SYLLABUS FOR (Organizational Behavior) ORMN 405

Cohort 158

Term: Spring 2016
Instructor: Dr. Roy Scheive
Location: Whiting,
Office Phone: 219-473-4228
Cell Phone: 219-671-1065
Fax: 219-473-4259
Email: rscheive@ccsj.edu

Course Time: January 19, 26, February 2, 9, 16

Course location: Merrillville Location, Geminus, 8400 Louisiana Street, Merrillville IN Lower Level

Course Description:
The Organizational Behavior Course is designed to help students develop the framework for understanding individual and group behaviors, and social processes that impact the achievement of organizational goals. The course focuses on providing a theoretical grounding and practical individual/group experiences that will form the core to learning about behavior within organizations. Of utmost value is the ability to apply these concepts to your own group. Also included are the topics of individual differences, values, decision-making, conflict, politics, and team dynamics. Additionally, this course focuses on providing a practical approach to more complex issues. Various leadership theories will be explored and individuals will have an opportunity to explore their own leadership style. The selection, use, and value of instruments, measures, and experiential exercises will also be reviewed. The knowledge of the group will be used to explore the issue of culture and its impact on people and organizations. Lastly, diagnosis of organization problems and change management will provide an opportunity to synthesize this learning.

Textbook:
Organizational Behavior**,** Kreitner, Robert and Kinicki, Angelo, Irwin Publishing, 10th Edition, c. 2013.

Statement of Plagiarism:
If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances. Calumet College of St. Joseph adheres to citation guidelines as prescribed by the particular discipline (i.e., MLA, APA, Chicago Manual of Style or Turabian.). All of these guidelines are available in the Calumet College of St. Joseph library or bookstore. These texts outline how to cite references from a variety of sources, including electronic media.

Withdrawal from Classes Policy:
Please see the Degree Completion Program's Student Handbook for withdrawal policy. All withdrawals are completed through the Degree Completion Academic Advisor's office.

Class Policy on Attendance:
It is a serious matter when a student misses even one session due to the accelerated format of the program. If the student misses more than one session, the student is required to withdraw form the module by contacting the Academic Advisor and their instructor. Please see value of attendance and participation under grades. No more than a total of 4 hours of class time can be missed.

Class Policy for Assignments:
All assignments should be submitted on Blackboard. Due dates are posted on the syllabi. *Late submission of homework for any reason will result in a deduction of up to one letter grade per week from the work*. The rationale for this policy is that if every student were given an extra week or two to submit a paper, they too might be able to achieve an "A" grade. It is not fair to your peers that any one of you be given extra time based on subjective reasons or decision-making.

Student Learning Objectives:
Students in this course will:

- Be able to analyzed the requirements of the modern workplace in the 21st century—one that is filled with uncertainty, impacted by rapidly developing technologies, and distinguished by continuous evolution and change— and describe what effective behaviors individuals demonstrate to produce excellent results.

- Demonstrate through experiential activities how values, level of diversity, and differences impact individuals and groups.

- Examine and evaluate how the best organizations mobilize groups (i.e. self-directed teams, quality groups, etc.) to help them produce results.

- Understand and apply several leadership theories and models.

- Evaluate various leadership styles and behaviors that impact leadership. Individuals in the group will be encouraged to explore facets of their own leadership style.

- Be able to understand models of change, both planned and unplanned change.

- Understand different types of power and influence tactics and how they can be used by leaders to influence the behaviors and goal commitment of others.

Quizzes will be taken at the end of class. Students may use their own **personal notes** while taking the quizzes. Two letter grades will be taken off for late assignments.

Students must contact the instructor if they will miss a class session ASAP.
Students who miss more than four hours of class will be withdrawn and have to take and pay for the course again.

	Readings	Assignments Due
Week #1	OB Text, Chapters 1-4	Quiz One
Week #2	OB Text**,** Chapters 5-8	Quiz Two and theory exercise due
Week #3	OB Text, Chapters 9-10	Quiz Three, (Presentations are due: Either week three, four or five. Due dates will be given individually during week one).
Week #4	OB Text, Chapters 11, 12, 15	Quiz Four
Week #5	OB Text, Chapters 16, 17, 18	Quiz Five, All final Papers are due.

