

# MGB 301 – ORGANIZATIONAL BEHAVIOR & ADMINISTRATION

## FALL 2015 - SECTION F7B

|                        |  |
|------------------------|--|
| <b>Instructor</b>      | <b>Dorothy Siaw –Asamoah, PhD</b>                              |
| <b>Class Location</b>  | <b>Capen 262</b>   |
| <b>Office Location</b> | <b>251 Jacobs Management Center</b>                            |
| <b>Office Hours</b>    | <b>Tuesdays &amp; Thursdays, 1:00-2:00pm</b>                   |
| <b>E-mail</b>          | <a href="mailto:dasamoah@buffalo.edu">dasamoah@buffalo.edu</a> |

**Class Section, Days, Times and Location:**

Section: F7B (12856)                      Tuesdays & Thursdays                      9:30am – 10:50am                      Capen 262

**Course Prerequisite:**

Students enrolled in MGB 301 must have completed Psychology 101 with junior or senior standing

**Recommended Text:**

Robbins, S. P. & Judge, T. A. (2012). *Essentials of Organizational Behavior* (12<sup>th</sup> Edition). Prentice Hall, Upper Saddle River, NJ. ISBN: 9780-138157630

**Required Materials:**

Refer to Ublearns course website - [www.ublearns.buffalo.edu](http://www.ublearns.buffalo.edu) & Instructions document.

**Course Description & Student Learning Outcomes:**

MGB 301 is designed to introduce students to the basic concepts, topics and theories in organizational behavior (OB) and human resource management (HRM). The course is geared toward all students, regardless of their major or previous exposure to the topics covered in the course. Topics in this course are divided into three categories: individual (motivation, decision making), group (work teams, communication, power and politics) and organization (structure, culture, and change/development). There are three main *learning outcomes* for this course:

- Students will learn the concepts and theories of Organizational Behavior and use them as a base for advanced coursework in Management.
- Students will identify and develop their strengths for successful personal & professional development
- Students will develop skills to maintain positive attitudes and behaviors in the world of work. By developing an understanding of the concepts of Organizational Behavior, students will become better prepared for their careers as employees and managers in organizations.

**Course Requirements & Instructional Methods:** To meet the goals listed above, students will be expected to actively participate in the course readings, lectures, exercises, case studies, class discussions on various topics individual & group projects. These exercises will provide students the opportunity to apply their knowledge to real world issues and scenarios.

**Student Expectations:** You will be expected to come to class having completed the readings, assignment and prepared to contribute meaningfully to class discussions. I view your continued registration in this class as a contract between us. This means you will do your best to contribute to this class, your own learning, and that of your fellow students at all times. In addition, I expect you to treat this class as you would any significant work-related responsibility.

**Communication:** I am here to help you to succeed and the best way is to communicate is face-to-face. However, if you must send an e-mail you should always indicate in the subject “MGB 301” and expect a response within 24- 36 hours. If you do not hear back from me within that time range, feel free to talk to me

before or after class. Please do not send e-mails the night before an exam and expect a response in the middle of the night. I will probably be asleep. While responding to your e-mail, I reserve the right to respond through the class communication system so please be sure to check your e-mail to ensure that is carefully worded and you do not mind everyone else reading it. More importantly, I encourage you to use the best means of communication which is still face-to-face. See me during office hours if you ever need to talk about your progress or have any concerns related to your work. I want you to succeed but you must want it too!

**Grading Policy: The weight associated with each requirement will be as follows:**

|  |  |                |                |              |
|--|--|----------------|----------------|--------------|
| Exam 1 → <b>100</b>                    | Group Projects & Final Presentation<br>→ <b>165</b>                    | A → 100 -93%   | B - →82.99-80% | D+→69.99-67% |
| Exam 2 → <b>100</b>                    | Individual Projects → <b>80</b><br>Simulation=25; Paper= 35; Case/s=20 | A-→ 92.99 -90% | C+→79.9- 77%   | D→66.9-60%   |
| Peer Evaluation<br>→ <b>25</b>         | Class Attendance & Participation<br>→ <b>25</b>                        | B+→89.99 - 87% | C→76.9 -73%    | F→ Below 60% |
| Progress Report<br>& others → <b>5</b> | <b>TOTAL POINTS POSSIBLE:<br/>500</b>                                  | B → 86.9 -83%  | C- →72.99-70%  |              |

