



Course Syllabus Organizational Behavior HRPO 2307

Semester with Course Reference Number (CRN)	Spring 2016 92095
Instructor contact information (phone number and email address)	Stephanie D. McKenzie, MBA, CPC, CRC 713-718-2062 stephanie.mckenzie@hccs.edu (Best way to reach me.)
Office Location and Hours	West Loop Campus- Room C256 (Faculty Work Room) Office Hours by appointment <u>only</u> <u>NOTE: I also offer “coaching hours” to students to discuss personal issues that may be affecting their classroom performance.</u>
Course Location/Times	
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: External Hours:
Total Course Contact Hours	48.00
Course Length (number of weeks)	12
Type of Instruction	Lecture
Course Description:	The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. (Formerly BUSM 2380)
Instructional Materials	Stephen P. Robbins, Organizational Behavior, 15th Edition Pearson. ISBN: 9780132834872

**Course
Prerequisite(s)**

FREQUENT REQUISITES

- MATH 0306 (Basic Math Pre-Algebra)
- GUST 0342 (9th -11th Grade Reading)
- ENGL 0300 or 0347

**Academic
Discipline/CTE
Program Learning
Outcomes**

1. Identify essential management skills necessary for career success.
2. Describe the relationships of social responsibility, ethics, and law in business.
3. Construct a business plan.
4. Examine the role of strategic human resource planning in support of organizational mission and objectives.
5. Describe the impact of corporate culture and atmosphere on employee behavior.

**Course Student
Learning Outcomes
(SLO): 4 to 7**

1. Demonstrate knowledge of organizational structure.
2. Describe elements of organizational culture.
3. Demonstrate knowledge of types of organizational behavior.
4. Compare and contrast individual behavior.
5. Describe various aspects of leadership.

**Learning Objectives
(Numbering system
should be linked to
SLO - e.g., 1.1, 1.2,
1.3, etc.)**

- Demonstrate knowledge of organizational structure.**
- Describe elements of organizational culture.**
- Demonstrate knowledge of types of organizational behavior.**
- Compare and contrast individual behavior.**
- Describe various aspects of leadership.**

**SCANS and/or Core
Curriculum
Competencies: If
applicable**

- SCANS**
- Demonstrate knowledge of organizational structure.**
 - Foundation Skills - Basic -Reading
 - Foundation Skills - Basic -Writing
 - Foundation Skills - Basic -Mathematics
 - Foundation Skills - Basic -Listening
 - Foundation Skills - Basic -Speaking
 - Describe elements of organizational culture.**
 - Foundation Skills - Basic -Reading
 - Foundation Skills - Basic -Writing
 - Foundation Skills - Basic -Mathematics
 - Foundation Skills - Basic -Listening
 - Foundation Skills - Basic -Speaking
 - Demonstrate knowledge of types of organizational behavior.**
 - Foundation Skills - Basic -Reading
 - Foundation Skills - Basic -Writing
 - Foundation Skills - Basic -Mathematics
 - Foundation Skills - Basic -Listening
 - Foundation Skills - Basic -Speaking
 - Compare and contrast individual behavior.**

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking
Describe various aspects of leadership.
Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Instructional Methods

Web-enhanced (49% or less)
Hybrid (50% or more)
Distance (100%)
Face to Face

Student Assignments

Demonstrate knowledge of organizational structure.

No assignments selected for this outcome
Describe elements of organizational culture.
No assignments selected for this outcome
Demonstrate knowledge of types of organizational behavior.
No assignments selected for this outcome
Compare and contrast individual behavior.
No assignments selected for this outcome
Describe various aspects of leadership.
No assignments selected for this outcome

Student Assessment(s)

More about your assignments on Page 6 (Last page).

All assignments are due by the following Sunday at 11:55 p.m. If your week's assignment includes a discussion forum, do not wait until the last minute. The discussion assignment may require you to comment on your classmate's entries. Answer all questions for each assignment.

I reserve the right to award a ZERO for any typed assignment that contains three (3) or more typographical or grammatical errors, one (1) lowercase "i," or that fails to include sources.

