

Governors State University

College of Business and Public Administration

Revised 08/30/97

This syllabus can be found on the Internet. The URL for my home page is <http://www.govst.edu/users/gwitak/home.html>. You can access this syllabus by clicking the name of this course in my fall schedule. You can reach other pages from this syllabus. For example, Study Guide.

Course Number & Title: MGMT401S Organizational Behavior (OBFA97C)

Session: Fall, 1997

Reference Number: 107564

Credit Hours: 3

Instructor: Michael Witak

Phone Number: 708/534-4395

Fax Number: 708/534-8457  
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Office Number: C3305

GSU ARCHIVES  
MGMT 401S  
F 97

Office Hours: Monday - Friday 11:00 a.m. - 5:00 p.m.

Tuesday 5:00 p.m. - 7:30 p.m.

Other times by Appointment.

**Catalog description:** Analyzes the behavior of people in organizations. Discusses organizational behavior, group dynamics, leadership qualities, communication, and decision making.

**Textbook:** Cohen, Allan R., Fink, Stephen L., Gadon, Herman, and Willits, Robin D. 6th Ed. *Effective behavior in organizations: cases, concepts, and student experiences*. Irwin, 1995.

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**Instructional Modality:** Correspondence.

**Expected student outcomes:**

1. Master ideas, theories and concepts of organizational behavior and be able to discuss behavioral issues in organizations;
2. Enhance ability to learn from experience, to test what is learned against new experience and to extract new learning in a continuing fashion;
3. Develop skills in observing and understanding living and working experiences;
4. Enhance ability to behave effectively in organizational situations.

**Written assignments:** You must turn in three exercises and three case studies if you are unable to attend the two classes. If you attend the classes, you may subtract one exercise and one case study for each class attended. The three exercises and case studies can be found in the Study Guide. Instructions for completing the exercises and the case studies can also be found in the Study Guide.

**In addition,** you must complete the Individual Written Assignment, also found in the Study Guide.

All assignments must be typed (double-spaced). Do not use folders for your assignments. Simply staple the pages together in the upper left-hand corner. You will receive assignment cover sheets that you should include with your assignments. Assignments should include the following information at the top of the first page:

Name  
Address  
Social Security Number  
Telephone Number  
E-mail Address  
Date

All assignments should be sent to:

Michael Witak  
College of Business and Public Administration  
Governors State University  
University Park IL 60466

Or sent e-mail to [m-witak@govst.edu](mailto:m-witak@govst.edu)

**Tests:** The material covered in the three tests can be found in the text. The tests will be comprised of multiple-choice and essay questions. See the Class Schedule for the subject matter for each test.

All tests are to be taken at the GSU testing center located in the University's Student Development Office, Room B1201, on the first floor near the main entrance. *If you reside more than 50 miles from Governors State University, call 708/534-4089 to make arrangements to take your tests.*

When you are ready for a test, follow these directions:

1. Call for an appointment by calling 708/534-5000 x5030, at least two(2) business days prior to the test.
2. Be prepared to provide the following information:
  - a. Your name,
  - b. Social Security Number,
  - c. Course Title and Reference Number,
  - d. The Term, (Fall, 1997)
  - e. The Exact Name and Number of the Test.

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The Student Development Office will provide you with a date and start time for your test.

Testing hours: Monday through Thursday: 4:30 p.m. - 7:30 p.m., Saturday: 8:30 a.m. - 12:00 noon

I will send you your grade after you take each test. If you wish to go over your test, call me at 708/534-4395.

Test#1	15%
Test#2	20%
Test#3	20%
Exercises	5%
Case Studies	5%
Class 1 (Optional)	10%
Class 2 (Optional)	10%
Individual Written Assignment	15%

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = < 60%

**For Persons with Disabilities:** It is the intention of this institution to support full participation of all students, regardless of physical ability level. Therefore, if any student needs consideration of his/her physical abilities in order to complete the course, please notify the instructor as soon as possible.

### Class Schedule:

Sept 5<sup>th</sup>: Orientation: 6:30 p.m. - 7:15 p.m., Room B2203

or \* \*

Sept 6<sup>th</sup>: Orientation: 10:00 a.m. - 11:15 a.m., Room B2203

\* \* \*

**By Oct 18: Must:** Have taken Test 1: This test includes material covered from the following chapters:

\* Chapter 1: Introduction, 2-39

\* Chapter 2: The total organization and the concept of systems, 42-68

\* Chapter 3: The work group, 70-98

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\* Chapter 4: Cohesiveness in groups, 100-113

\* Chapter 5: Differentiation in groups, 116-138

\* Case Studies: Be prepared to answer the questions found in the Study Guide about the following case studies:

\* \* **The Bagel Hockey Case**, 448-450

\* \* **Bob Knowlton**, 471-476

\* \* **The Expense Account**, 551-552

\* \* **John Walsh's Challenge**, 583-586

\* \* **Smokestack Village, Inc.**, 659-663

\* \* \*

Oct 18: **First class:** 10:00 a.m. - 12:00 a.m., Room B2203

\* \* \*

Oct 18: **Must:** Turn in 1st choice of exercises.

\* \* \*

Oct. 18: **Must:** Turn in 1st case study.

\* \* \*

**By Nov 15: Must:** Have taken Test 2. This test includes material covered from the following chapters:

\* Chapter 6: Developing group effectiveness, 140-163

\* Chapter 7: Basic human needs and rewards, 166-189

\* Chapter 8: The personal system, 192-230

\* Chapter 9: Diagnosing the two-person work relationship, 232-251

\* Chapter 10: Improving the two-person work relationship, 254-285

\* Case Studies: Be prepared to answer the questions found in the Study Guide about the following case studies:

\* \* **Parrish Hospital Pharmacy**, 639-642

\* \* **The Carpenter case**, 483-487

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- \* \* **Fujiyama Trading Company, Ltd., 552-558**
- \* \* **The Eager New Lawyer and the Managing Clerk , 540-543**
- \* \* **Outsiders in Ootiland,629-639**

Nov 15: **Second class:** 10:30 a.m. - 12:30 p.m., Room B2203

\* \* \*

Nov 29: **Must:** Turn in Individual Written Assignment.

\* \*

**By Dec.6th: \*** Have taken Test 3. This test includes material covered from the following chapters:

- \* Chapter 11: Leadership: exerting influence and power, 288-314
- \* Chapter 12: Leadership: managerial functions and styles, 316-348
- \* Chapter 13: Relations among groups in the organization, 350-387
- \* Chapter 14: Initiating change, 390-438
- \* Case Studies: Be prepared to answer the questions found in the Study Guide about the following case studies:
- \* \* The case of the disgruntled nurses, 490-500
- \* \* **The Slade Company, 670-679**
- \* \* **Back to Bickering, 444-447**
- \* \* **Dilemma at Devil's Den, 538-540**
- \* \* \*

**Dec 6th: \*** **All assignments must be turned in and tests taken.**