Week Twelve November 21 November 23, Off for Thanksgiving</p>	<p>Read Chapters Eleven and Twelve, <i>Teams: Characteristics and Diversity; Processes and Communication</i> Complete graded practice questions and exercise on Blackboard</p>	

<p>Week Thirteen</p> <p>November 28</p> <p>November 30</p>	<p>Read Chapter Thirteen, <i>Leadership and Power and Negotiation</i></p> <p>Complete graded practice questions and exercise on Blackboard</p> <p>Paper and Presentation on Leadership Theory due</p>	
<p>Week Fourteen</p> <p>December 5 and 7</p>	<p>Read Chapter Fourteen, <i>Leadership Styles and Behaviors.</i></p> <p>Complete graded practice questions and exercise on Blackboard</p>	
<p>Week Fifteen</p> <p>FINALS EXAM</p>	<p>Test Three, over Chapters ten through fourteen.</p>	

I reserve the right to change this schedule to meet the needs of the class.

Responsibilities	
<p>Attending Class</p>	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent does not excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.</p> <p>Students who miss more than five class sessions or a total of 7.5hours of class time will earn a grade of FW for the course. Please be aware that arriving to class late or leaving early will counts towards the 7.5 hours of class time.</p>

<p>CCSJ Student Honor Code</p>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; <p>Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.</p>
<p>Turning In Your Work</p>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p>Ten percent of the total points for an assignment or assessment will be deducted per week for lateness. No more than three assignments may be turned in after the assignment's due date.</p>
<p>Using Electronic Devices</p>	<p>Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.</p>
<p>Participating in Class</p>	<p>You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, class participation points may be deducted.</p>
<p>Doing Your Own Work</p>	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using APA citation guidelines to document sources avoids plagiarism. The Library has reference copies of the APA manual, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
<p>Withdrawing from Class</p>	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.</p>

Tracking Your Progress	Your midterm grade will be available on MyCCSJ between Weeks 6 and 8. Be sure to see how you're doing and follow up with your instructor.
Sharing Your Class Experience	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <i>essential</i> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!

Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	Through a partnership with Methodist Hospital, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at their Employee Assistance Program (EAP) office in Merrillville or Gary. For more information, contact the SAP Counselor, at 219-736-4067.
CCSJ Alerts:	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p>Internet: http://www.ccsj.edu Radio: WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78 TV Channels: 2, 5, 7, 9, 32</p>

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE.** **DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.

4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.

8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.