

Managing Organizational Behavior

BUS 340-0003

School of Business

Spring 2023

Instructor Info

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Hours: Wednesdays 11AM – 1PM, other times
by appointment

Course Meetings

Payson Smith 201

Tu & Th 2:00PM - 3:15PM

**Services &
Policies that
Support You**



[Academic Services & Policies](#)¹

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1. Course Information

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. The course is structured as three modules corresponding to the three interwoven levels of management: individuals, groups, and organizations. At the individual person level, an employee's personality, ability, and values may affect her/his work outcomes; at the group level, group members' roles, goals, work processes, and interpersonal relationships influence members' and the groups' work outcomes; and 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.

1A. Course Materials & Books

Required

- Colquitt, LePine, & Wesson (2021), Seventh Edition. Organizational behavior: Improving performance and commitment in the workplace. McGraw Hill. ISBN : 978-1-260-26155-4

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



Supplemental

- Some supplemental materials will be assigned/provided through Brightspace. Typically, they require you to complete certain activities, for example, an assignment.

Technology Requirements

- Access to a web browsing device (e.g., desktop, laptop, tablet, etc.) and reliable access to the internet.
- For Brightspace tech requirements, see the [Academic Services & Policies page](#)².

1B. Course Format

This course is face-to-face, meets twice weekly.

1C. Course Learning Outcomes

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

- Demonstrate an understanding of the key theories and concepts in Organizational Behavior.
- Develop a habit to examine OB phenomena at different levels of analysis (individual, group, organization).
- Apply course content to analyze and provide recommendations to solve OB problems.

2. Coursework & Grading

2A. Grade Scale

100-92%	=	A	75-72%	=	C+
91-88%	=	A-	71-68%	=	C
87-84%	=	B+	67-64%	=	C-
83-80%	=	B	63-60%	=	D
79-76%	=	B-	59% or lower	=	F

2B. Course Grade Breakdown

Assessment Name	Value
Chapter Quizzes - 5 out of 7 @ 20 points each	100
Assignments - 5 out of 9 @ 20 points each	100
Participation & attendance	60
Midterm Exam	60
Final Exam	60
Group Term Paper	80
Group Presentation	40
Total:	500

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



2C. Assessment Descriptions & Requirements

Assessment

Student learning is assessed with multiple components including Quizzes, assignments, class discussions, group term paper and presentations. Quizzes will assess the understanding and retention of basic meanings of OB concepts and theories. Discussions and written assignments assess the ability to critically analyze an OB phenomenon and apply relevant OB knowledge to either explain or solve OB problems. Exams assess the proficiency in recalling and/or using OB knowledge to address OB questions. Group term paper evaluates the ability to integrate multiple levels of OB concepts to develop a broad conceptual model of how OB concepts are related to each other. Group presentations focus on assessing students' oral communication of OB concepts and ideas.

Chapter Quizzes

Complete only 5 out of the 7 quizzes in total (for some chapters/weeks, see the above course schedule). Each quiz has 20 multiple choice questions randomly drawn from a large question pool. 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.

Weekly Written Assignments

Complete only 5 out of the 9 assignments. There is a written assignment on Brightspace that you need to complete each week, with a few exceptions (see course schedule). Specific instructions are provided for each of these items on Brightspace. There is a rubric applicable for all written assignments. *Read the rubric carefully before you work on these items.*

Midterm & Final Exam

There are two exams, a Midterm and a Final Exam. Each exam has multiple choice questions and two essay questions. Exams will be taken in class. See the course schedule and [Final Exam Schedule on the Registrar's website](#), for the exam dates. Missing the exam will result in a grade of zero.

Group Term Paper & Group Presentation

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

3. Class Schedule

The tentative course schedule and other information is in the following table. The content of the schedule as well as the other parts of the syllabus may change throughout the semester. If changes are made to the syllabus, students can find the most up to date syllabus on the course site on Brightspace.

