

Managing Organizational Behavior (BUS 340-0002)

School of Business

1/10/Spring 2023

Instructor Info

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Hours: Online Asynchronous

Course Meetings

Online Asynchronous



[Academic Services & Policies](#)¹

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1. Course Information

1A. Course Description

In this course, students will learn and apply the principles of organizational behavior (OB). We will examine a number of OB theories and concepts, and explore how they relate to employees' work attitudes and performance. This course is structured to reflect the three interwoven levels of management: an individuals, a group, and the organization as a whole. At the individual person level, an employee's personality, ability, and values may affect their work outcomes. At the group level, group members' roles, goals, work processes, and interpersonal relationships influence members' and the group's work outcomes. At the organizational level, the organization's structure and culture affect all members' and the organization's performance. This course is delivered in the online asynchronous format.

1B. Course Materials & Books

Required

- Colquitt, LePine, & Wesson (2022), *Organizational behavior: Improving performance and commitment in the workplace*, 8th Edition (ISBN: 9781264124350), McGraw Hill
- For Brightspace tech requirements, see the [Academic Services & Policies page](#)².

¹ <https://mycampus.maine.edu/group/usm/common-syllabus>

² <https://mycampus.maine.edu/group/usm/common-syllabus#treq>



Supplemental

Some supplemental materials will be assigned/provided through Brightspace. Typically, they are required for you to complete certain activities, for example, a discussion forum or an assignment.

1C. Course Format

This course is online asynchronous. Students are encouraged to contact Prof. Li via email or Zoom meetings to discuss course-related topics/issues.

1D. Course Learning Outcomes

By the end of the course, you are expected to:

1. Demonstrate an understanding of the key theories and concepts in Organizational Behavior;
2. Examine OB phenomena at different levels of analysis (individual, group, organization);
3. Apply course content to analyze and provide recommendations to solve OB problems.

2. Coursework & Grading

2A. Grade Scale

100-93%=	A	79-77% =	C+
92-90% =	A-	76-73% =	C
89-87% =	B+	72-70% =	C-
86-83% =	B	69-60% =	D
82-80% =	B-	59% or lower=	F

Note: Final grades will be based strictly on your point total. Grading is a very slippery slope. For the sake of fairness, no “rounding up” will occur. Please plan/prepare accordingly.

2B. Course Grade Breakdown

Assessment Name	Value
Chapter Quizzes 10 @ 20 points each	200
Weekly Written Assignments 8 @ 20 points each	160
Step 1-2 of Group Project	40
Step 3 of Group Project	40
Group Project Paper	70
Group Project Presentation	70
Self & Peer Evaluation 2 @ 20 points each	40
Midterm Exam	80
Final Exam	100
Total:	800



2C. Assessment Descriptions & Requirements

1. Chapter Quizzes (11 @ 20 points each)

There is a quiz for each week's assigned chapter readings. Each quiz includes multiple choice questions randomly drawn from a large question pool. Each quiz is worth 20 points. You can take each quiz twice (on Brightspace) and the higher score will be your final grade for the quiz. Each time when you take the quiz, you must finish it in 60 minutes. The lowest quiz grade will not count toward your final grade. Quiz Z is required and it tests a student's understanding of the Syllabus and policies associated with the Group Project. No grades of any other work will be counted until a student gets 100% on Quiz Z, which can be taken unlimited times. The grade of Quiz Z will not count toward the final grade.

2. Weekly Written Assignments (9 @ 20 points each)

There is a written assignment that you need to complete each week. Specific instructions are provided for each of these assignments on Brightspace. There is a rubric applicable for all written assignments. Read the rubric carefully before you work on an assignment. You must use the assignment instruction file to complete each weekly assignment. DO NOT use a separate new file for any of these weekly assignments. Also, you must follow point "2D. Writing Style & Formatting" below for all written work. The lowest assignment grade will be dropped from your final grade calculation.