Instructor's Requirements

Welcome to HRPO 2307. I'm glad that you are here! 😊

Because I want you to do well, my requirements for you in this course are that you put forth the necessary effort to complete the assignments and that you turn them in on time.

I realize that life happens during the semester, and if you find yourself in dire circumstances, please let me know so that I can help you. It is very hard to assist students who wait until the last minute to inform me of their traumas and tragedies, so please email me ASAP with any challenges you're facing.

Outside of dire circumstances, I do not accept late assignments.

Additionally, I **require** that you use and reference the sources of information that you use. This will get you into the habit of being credible and demonstrating resourcefulness in the marketplace. For example, if you state something from the text, then write, "according to the text," (or another statement that lets me know that you are NOT plagiarizing the information in your answers, reports, etc.)

I look forward to receiving and reviewing your work and I hope that you have fun in this course!

Have a phenomenal semester!

**Program/Discipline
Requirements: If
applicable**

HCC Grading Scale:	A = 100- 90	4 points per semester hour
	B = 89 - 80:	3 points per semester hour
	C = 79 - 70:	2 points per semester hour
	D = 69 - 60:	1 point per semester hour
	59 and below = F	0 points per semester hour
	FX (Failure due to non-attendance)	0 points per semester hour
	IP (In Progress)	0 points per semester hour
	W (Withdrawn)	0 points per semester hour
	I (Incomplete)	0 points per semester hour
	AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.

Instructor Grading Criteria

Your final grade is based on a point system. It is outlined below:

- A 900 or Greater
- B 899-800
- C 799-700
- D 699-600
- F or FX 599 and Below

Assignment (Number Of)	Points Per	Total
Entry Forum (1)	100	100
Written Assignments (2)	200	400
Quick Quizzes (4)	100	400
Exit Forum (1)	100	100
Total Points:		1000

Instructional Materials

Stephen P. Robbins, Organizational Behavior, 15th Edition Pearson. ISBN: 9780132834872

HCC Policy Statement:

Access Student Services Policies on their Web site:

<http://hccs.edu/student-rights>

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on their Web site:

<http://hccs.edu/CE-student-guidelines>

MORE ABOUT YOUR ASSIGNMENTS:

Discussion Forums (May also be called entry and exit forums) responses are to follow the format as specified below:

- You will be graded on the usage of correct grammar, spelling and punctuation.
- No textese (IDK, BFF, LMK, C, K, etc), or other slang/colloquialisms are acceptable in your
- paper, unless **correctly** presented.
 - No “Basically”
 - No “What had happened was”
 - No “What I had meant”
 - You get the idea 😊
 - Be thorough
- **Use sources and give them credit in the answers, unless the assignment states otherwise. Your textbook is one source, and require that you use at least two (2) in your answers.** Do not simply reference them at the end, but state facts from the course within the response. In your responses, I am looking for a demonstration that you have learned the material prescribed in the syllabus and that you are clearly able to apply the concepts to real-world scenarios and dilemmas. **If you have no sources in your answer, you will receive a zero, no matter how great your opinion is.**
- **DO NOT SUBMIT ATTACHMENTS, please. Or you will receive a zero.**
- You must also comment on at least two (2) other student’s answer on the forum. A viable comment is not, “that’s good.” A viable comment speaks intelligently on the information that was presented and either agrees or disagrees with the point that the student made.
 - Your discussion responses should not include typos or grammatical errors... consider typing your responses in Word, and proofreading before submitting them.
- **I reserve the right to award a ZERO for any typed assignment that contains three (3) or more typographical or grammatical errors, one (1) lowercase “i,” or a lowercase or uppercase “u” instead of the word “you,” or that fails to include sources.**

Written assignments (i.e. Written Assignment One and Two) are to follow the format as specified below:

- TYPED (No handwritten assignments will be accepted)
- **Double-spaced**
- **1500 WORD MINIMUM- Any paper that fails to meet the word count requirement will lose 100 points.**
- One-inch margins: Top, bottom, left and right
- Name, class and date in the RIGHT HAND corner of the page
- Times or Arial fonts at MAXIMUM SIZE 12 point ONLY
- You will be graded on the usage of correct grammar, spelling and punctuation.
- No text-ease (IDK, BFF, LMK, C, K, etc), or other slang/colloquialisms are acceptable in your paper, unless **correctly** presented.