Week & Date	Topics	Deliverables
Week 1 Jan 17 & 19	Ch1: What is OB?	<ul style="list-style-type: none"> • Assignment 1 (OB models due Jan 29) • Quiz 1 (due Jan 29)
Week 2 Jan 24 & 26	Ch2: Job Performance	<ul style="list-style-type: none"> • Assignment 2 (Job performance due Jan 29)



		<ul style="list-style-type: none">• Quiz 2 (du Jan 29)
Week 3 Jan 31 - Feb 2	Ch3: Organizational Commitment	<ul style="list-style-type: none">• Class Discussion (Southwest Airlines)• Quiz 3 (due Feb 5)
Week 4 Feb 7 & 9	Ch4: Job Satisfaction	<ul style="list-style-type: none">• Assignment 3 (Satisfaction with work due Feb 12)
Week 5 Feb 14 & 16	Ch6: Motivation	<ul style="list-style-type: none">• Group Rules (due Feb 19)• Quiz 4 (due Feb 19)
Week 6 Feb 21 & 23	Ch7: Trust, Justice, & Ethics	<ul style="list-style-type: none">• Class Discussion (John's decision)
Week 7 Feb 28 & Mar 2	Mid-term Exam (chs 4, 6, 7)	<ul style="list-style-type: none">• In class on Mar 2
Week 8 Mar 7 & 9	Ch8: Learning & Decision Making	<ul style="list-style-type: none">• Assignment 4 (Decision biases due Mar 12)• Quiz 5 (due Mar 12)
Mar 13-17	Spring break (no classes)	
Week 9 Mar 21 & 23	Ch9: Personality and Values Ch10: Ability	<ul style="list-style-type: none">• Assignment 5 (Personality due Mar 26)• Quiz 6 (due Mar 26)
Week 10 Mar 28 & 30	Ch11-12: Teams	<ul style="list-style-type: none">• Assignment 6 (Avengers due Apr 2)• Quiz 7 (due Apr 2)
Week 11 Apr 4 & 6	Ch13: Leadership Power & Influence	<ul style="list-style-type: none">• Assignment 7 (influence tactics due Apr 9)• Group Progress (due Apr 9)
Week 12 Apr 11 & 13	Ch14: Leadership Styles & Behaviors	<ul style="list-style-type: none">• Assignment 8 (Transformational leadership due Apr 16)
Week 13 Apr 18 & 20	Ch16: Organizational Culture	<ul style="list-style-type: none">• Assignment 9 (Organizational culture due Apr 23)
Week 14 Apr 25 & 27	Group Presentations	<ul style="list-style-type: none">• Group project paper (due May 2)• Group presentation slides (due Apr 30)
	Final Exams (chs 11,12,13,14,16)	<ul style="list-style-type: none">• May 2 - 3



4. Course-Specific Policies

4A. Attendance

Regular attendance and participation is expected. Failure to attend classes regularly will result in a one full letter deduction from the final grade, in addition to the deduction in attendance & participation score.

4B. Late Work

Course work should be completed before the deadlines. Late work is not accepted.

4C. Class Cancellation

In case of a cancellation students will be informed in advance via announcement or email.

4D. Inclement Weather Contingencies

Classes will be canceled during the campus closure days due to inclement weather.

4E. Personal Device Usage in the Classroom

Mobile devices, computers and other devices may be used in class only with the permission of the instructor.

4F. Academic Integrity

Everyone associated with the University of Southern Maine is expected to adhere to the principles of academic integrity central to the academic function of the University. Any breach of academic integrity represents a serious offense. Each student has a responsibility to know the standards of conduct and expectations of academic integrity that apply to academic tasks. Violations of academic integrity include any actions that attempt to promote or enhance the academic standing of any student by dishonest means. Cheating on an examination, stealing the words or ideas of another (i.e., plagiarism), making statements known to be false or misleading, falsifying the results of one's research, improperly using library materials or computer files, or altering or forging academic records are examples of violations of this policy which are contrary to the academic purposes for which the University exists. Acts that violate academic integrity disrupt the educational process and are not acceptable.

Evidence of a violation of the academic integrity policy will normally result in disciplinary action. A copy of the complete policy may be obtained from the office of Community Standards and Mediation, online at usm.maine.edu/community-standards-mediation/academic-integrity or by calling and requesting a copy at (207) 780-5242.



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

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