3. Midterm (80 points) & Final Exam (100 points)

There are two exams, a Midterm Exam and a Final Exam. Each exam has a 2-hour time limit and can be taken only once. Each exam has at least a 48-hour time window (see the course schedule), during which students must complete the exam. Missing the exam will result in a grade of zero. Each exam can be accessed only one time. Once a student starts an exam, he/she must finish all questions within the time limit.

4. Step 1-2 of Group Project (40 points)

Each student must complete the first two steps of the Group Project. Next, each group pools data from each member to put into the Table in the file of "Group Project Instructions". Then, the group submits the partially finished Table in a Word (.docx) file to Brightspace. Only one submission from each group is sufficient.

5. Step 3 of Group Project (40 points)

Each group must complete the partially finished Table above and submit it in a Word (.docx) file to Brightspace. Only one submission from each group is sufficient.

6. Group Project Paper (70 points) & Group Project Presentation (70 points)

Each group will complete a Group Project Paper and present their project at the end of the semester. Detailed instructions for the project paper and the project presentation are provided on Brightspace.



7. Peer & Self Evaluation (2 @ 20 points each)

The Self & Peer Evaluation-1 is due before Step 3 of the Group Project is completed. Self & Peer Evaluation-2 is due at the end of the semester. The aggregated results of both Self & Peer Evaluation from all members in a group will be considered together to provide the basis for grade adjustments for individual members. Usually, when every member receives the same grade but the Self & Peer Evaluation results suggest an uneven grade allocation is fairer, then grade adjustments will take place based on the aggregated Self & Peer Evaluation results.

If a member fails to submit the Self & Peer Evaluation-1, then this member’s grades for Step 1-3 of the Group Project (80 points max) will be reduced by 50%. If a student fails to submit the Self & Peer Evaluation-2, his/her group project grades (paper & presentation, 140 points max) will be reduced by 50%. The Self & Peer Evaluation forms are posted on Brightspace in the week/module when they are due.

2D. Writing Style & Formatting

1. All written work (assignments, paper, presentation slides, etc.) should follow the guideline of APA 7 to properly credit any external sources of information used in the work. Failing to do so is considered plagiarism and violation of academic integrity.
2. Text should always use double-spacing, Times New Roman, 12 point font, and 1 inch margin on all sides.
3. All written work must be submitted in either Word (.docx) or PDF format. Mac documents (e.g., .page) and documents in any other formats cannot be opened by Brightspace and the professor’s computer, therefore, they will not be graded and receive a zero. Students can freely download Office 365 (Word, PPT, etc.) from USM IT Service website.

2E. Final Examination/Final Project

The final exam will be online and administered during the final exam week. The group project paper is due at the end of the semester before the final exam week starts. The group project presentations will be conducted in the last week before the final exam week. Specific information about these items can be found on Brightspace.

3. Class Schedule

Week & Date	Assigned Reading of the Week	Work Due at the End of Week
Week 1 1/17—1/22	Course Intro: What is OB? <ul style="list-style-type: none"> • Chapter 1 	<ul style="list-style-type: none"> • Quiz Z (Required) • Quiz • Project groups formed