- **I reserve the right to award a ZERO for any typed assignment that contains three (3) or more typographical or grammatical errors, one (1) lowercase “i,” or a lowercase or uppercase “u” instead of the word “you,” or that fails to include sources.**
 - No “Basically”
 - No “What had happened was”
 - No “What I had meant”
 - You get the idea 😊
 - Be thorough
- **Use at least two (2) sources and give them credit in the answers.** Your textbook is one source, you can use as many as you want. In your responses, I am looking for a demonstration that you have learned the material prescribed in the syllabus and that you are clearly able to apply the concepts to real-world scenarios and dilemmas. **DO NOT JUST LIST THE SOURCES AT THE END. THEY ARE TO BE REFERENCED WITHIN YOUR DOCUMENT. IF YOU ONLY LIST THEM AT THE END, I WILL GRADE YOU AS IF YOU DIDN'T USE ANY SOURCES.**
- **I reserve the right to award a ZERO for any typed assignment that contains three (3) or more typographical or grammatical errors, one (1) lowercase “i,” or a lowercase or uppercase “u” instead of the word “you,” or that fails to include sources.**
- **Special Notes:**
 - **Typically one-page or one-line answers will NOT fulfill the requirements of the assignment.**
 - **Be sure to proofread your submission**
 - **DO NOT complete your assignment on your cell phone—YOU WILL HAVE TYPOS, and the convenience of “getting it out of the way” will cost you a great grade.**

FORMATS I WILL ACCEPT, AND ONLY THESE FORMATS, NO EXCEPTIONS: .DOC, .DOCX, .PDF IF YOU SUBMIT ANOTHER FORMAT, YOU RECEIVE A ZERO FOR THAT ASSIGNMENT.

WRITTEN ASSIGNMENT TWO: Organizational Behavior Consultation Paper...
FIRST: Research a company that you find interesting.

For this assignment, you are to identify three organizational behavior principles/concepts that you believe are used on a daily basis by this company, or should be. I am not MERELY looking for your opinion, I am looking for sound business principles.

Consider yourself a successful organizational consultant is being paid “many, many dollars” to assist this company. **Your professional reputation is on the line.**

I am not only looking for what you use, but why you use these principles, and the effect that they have on your venture.

- **SOURCES REQUIRED.**
- **ALL OTHER REQUIREMENTS OF THE WRITTEN ASSIGNMENTS ARE APPLICABLE, AS WELL...AS LISTED ABOVE.**

12 WEEK COURSE CALENDAR

HRPO (CRN: 92095)

Weekly Activity Schedule

WEEKLY SCHEDULE OF ASSIGNMENTS

Week	Chapter	Assignment Assignments are due the following Sunday by or before 11:55 p.m.
1 (Feb 16)	One- What is Organizational Behavior?	Entry Forum
2 (Feb 21)	Two- Diversity in Organizations	Quick Quiz One
3 (Feb 28)	Three-Attitudes and Job Satisfaction	WA Lab*
4 (Mar 6)	Four- Emotions and Moods	WA Lab*
SPRING BREAK 2015 MARCH 13TH -19TH		
5 (Mar 20)	Five- Personality and Values	Quick Quiz Two + Written Assignment One Watch the video on EO. Then... Identify problems that you see based on information in <u>one</u> of the chapters you've read. Chapters One, Two, Three, Four, or Five
6 (Mar 27)	Six- Perceptions and Individual Decision Making	NO ASSIGNMENTS...Start working your last Written Assignment
7 (Apr 3)	Seven and Eight- Motivation Concepts...	Quick Quiz Three
8 (Apr 10)	Ten- Understanding Work Teams	Quick Quiz Four
9 (Apr 17)	Eleven-Communication	WA Lab*
10 (Apr 24)	Twelve- Leadership	Written Assignment Two Organizational Behavior Consultation Paper
11 (May 1)	Sixteen- Organizational Culture	Exit Forum + EGLS
12 (May 8)	Eighteen-Organizational Change and Stress Management	 NO FINAL EXAMINATION! Enjoy your summer!

***WA Lab is time to work on your Written Assignments so that they are STELLAR!**