



Your University of Choice

Term: Spring 2016

Course #: MSM 574

Instructor: Dr. Roy Scheive

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Hours (Available): Monday through Thursday-11:00 A.M. to 3:00 P.M. Appointments are highly recommended.

Course Time/ Class time will be Thursdays: January 7 to February 18 from 6 pm – 10 pm. Additional material will be provided via Blackboard which the student will be responsible to complete in order to fulfill class meeting time.

Class Room Location: Room 300

Course Description: Students will study aspects of today's corporate culture and its relationship to behavior and organizational performance. Students will focus on the optimal design of organizations to operate in various environments and for different functions.

Prerequisites: None

Learning Outcomes/ Competencies: Students successfully completing this course will be able to:

- Understand and apply concepts of organizational behavior
- Understand and apply concepts relating to job satisfaction, stress, motivation, Ethics and decision making
- Understand and critically analyze individual employee characteristics (personality and cultural values and the different types of abilities- cognitive, emotional and physical)
- Apply group mechanisms (communication, negotiation, leadership styles and behaviors)
- Comprehend and analyze the importance of organizational structure and organizational culture within a workplace.

Textbook: Organizational Behavior: Improving Performance & Commitment in the Workplace, 4th Edition. Jason Colquitt, Jeffrey Lepine & Michael J. Wesson.

Learning Strategies: Blackboard, Group Discussions, Lecturing, Presentation, Papers, Quizzes, Assignments

Assessment:

Knowledge associated with this course will be assessed as follows:

- Class Participation / Collaboration /Attendance 5 pts per session; 35 points
 - Quizzes, night one quiz will be taken in class
Quizzes on night two to six will be taken on-line 10 pts each; 60 points
There is no quiz on night seven
 - Week two through six assignments 10 pts each, 50 points
 - Presentation 15 points
 - Theory Paper 40 points
- Total Points 200 points**

Class Policy for Assignments: No late assignments will be accepted without prior approval. If you receive approval to submit an assignment late one full letter grade (10 percent) will be deducted from your final score for that specific assignment.

Grading Scale:

Grade	Points
A	100-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	71-70
D+	69-68
D	67-62
D-	61-60
F	59 and below

Class Policy on Attendance: Students are expected to attend all classes. If in the event you must miss one class session you must contact the instructor before class by email or phone. Your final course grade will be lowered if you miss a class by 5 % of the total course points (10 points). Students who miss more than one class will be withdrawn from the course.

Course Policy on Lateness: If a student misses more than four hours of class (one class session) they will be withdrawn from the course. This means that if you miss a class you will be withdrawn from the course if you leave early or arrive late to another class session. Three points will be deducted from your course total points for each class session you arrive late to.

Class Policy on Electronic Devices: Students are expected to be respectful to the instructor and fellow students in the use of any electronic devices during class time. If an item becomes disruptive to the class, it shall be turned off and stored promptly.

Class Participation: Class time is your time to participate in the discussion of the material. If you do not understand the material being presented, please ask appropriate questions.

Course outline:

Week	Date	Assignment
1	September 4	Read Chapters 1, 2 and 3. Be prepared to take quiz at end of class
2	September 11	Read Chapters 4, 5 and 6, Be prepared a timed quiz on backboard over this material Complete the following Discussion Questions: 4.1, 4.2, 4.3 page 122 5. 4, 5.5 page 155 6.2, 6.3, 6.4 page 193
3	September 18	Read Chapters 7, 8, and 9, Be prepared a timed quiz on backboard over this material 7.3, 7.4, page 229 8.1, 8.2,8.4 page 266 9.2, 9.4 page 304
4	September 25	Read Chapters 10, 11, 12, Be prepared a timed quiz on backboard over this material 10.1, 10.2, 10.3 page 343 11.1, 11.2, 11.3 page 377 12..2, 12.3, 12.4 page 415
5	October 2	Read Chapters 13, 14, Be prepared a timed quiz on backboard over this material 13.1, 13.2, 13.3 page 452 14.3, 14.4, 14.5 page 489
6	October 9	Read Chapters 15, 16, Be prepared a timed quiz on backboard over this material 15.4, 15.5 page 524 16.2, 16,3, 16.4 page 556 Presentations Due
7	October 16	Presentations Due and Theory Paper Due

Theory Paper Due

See handout titled Summary Paper and Rubrics for Summary Paper. Both will be handed out in class and posted on the course blackboard site.

Doing Your Own Work	<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 standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
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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.
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</p> <p>Radio: WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78</p> <p>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.

Rubric for Papers

Concepts	Poor	Fair	Good	Excellent
1. Identification of concept	Few concepts identified	Some concepts identified	Several concepts identified	Most major concepts identified
2. Conceptual understanding	Major concepts identified	Clear definitions provided for major concepts	Major concepts defined & appropriate examples identified	Application of major concepts to appropriate examples with full explanations
3. Theoretical Concept Identification and Application	Major theoretical concepts mentioned but not clearly applied to appropriate examples	Theoretical concepts identified & some applied to appropriate examples — connection	Most theoretical concepts identified and applied to appropriate examples some connection made	Theoretical concepts are clearly identified and application is clear and well-developed

		between theory and application is not made clear	between theory and application	throughout the paper
4. Focus of the writing	Discussion focused almost entirely on examples; little mention of theoretical concepts; or the reverse—focus on concepts, not appropriate examples. A major lack of balance between the sections	Some mention of concepts, but main focus on appropriate examples; or reverse—mention of appropriate examples but main focus on concepts. A lack of balance between the sections	Uneven balance between focus on appropriate examples and concepts, but there is discussion of both areas.	Discussion clearly focused on concepts and application examples used as appropriate illustrations.
5. Organization	Ideas not clearly organized around major concepts	Some ideas are organized, but most are not	Most ideas organized around key concepts, but some confusion remains	Ideas are clearly organized around major organizational communication concepts
6. Clarity--mechanical accuracy	Little evidence of attention to presentation of ideas	Some evidence of attention to presentation of ideas	Evidence of attention to presentation of ideas is inconsistent	Language effectively used to enhance meaning--attention to style
7. Clarity--style	Numerous grammatical errors	Some grammatical errors	Few grammatical errors	Almost no grammatical errors
8. Uses Course Vocabulary	Does not use course vocabulary or uses the vocabulary incorrectly	Uses course vocabulary only occasionally	Regular and correct use of course vocabulary	Frequent and correct use of course vocabulary