

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299

Summer 2019

Course: BUS 340 Organizational Theory

Credit: 4 Quarter Hours

Method of Delivery: Night Flex (NF) – Mondays 6:00-9:30 PM and/or Online – Room 501

Course Description:

This course is an in-depth study of the organization and its many contributing parts. The course will examine interpersonal, informational and decisional functions of organizational behavior. The course approach will utilize text readings, case studies, group projects, and additional outside reading. The application of organizational theory will be practiced and observed within various groups.

Prerequisite(s): BUS 204 Principles of Management and PSY 140 Introduction to Psychology or SOC 100 Introduction to Sociology

Text(s) & Manual(s): Organizational Behavior, 14th edition

Author(s): John W Newstrom

Publisher: McGraw-Hill

ISBN: 9780078112829

Materials Needed for this Course:

Additional Supplies: n/a

Hardware/Software and Equipment:

- Minimum system requirements to participate in eLearning at Midstate College
- Access to computer with audio/video recording capability (available to students on-campus if needed)
- Latest version of Microsoft Office
- Due to a large group project, students may be asked to create a Google account for collaboration through various Google features (ie. Google forms, Google docs, Youtube, etc)

Topics:

1. They Dynamics of People and Organizations
2. Models of Organizational Behavior
3. Managing Communications
4. Social Systems and Organizational Culture
5. Motivation
6. Appraising and Rewarding Performance
7. Leadership
8. Empowerment and Participations
9. Employee Attitudes and Their Effects
10. Issues Between Organizations and Individuals
11. Conflict, Power, and Organizational Politics

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- 12. Informal and Formal Groups
- 13. Teams & Team Building

Learning Objectives: Upon completion of this course, the student will be able to:

- 1. Examine effective behavior in organizations through text analysis.
- 2. Contrast the theories of group dynamics through text analysis.
- 3. Analyze case studies to determine how leadership impacts the organization.
- 4. Enhance teamwork skills by completing group assignments.
- 5. Develop critical thinking skills regarding human behavior in organizations through case study analysis.

Midstate Grading Scale:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes

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papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor Information:

Instructor: Nick Fowler, MBA

Midstate e-mail: njfowler@midstate.edu

Cell Phone: 309-253-8777 (text preferred)

Office Phone: 309-692-4092 ext. 2280

Office Hours: Office located in Room 228. I am on campus Monday through Thursday (and often Friday), and can meet with students at any time (in person or digitally). Please call or email and make an appointment to avoid any schedule conflicts.

Policies and Procedures:

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1. Late work: Late work is not accepted and will result in a zero percent on any/all late assignments. Only in extreme extenuating circumstances will late work be accepted (and even in such circumstances, the student has the responsibility to notify the instructor in a timely manner and seek approval for extensions). Even if extensions are granted, late penalties in grading will still apply at the discretion of the instructor.

2. All Writing Assignments: “All writing” includes, but is not limited to, papers, essays, projects, essay questions on exams, homework assignments, and summaries. All writing, unless I indicate otherwise, must be typed in Microsoft Word, using 12 point font, 1” margins, and double spaced. These assignments will supplement the textbook, additional readings, and online lectures to further your understanding and application of course material. Assignments may be turned in online via Turnitin (our online plagiarism scanning, grammar rating, and instructor feedback software). Late papers will not be accepted (see above policy on late work). I expect college-level writing, appropriate for the level of class this is, and all writing will be will be graded on spelling and grammatical errors (run-on sentences, punctuation, etc) in addition to content.

3. Academic dishonesty: Cheating / plagiarism in any form will not be tolerated in this course and may result in the dismissal/suspension from the course/program/college. I expect every student to do their own work and understand what constitutes cheating and/or plagiarism. Not knowing the rules of plagiarism is not a valid defense. Check with me if you are not clear on what constitutes plagiarism and cheating.

4. Syllabi changes: The instructor reserves the right to change this syllabus at any time. Students will receive timely notice of all such changes via announcements made online in Moodle Rooms, in class, and/or via email.