Week 2 1/23—1/29	Outcome Variable: Job Performance <ul style="list-style-type: none">• Chapter 2	<ul style="list-style-type: none">• Quiz• Assignment
Week 3 1/30—2/05	Outcome Variable: Organizational Commitment <ul style="list-style-type: none">• Chapter 3	<ul style="list-style-type: none">• Quiz• Assignment
Week 4 2/06—2/12	Individual Mechanism: Job Satisfaction <ul style="list-style-type: none">• Chapter 4	<ul style="list-style-type: none">• Quiz• Assignment• Step 1-2 of Group Project
Week 5 2/13—2/19	Individual Mechanism: Motivation <ul style="list-style-type: none">• Chapter 6	<ul style="list-style-type: none">• Quiz• Assignment
Week 6 2/20—2/26	Individual Mechanism: Trust, Justice, & Ethics <ul style="list-style-type: none">• Chapter 7	<ul style="list-style-type: none">• Quiz• Assignment
Week 7 2/27—3/05	Individual-Level Variables: Personality, Values, and Abilities <ul style="list-style-type: none">• Chapter 9• Chapter 10 (focus on Emotional Intelligence)	<ul style="list-style-type: none">• Quiz• Assignment
Week 8 3/06—3/12	Midterm Exam <ul style="list-style-type: none">• Chapters 1-4• Chapters 6-7• Chapters 9-10	<ul style="list-style-type: none">• Midterm Exam
Week 9 3/13—3/19	Spring Break	
Week 10 3/20—3/26	Group-Level Variables: Team Attributes and Processes <ul style="list-style-type: none">• Chapter 11• Chapter 12	<ul style="list-style-type: none">• Quiz• Assignment
Week 11 3/27—4/02	Group-Level Variables: Leadership Power & Influence <ul style="list-style-type: none">• Chapter 13	<ul style="list-style-type: none">• Quiz• Assignment• Self & Peer Evaluation-1
Week 12 4/03—4/09	Group-Level Variables: Leadership Styles & Behaviors <ul style="list-style-type: none">• Chapter 14	<ul style="list-style-type: none">• Quiz• Assignment• Schedule Group Presentation
Week 13 4/10—4/16	Organization-Level Variable: Organizational Culture <ul style="list-style-type: none">• Chapter 16	<ul style="list-style-type: none">• Quiz• Step 3 of Group Project• Latest time to dismiss a member



Week 14 4/17—4/23	Work on Group Project	
Week 15 4/24—4/30	Group Project Presentation Week	<ul style="list-style-type: none">● Group Presentation & Slides● Group Project Paper● Self & Peer Evaluation-2
5/05—5/07	Final Exam <ul style="list-style-type: none">● Chapters 11-14● Chapters 16	<ul style="list-style-type: none">● Final Exam

4. Course-Specific Policies

4A. Attendance

There is no attendance policy due to the online asynchronous mode. Any missed work including exams will result in a grade of zero.

4B. Late Work

- The first time a student submits a late work, he/she gets the benefit of the doubt and there is no penalty.
- The second time, the late work loses 20% of points per day late. For example, a work is 2 days (i.e., more than 24 hours and less than 48 hours) late and its quality earns a grade of 18/20. However, because it is 2 days late, it will lose $20\% \times 2 = 40\%$ of 18/20. The final grade will be $18/20 \times (100\% - 40\%) = 11/20$. This also indicates that if a work is late for 5 or more days (i.e., more than 96 hours), its grade will be zero.
- After the second late work, any additional late work from the student will not be graded and will receive a zero.

4C. Class Cancellation

[N/A]

4D. Inclement Weather Contingencies

Due to the online asynchronous mode of this course, online learning shall continue unless the inclement weather disrupts services essential for a student's online learning such as electricity, internet, heat, etc. for more than 3 hours. In such instances, the student can provide formal notice from the service providers (e.g., email or text messages) to the professor and request an extension of the work disrupted.



4E. Personal Device Usage in the Classroom

[N/A]

4F. Additional Instructor Notes

4. Dismissing a group member for non-participation: See the Group Project instructions for details.
5. Each student is expected to spend about 9 hours each week on this course.

5. Academic Services & Policies

Below you'll find information for our most crucial student services and supports. For USM's most complete and current information on services available to students, as well as academic policies, see [The Academic Services & Policies Overview webpage](#).³

- **Request disability accommodations** | (207) 780-4706 | dsc-usm@maine.edu
- **Report Interpersonal violence** | (207) 780-5767 | usm.titleix@maine.edu
- **Report On-Campus Emergencies and Safety Concerns** | (207) 780-5211 or your local police agency.
- **Get academic help** | mycampus.maine.edu/group/usm/learning-commons
- **Get technology help** | usm.maine.edu/computing/helpdesk
- **Meet with an Advisor** | usm.maine.edu/advising



Scan the QR Code to go to the [Academic Services & Policies webpage](#)⁴

³ <https://mycampus.maine.edu/group/usm/common-syllabus>

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