

MANAGEMENT 303
ORGANIZATIONAL BEHAVIOR
Spring 2023
Dr. Chester S. Spell

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For tech help with Canvas, please visit <https://it.rutgers.edu/help-support>

FAQs

1. What is the text?

Option 1: an open source, free text here :

<https://open.lib.umn.edu/organizationalbehavior/>

Option 2: Robbins, S. Essentials of Organizational Behavior (13th edition) ISBN: 9780133920819

2. What are the course objectives?

To develop:

- a. ...your thinking about your own behavior and the behavior of others in organizations by introducing you to basic models of leadership and behavior.
- b....your ability using behavioral concepts and theories as a leader in diverse organizations.
- c....your ability to effectively write and speak about organizational issues.

3. What is the format of the class?

Classes will feature a variety of formats and exercises. Since the quality of the class depends partly on how well prepared we are to discuss that week's topic, I assume everyone has read the readings for that week.

Frequent examples and "real world" situations will illustrate the concepts discussed. The end of the course will feature class presentations and analysis of business cases involving organizational issues.

This is an online class- there are no set times you must log in.

4. What else do I need to get now? **Wait for my announcement** in the first week of class, **then:**

This course contains interactive role-play exercises. We will be using **idecisiongames.com as our technology mediated platform.** Registering for the

platform is mandatory. Please make sure to register on iDecisionGames prior to class. To register, go to idecisiongames.com and sign up with the access code **Organizational-Behavior-02**. For step-by-step registration instructions, [click here](#).

You will use the platform to receive your role instructions, enter your results, and receive feedback. Please make sure to register yourself!

You will receive an email requesting that you confirm your email address. Please check your spam folder if you haven't received this email. Please contact support@idecisiongames.com if you have any registration issues.

Note that you will need to use the Google Chrome browser for all exercises. Also, please memorize the login and password information for subsequent access. You can always click "forgot password" later if you forget it and reset your password.

We will try to stick with this schedule during the week:

- Monday-Wednesday: read and study online materials (I'll post things early in the week)
- Thursday by 11pm: upload /discuss the weekly assignment or topic

5. When are the tests and graded material?

Exams: All three exams are cumulative, will cover material discussed in class and will consist of primarily multiple choice, and possibly short answer type questions. The last exam will be comprehensive. All material covered in the text and class discussion is considered "fair game" for the exams.

Presentation: You will be placed in a group of four during the first week of class. Each group of 4 people will analyze and present their answers to a case or topic of the group's choosing. Everyone in the class should have picked a case by the third class meeting.

There are no exceptions to this requirement.

Each group will present an analysis of the case your group picks during the last week of class.(I'll give you the due date during the semester).

The first part of the presentation should describe the situation and the relevant organizational issues. Don't repeat the case- just identify the main points.

The second part should consist of your analysis of the issues in the case. You may use outside material to support your discussion-- research and information obtained outside the text material is encouraged.

Finally, summarize the main points and indicate why the issues in the case are important. The group will submit a report to me, via Canvas, summarizing the case. *The deadline for submitting the report is the last day of class.* The report should be no longer than 10 pages long, typed, 12 point font, doubled spaced with at least 1 inch margins. The group's grade for the case will be evaluated on the following criteria: quality of description and analysis of the organizational issues in the case, clarity of the presentation and professionalism of the presentation, and the logical connection between your conclusions and the description of the case. Other details on the presentation will be provided during the first week of class.

Peer grading: After each group presents, each member will be given a Peer Evaluation form on which to rate the contribution of each of their fellow group members. I will take these ratings into account in adjusting individual grades on the presentation.

OK, where do I find the cases for my class project?

Answer: anywhere you can! But if you want a good place, check this link (same book as on page one):

<https://open.lib.umn.edu/organizationalbehavior/>

This is an opensource book, Organizational Behavior, from the University of Minnesota, licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/)

There are cases at the end of each chapter. You can pick one of those (for example, there is an interesting case on managing diversity in the second chapter, a good case on Trader Joes, and another one on stress from American Express, plus many others). You can also pick cases from our own textbook or anywhere else. You just need to tell me (via email) the title of the cases and its topic your group picks. Give me a first and second choice of your cases just in case the same case is picked by multiple groups.

PAMs (Personal Application Memo). Two of these will be assigned this semester as indicated on the syllabus course schedule, submitted to me via Canvas. You will apply material covered in the classroom to organizational contexts you are familiar with (work, home, social, etc.). More instructions for doing these are at the end of the syllabus.

Basically, the PAM means to pick a topic (such as organizational diversity, decision making, or something else) and write up an instance, experience or memory when you used class concepts, connect it to your work life, home life or even both.

Grading

Exams (3, each is 20%)	60%
Diversity and other exercises	15%
Presentation	15%
PAMs (2, each is 5%)	10%
	<hr/>
	100%

Grades will be based on the following scale:

A	90-100
B+	87-89
B	80-86
C+	77-79
C	70-77
D	60-69
F	below 60

6. Any Class Policies I should know?

It is your responsibility to get information on any changes to class schedule or policies, exam times, or anything else discussed in class or announcements.

