

## Governors State University

## College of Business and Public Administration

Updated: August 20, 2001

This syllabus can be found on the internet at: <http://www.govst.edu/users/grvorwer/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](#). You can also access your [grades](#) from this page.

Course Number and Title:	MGMT401XA Organizational Behavior
Session:	Fall, 2001
Reference Number:	108361
Credit Hours:	3
Instructor:	Richard J. Vorwerk, Ph.D.
Phone Number:	708/534-4957
Fax Number:	708/534-8457
E-Mail:	<a href="mailto:vorwerk@mediaone.net">vorwerk@mediaone.net</a>
Office Number:	C3360
Office Hours:	Monday: 3:15 p.m. - 7:30 p.m.
*	Wednesday: 3:15 p.m. - 7:30 p.m.
*	Other times by appointment.

**Catalog description:** Analyzes the behavior of people in organizations. discusses organizational behavior, communication, and decision making.

**Text:** Robbins, Stephen P. *Organizational Behavior*. 9th ed. Prentice Hall, 2001.

**Instructional modality:** Correspondence.

<b>Expected student outcomes:</b>
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 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 also complete the **Individual Written Assignment**. The directions for completing the Individual Written Assignment are 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. Keep a copy of each assignment in case assignments are lost in mailing. I will notify you of your grade. Assignments themselves will not be returned. 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:

Richard J. Vorwerk
College of Business and Public Administration
Governors State University
University Park IL 60466

or sent e-mail to [vorwerk@mediaone.net](mailto:vorwerk@mediaone.net)

All assignments should be turned in by **Saturday, December 1st.**

**Tests:** The material covered in the three tests can be found in the text. The tests will be comprised of multiple-choice, true-false, and essay questions. The text will be tested using multiple-choice and true-false questions. The case studies will be tested by essay questions. The questions for the Case Studies will be taken from the questions about each case study in the text. See the Class Schedule for the subject matter for each test. All tests should reach me by **December 1st.** Sample questions can be found by linking into the text at <http://www.prenhall.com/robbins>.

All tests are to be taken at the GSU testing center located in the University's Student Development Office on the first floor near the main entrance. If you reside more than 50 miles from Governors State University, call 708/534-4508 to make arrangements to take your tests. If your tests are to be sent to a proctor, you must make arrangements for the tests to be sent at least two weeks before you plan to take the test. All three tests will be sent at the same time. I advise you to make arrangements to have the tests sent as near the beginning of the trimester as possible. You may, of course, take your tests on campus.

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

1. Call for an appointment to take your test at 708/534-4090 at least two 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 (Organizational Behavior, 108361)
d. The Term (Fall, 2001)
e. The Exact Name and Number of the Test (e.g. Organizational Behavior, Test 1)

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

Testing hours: Monday, 1:00 p.m. - 5:00 p.m. Tuesday through Thursday: 4:30 p.m. - 7:30 p.m., Saturday: 8:30 a.m. 12:00 noon

For the Fall, 2001 Trimester, I will not be able to grade Test 1 until October 4th, the second Test until November 8th, and the third test until December 5th. If you wish to go over your test, call me at 708/534-4957.

<u>Grading:</u>	Test 1:	15%	Class 1:	10%	A: 100% - 90%
*	Test 2:	20%	Class 2:	10%	B: 89% - 80%
*	Test 3:	20%	Ind. Writ. Assign.	15%	C: 79% - 70%
*	Exercise:	5%	Case Study:	5%	D: 69% - 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:

Aug. 24:	Orientation:	6:00 p.m. - 7:00 p.m.
or	*	*
Aug. 25:	Orientation:	10:00 a.m. - 11:00 a.m.
*	*	*
Oct. 6:	Suggested:	Having taken Test 1. Material to be covered:
	Chapter 1:	Organizational behavior in changing times, 3-26, 30-31
*	Chapter 2:	Organizations 2001 and managerial challenges, 33-65, 71-72, 74-76
*	Chapter 3:	Personality, perception, and attribution, 79-103, 108-109
*	Chapter 4:	Attitudes, values, and ethics, 111-137, 142-143
*	Chapter 5:	Motivation at work, 145-169, 173-174
*	Chapter 6:	Learning and performance management, 177-203, 206-207
*	Chapter 7:	Stress and well-being at work, 209-234, 238, 241-244
*	*	*
Oct. 13:	First Class:	10:30 a.m. - 12:30 p.m., Room TBA
*	Suggested:	Turn in Exercise 1.
*	*	Turn in Case Study 1.
*	*	*
Oct. 27:	Suggested:	Turn in Exercise 2.
*	*	Turn in Case Study 2.
*	*	*
Nov. 3:	Suggested:	Having taken Test 2: Material to be covered:
*	Chapter 8:	Communication, 247-273, 277-278
*	Chapter 9:	Work teams and groups, 282-303, 307-308
*	Chapter 10:	Decisions made by individuals and groups, 311-343, 347-348
*	Chapter 11:	Power and political behavior, 351-376, 380-381
*	Chapter 12:	Leadership and followership, 383-411, 418-419
*	Chapter 13:	Conflict at work, 421-450, 456, 459-461
*	*	*
Nov. 10:	Second Class:	10:30 a.m. - 12:30 p.m., Room TBA
*	Suggested:	Turn in Exercise 3.
*	*	Turn in Case Study 3.
*	*	*
Nov. 17:	Suggested:	Turn in Individual Written Assignment
*	*	*

Nov. 24:	Suggested:	Having taken Test 3: Material to be covered:
*	Chapter 14:	Jobs and the design of work, 465-488, 494-495
*	Chapter 15:	Organizational design and structure, 498-523, 528-529
*	Chapter 16:	Organizational culture, 531-557, 560-561
*	Chapter 17:	Career management, 563-593, 598-599
*	Chapter 18:	Managing change, 601-630, 635-636, 638-641
*	*	*
Dec. 1:	*	<b>Last day to have assignments and tests reach me.</b>