Participation Requirements: *(please see the section below that applies to the delivery mode you are taking)*

In class: Students are expected to be in class during each on campus session. Attendance is taken for each class session, and reported to the college. Likewise, students may receive credit for attending (and participating in) class. In the event of an absence, even if it was approved by the instructor ahead of time, the student will be marked absent and may lose any/all points associated with participation.

eLearning: In accordance with Midstate College policies, class material will be made available in our learning management system (Moodle Rooms) on Monday at 12:00 p.m. of each week and will remain available until the following Monday until 8:00 AM. This allows students one week to access the lecture and related material for that week’s session, complete any assignments and/or assessments, and participate in the mandatory discussion and summary boards (see my discussion/summary requirements rubric in Moodle Rooms to

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ensure full credit in forums). Students must “submit substantial gradable work” in order to be marked as present for each week (see the Midstate eLearning policy on attendance in the student eLearning handbook). While each week extends from Monday at 12:00 PM to the following Monday at 8:00 AM, the instructor has the right to set due dates at their discretion within each week. For instance, **your initial discussion posts are due Thursday nights by Midnight**. Certain assignments, exams, and papers/projects may be due in the middle of the week at specified days and times.

Flex Learning: Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

- *Students who attend in-class for the week are not required to do the discussion and summary online for that week, however they may be asked to submit other work in Moodle Rooms. If the course meets multiple times per week, students must be present in-person for all classes in order to be exempt from the online requirements. Students who choose to only attend on-campus will be given time and computer access to complete any work required in Moodle Rooms.
- *Students who attend online for the week are required to do ALL work (assignments, discussions, summaries, etc) online.

Instructor’s Grading Scale:

Item	Description	% of Final Grade
Participation	Discussion, summaries, other forums, interactive assignments, etc.	25%
Assignments	Homework, case studies, etc.	25%
Exams	Quizzes, tests, midterm, final, etc.	25%
Project(s)	Team Project (paper) and Presentation (PechaKucha)	25%

Despite the grade allocations above, failure to complete the course project will result in a failing grade in the course.

Barbara Fields Memorial Library

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This course may utilize the Midstate College Library resources. Below is information for contacting and using the library as an outstanding resource to meet the requirements of this course and/or to enhance student learning.

Library Resources:

The Barbara Fields Memorial Library, located in Room 403 of the R. Dale Bunch Student Center, contains books, periodicals, and other materials to support the educational and cultural needs of students, faculty, and staff. Computers are available for student use during library hours.

The library also subscribes to several online research resources that give immediate access to digitized versions of professionally-published content such as books, journal articles, popular magazines and the like.

Research Guides:

Library guides are organized by subject that will give you access to all of the library resources like books, ebooks, reference materials, articles from subscription databases, business news and articles, company research, industry and economic data, tools for business & writing and citation help. **Plus** you'll find links to websites, videos, tutorials, and more!

Access the Business Research Guides at this location:

<http://midstate.libguides.com/business> or, follow the steps below:

1. Visit www.midstate.edu
2. Click on Library Resources at bottom of page

Week-by-Week

Week 1

Topics:

1. They Dynamics of People and Organizations

Objective(s):

1. Examine effective behavior in organizations through text analysis.
3. Analyze case studies to determine how leadership impacts the organization.
4. Enhance teamwork skills by completing group assignments.
5. Develop critical thinking skills regarding human behavior in organizations through case study analysis.

To Do:

- ✓ Pretest
- ✓ Read Chapter 1

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- ✓ Review Lecture & Supplemental Materials
- ✓ Weekly Assignment(s) -See online course in Moodle
- ✓ Welcome Discussion Question (Introductions)
- ✓ Discussion
- ✓ Summary
- ✓ **Teams select project topics**

Week 2

Topic:

2. Models of Organizational Behavior
3. Managing Communications

Objective(s):

1. Examine effective behavior in organizations through text analysis.
3. Analyze case studies to determine how leadership impacts the organization.
4. Enhance teamwork skills by completing group assignments.
5. Develop critical thinking skills regarding human behavior in organizations through case study analysis.

To Do:

- ✓ Read Chapters 2 & 3
- ✓ Review Lecture & Supplemental Materials
- ✓ Weekly Assignment(s) -See online course in Moodle
- ✓ Discussion
- ✓ Summary
- ✓ **Review final project requirements**

Week 3

Topics:

4. Social Systems and Organizational Culture

Objective(s):

1. Examine effective behavior in organizations through text analysis.
3. Analyze case studies to determine how leadership impacts the organization.
4. Enhance teamwork skills by completing group assignments.
5. Develop critical thinking skills regarding human behavior in organizations through case study analysis.

To Do:

- ✓ Read Chapter 4
- ✓ Review Lecture & Supplemental Materials

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- ✓ Weekly Assignment(s) -See online course in Moodle
- ✓ Discussion
- ✓ Summary
- ✓ Quiz (Chapters 1-3)

Week 4

Topics:

5. Motivation
6. Appraising and Rewarding Performance

Objective(s):

1. Examine effective behavior in organizations through text analysis.
3. Analyze case studies to determine how leadership impacts the organization.
4. Enhance teamwork skills by completing group assignments.
5. Develop critical thinking skills regarding human behavior in organizations through case study analysis.