Assessment:		**Total Points**
Weekly Quizzes	**10 pts each**	**50**
In Class Activities	**10 pts per class**	**50**
Final Paper	**20 pts**	**20**
Class Presentation	**20 pts**	**20**
Theory Exercise Due	**25**	**25**
		165 points

Grading Scale:

90 % to 100 %	A
80 % to 89 %	B
70 % to 79 %	C
60 % to 69 %	D
Below 60 %	F

Student Success Center:
The Student Success Center supports Calumet College of St. Joseph students through an interactive learning experience. Students work with tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. The Student Success Center is open to all students at Calumet College of St. Joseph at no charge and is available to support academic courses at the introductory and advanced levels. For assistance, please contact the Student Success Center at 219 473-4287 or stop by the first floor library.

The Student Success Center has on-line tutoring available for OMRN students. Please contact Carlye Frank at cfrank@ccsj.edu or at 219-473-4286 to make arrangements.

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PLEASE NOTE: All papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.

Citation Guidelines:
Calumet College of St. Joseph Organization Management Program uses APA citation guidelines to document sources quoted or paraphrased in student papers. The Library has reference copies of each manual; and on the Library website and literature rack. These texts show how to cite references from many sources, including electronic media, as well as how to space and indent the "Works Cited" and "References" pages respectively. EBSCO and ProQuest articles provide both formats for you to copy and paste. Proper documentation avoids plagiarism.

Withdrawal from Classes Policy:
After the last day established for class changes has passed (see College calendar), students may withdraw from a course in which they are registered and wish to discontinue. A written request detailing the reason(s) for the withdrawal must be completed with the Office of Academic Advising and filed with the Registrar. The Office of Academic Advising must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests should be submitted in person or, when an in-person visit is not possible, may be mailed to the Office of Academic Advising, emailed, or faxed to 219-473-4336. Students are to make note of the refund schedule when withdrawing from courses. If the request requires instructor approval per the College calendar, it must be forwarded to the faculty member, who makes the final determination to accept or deny the request.

If the request is honored by the faculty member, the student will receive notification of official withdrawal from the Registrar after meeting or speaking with a member from Academic Advising, Financial Aid and Athletics (if applicable). These departments will notify the student of academic, financial, and athletic eligibility effects of a possible withdrawal.

If the request is denied by the faculty member, the notification will indicate why the withdrawal is disallowed. Please note that if the request does not require instructor approval, the student must still meet or speak with a member from Academic Advising, Financial Aid and Athletics (if applicable) before the withdrawal will be processed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without a written request for withdrawal automatically incurs an "FW" grade for the course (see Refund Schedule). Failure to Withdraw (FW) is indicated when the student does not complete withdrawal paperwork with the Office of Academic Advising nor does the student notify the instructor of their intent to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student's control. This grade is submitted by the instructor at the end of term.

Disability Services:
Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans Disability Act (ADA) guidelines. Students must meet with the Coordinator of Disability Services to complete an intake form in order to request an accommodation and/or an auxiliary *aid (e.g., additional time for tests, note taking assistance, special testing arrangements, etc.)*. It is the student's responsibility to contact the Academic Support Programs Office to request an accommodation at least <u>one month prior to enrollment</u> for each academic term. Students who are requesting an accommodation and/or an auxiliary aid must submit documentation from a professional health care provider to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. The cost of obtaining the professional verification is the responsibility of the student.

If a student believes that he or she needs a "reasonable accommodation" of some kind because of a physical, psychological, or mental condition, he or she should contact Disabilities Services. The Coordinator will secure documentation pertinent to the disability and work with faculty and staff, if necessary, to address the matter. All questions and inquiries pertaining to disability services should be directed to the Disability Services Coordinator at 219-473-4349.

CCSJ Alert:
Calumet College of St. Joseph utilizes an emergency communications system that transmits messages via text, email, and voice platforms. In the event of an emergency, of weather related closings, or of other incidents, those students who are registered for the system shall receive incident specific message(s) notifying them of the situation. Please sign-up for this important service at any time on the College's website. Alternatively, you can register at the time you register for classes. This service requires each user to register once per academic year. Therefore, at the beginning of each academic year, please remember to re-register for the system. This can be done at: http://www.ccsj.edu/alerts/index.html.

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.