For missed exams, only excuses for emergency reasons (as determined by the instructor) will be considered. The decisions on how to handle the missed exam will be up to me. Otherwise, the score on a missed exam will be zero.

All exams are intended to be individual efforts. Any breach of academic integrity will be treated according to the official policy on academic integrity:

Rutgers University takes academic dishonesty very seriously. By enrolling in this course, you assume responsibility for familiarizing yourself with the Academic Integrity Policy and the possible penalties (including suspension and expulsion) for violating the policy. As per the policy, all suspected violations will be reported to the Office of Community Standards.

Academic dishonesty includes (but is not limited to):

- cheating*
- plagiarism*

- *aiding others in committing a violation or allowing others to use your work*
- *failure to cite sources correctly*
- *fabrication*
- *using another person's ideas or words without attribution*
- *re-using a previous assignment*
- *unauthorized collaboration*
- *sabotaging another student's work*

If in doubt, please consult the instructor. Please review the Academic Integrity Policy at <https://deanofstudents.camden.rutgers.edu/sites/deanofstudents/files/Academic%20Integrity%20Policy.pdf>.

Refer to this site for resources to assist you in preventing academic integrity issues. Such as coaching from the Learning Resource Center, Tips to help prevent AI violations, and other reference material for writing.

<https://deanofstudents.camden.rutgers.edu/academic-resources>

7. How do I get help!

The Rutgers-Camden Learning Center (RCLC) provides academic support to all Rutgers-Camden undergraduate students. The RCLC programs are facilitated by professional staff, graduate students, and trained undergraduate peer leaders who have previously excelled in their courses. Resources available to students in this course may include:

- Peer Tutoring: You can make a one-on-one appointment with a Peer Tutor by going to <https://learn.camden.rutgers.edu/peer-tutoring/> Online Tutoring is also available via Smarthinking by going to <https://learn.camden.rutgers.edu/smarthinking/>. Visit our website for a full schedule of times, locations, and courses.
- Supplemental Instruction (SI): SI Leaders are assigned to specific sections of courses and hold two weekly study sessions. Sessions focus on the most challenging content being covered in class. The SI Session schedule is posted on the RCLC website each week and will also be communicated in a course by the SI Leader.
- Peer Writing: Improve your college-level writing skills by bringing writing assignments from your classes to a Peer Writing Tutor. Like tutoring, you can visit the website <https://learn.camden.rutgers.edu/peer-tutoring/> to make an appointment and view the full schedule of available drop-in hours. Students can also use Smarthinking (online tutoring) for writing assistance.
- Learning Specialist: In academic coaching sessions, Learning Specialist assists students in developing study skills, setting goals, and connecting to a variety of campus resources.

RCLC services are offered to all Rutgers-Camden undergraduates at no additional cost. You are invited to call the Learning Center at (856) 225-6442,

visit <https://learn.camden.rutgers.edu/> or come to the Learning Center located in The Center for Learning and Student Success (CLASS) office located on the 2nd floor of Armitage Hall.

Students who are seeking an accommodation because of a disability are directed to the website <http://learn.camden.rutgers.edu/disability/disabilities.html> or they can contact the Camden campus Disability Coordinator, Mr. Tim Pure at 856-225-6442, Armitage Hall Room 362. The email address is disabilityservices@camden.rutgers.edu. All contact will be considered confidential.

Class Topics and Schedule

<u>Date (week of)</u>	<u>Topic</u>	<u>Reading Assignment</u> in Online text
January 16-22	Introduction	
	A little history	Chapter 1
January 23-29	Individual behavior	Chapter 3
Jan 30-February 5	Attitudes, values, beliefs	Chapter 4
February 6-12	Perception and decision making	Chapter 11
February 13-19	Motivation, Emotions, Moods	Chapter 5
February 20-26	Diversity in teams and organizations	Chapter 2
	<i>Diversity exercise/case</i>	
Feb 27-March 5	Group project Reports, EXAM 1	
	<i>Desert Survival exercise</i>	
March 6-12	Groups and decision making in teams	Chapter 9
	(PAM 1 due)	
	<i>Carter Racing exercise</i>	
March 13-19	*spring break*	
March 20-26	Leadership, Power and Influence	Chapter 12, 13

March 27- April 2	Conflict Management	Chapter 10
	<i>College Apartment exercise</i>	
April 3-9	Communication, Organizational Culture	Chapter 8, 15
	<i>EXAM 2</i>	
April 10-16	Organizational Change (PAM 2 due)	Chapter 14
April 17-23	<i>Case Presentations- your turn!</i>	
April 24-30	Discuss cases, Wrap up, submit project reports by May 3	
TBA	<i>Final Exam</i>	

Notes on the PAMS

Format:

Maximum length: 3 pages (no minimum)

1 inch margins, 12 pt

Grading criteria:

Sections of the paper...

Introduction (what is the story about- 1 paragraph) (10 points)

Your description of the situation (20 points)

Interpretation of the situation (tying in to concepts covered in class) (40 points)

Conclusion (10 points)

Grammar, spelling, written clearly, sticking to format (20 points)

(100 points)