To Do:

- ✓ Read Chapters 5 & 6
- ✓ Review Lecture & Supplemental Materials
- ✓ Weekly Assignment(s) -See online course in Moodle
- ✓ Discussion
- ✓ Summary

Week 5

Topics:

7. Leadership
8. Empowerment and Participations

Objective(s):

1. Examine effective behavior in organizations through text analysis.
3. Analyze case studies to determine how leadership impacts the organization.
4. Enhance teamwork skills by completing group assignments.
5. Develop critical thinking skills regarding human behavior in organizations

To Do:

- ✓ Read Chapters 7 & 8
- ✓ Review Lecture & Supplemental Materials
- ✓ Weekly Assignment(s) -See online course in Moodle
- ✓ Discussion
- ✓ Summary

Week 6

Topics:

Midterm Exam

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Final Project

Objective(s):
n/a

To Do:

- ✓ NO chapter reading assigned this week
- ✓ **Complete Midterm Exam** (Covers Chapters 1-8)
- ✓ Review Supplemental Materials
- ✓ Weekly Assignment(s) -See online course in Moodle
- ✓ Discussion
- ✓ Summary
- ✓ **Written portion of the final project due**

Week 7

Topics:

9. Employee Attitudes and Their Effects

Objective(s):

1. Examine effective behavior in organizations through text analysis.
3. Analyze case studies to determine how leadership impacts the organization.
4. Enhance teamwork skills by completing group assignments.
5. Develop critical thinking skills regarding human behavior in organizations through case study analysis.

To Do:

- ✓ Read Chapter 9
- ✓ Review Lecture & Supplemental Materials
- ✓ Weekly Assignment(s) -See online course in Moodle
- ✓ Discussion
- ✓ Summary

Week 8

Topics:

10. Issues Between Organizations and Individuals
11. Conflict, Power, and Organizational Politics

Objective(s):

1. Examine effective behavior in organizations through text analysis.
3. Analyze case studies to determine how leadership impacts the organization.
4. Enhance teamwork skills by completing group assignments.
5. Develop critical thinking skills regarding human behavior in organizations

To Do:

- ✓ Read Chapters 10 & 11
- ✓ Review Lecture & Supplemental Materials

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- ✓ Weekly Assignment(s) -See online course in Moodle
- ✓ Quiz over Chapters 9-11
- ✓ Discussion
- ✓ Summary

Week 9

Topics:

12. Informal and Formal Groups Team Building

Objective(s):

1. Examine effective behavior in organizations through text analysis.
2. Contrast the theories of group dynamics through text analysis.
3. Analyze case studies to determine how leadership impacts the organization.
4. Enhance teamwork skills by completing group assignments.
5. Develop critical thinking skills regarding human behavior in organizations through case study analysis.

To Do:

- ✓ No chapter reading to allow time to complete final presentations
- ✓ Summary
- ✓ Final Presentation (Group PechaKucha) Due

Week 10

Topics:

12. Informal and Formal Groups

Objective(s):

1. Examine effective behavior in organizations through text analysis.
2. Contrast the theories of group dynamics through text analysis.
3. Analyze case studies to determine how leadership impacts the organization.
4. Enhance teamwork skills by completing group assignments.
5. Develop critical thinking skills regarding human behavior in organizations through case study analysis.

To Do:

- ✓ Read Chapter 12
- ✓ Review Lecture & Supplemental Materials
- ✓ Weekly Assignment(s) -See online course in Moodle
- ✓ Discussion
- ✓ Summary
- ✓ Final Project – Teach the class forum

Week 11

Topics:

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13. Teams & Team Building

Objective(s):

1. Examine effective behavior in organizations through text analysis.
3. Analyze case studies to determine how leadership impacts the organization.
4. Enhance teamwork skills by completing group assignments.
5. Develop critical thinking skills regarding human behavior in organizations through case study analysis.

To Do:

- ✓ Read Chapters 13 (**Note: We do NOT cover the chapter 14 or 15 in this class**)
- ✓ Review Lecture & Supplemental Materials
- ✓ Weekly Assignment(s) -See online course in Moodle
- ✓ Discussion
- ✓ Summary

Week 12

Topics:

Final Exam

Objective:

n/a

To Do:

- ✓ Complete the Final Examination - Covers Chapters 9-13
- ✓ Posttest

**Instructor reserves the right to amend this syllabus if necessary. If changes are made students will be notified in a timely manner.*