A total of **500 points is possible for the course**. Grading is based on students' mastery of the course material and the ability to synthesize various topics in order to creatively solve problems. Your grade in this course will depend on your own ability, effort, and your willingness to be an active, participating member of the class and the group to which you are assigned. The variety of individual projects, group projects/presentations, quizzes and exams allows each student to demonstrate his or her grasp of the course content. As such, the resulting grades tend to be a fair and accurate reflection of each student's own level of achievement and will require you to put forth the effort.

**Class Attendance/ Participation / Pop Quiz:** I do not take scheduled attendance to keep a record of who is in or out of class. However, random attendance signup sheets WILL be obtained, in-class pop quizzes & exercises (beginning or end of class) will occur without prior announcement. There is no make-up for pop quizzes and in-class exercises but points will be gained and included in your final grades.

**Exams:** All exams will be administered during regularly scheduled class periods. Exams may consist of a combination of scenarios, True/False and short answer questions. These exams are designed to test your knowledge of course material as well as your ability to synthesize various concepts and apply them to real world situations. As such, you will be tested not only on your ability to understand course material, but also on your ability to apply what you have learned to novel situations. It will cover class discussions, exercises, videos, case discussions and other materials. There will be NO make-up exam EXCEPT with official documentation due to hospitalization and/or personal tragedy and worked out on case-by-case basis. Each exam is worth **100 points**

**Individual Projects:** There are 3 parts (I) Individual Organizational Behavior simulation with brief report summary, (ii) Individual Case /Article Study Analysis, and (iii) Individual Paper with instructions on course website. Please refer to the Instructions document for further detailed instructions & submission dates.

**Individual Simulation Project – “Judgement in Crises”:** This should be purchased and completed **INDIVIDUALLY**. It will be completed & submitted electronically around the first quarter of the semester.

**Responses to Case Questions & Participation in Case Discussions:** Please refer to the Instructions document for further details. As noted in the course calendar below, we have case discussion day/s scheduled for the semester. You will come to enjoy the lively discussion that will be part of the session. I expect you to have prepared thoroughly by reading and analyzing the case/s before class discussions.

**You will earn 15 points** for the written response/s. In addition, I encourage you to participate in the class discussions that we will have. You can earn 5 extra participation points if you make a comment which is a reasonable contribution to the class discussion, **if not, you get 0**. All case responses are due prior to the day of class discussion in order to be considered for full/partial points. **Individual written response is required for only ONE case, however your in class contribution to both the group & individual cases will earn you the extra points.** No late submissions will be accepted by the system and consequently by me for any reason. No excuses please!

**Team Project:** The purpose of this project is to allow you to discover how elements of Organizational Behavior can be used to resolve problems faced by organizations. This portion of the grade is expected to be completed as a group. You will be assigned to and be able to meet your group members on the 1st day of class. **This group WILL NOT CHANGE for the duration of the semester.** Please refer to assignment &/or group document for detailed instructions on your group/team projects, submission procedure and due dates for each deliverable. Please plan to schedule your meeting as a group with me after group/team project #2 in order to proceed with your work – There should be at least 3 group members in attendance at this meeting to ensure uniform coordination of the process. Group members not attending the meeting must confirm through the attendees. Active group project involvement and participation carries the most points for your final grade so you will have to take this very seriously to do well in this class.

**PARTICIPATION IN THE FINAL PRESENTATION IS REQUIRED TO PASS THIS CLASS. ALL TEAM MEMBERS ARE EXPECTED TO PRESENT ON THEIR DESIGNATED DATE/TIME**

**Class Participation & Involvement:** Class participation is highly encouraged and expected in this class. I do not take attendance, however, your in-class participation grade will be based upon my own observation of your contribution in class, both in terms of independent contributions through in class discussions, confidential evaluations, activities and unannounced pop quizzes. These forums will allow us to foster an environment where free and open discussions can occur as part of the learning process. You will be given participation points for your respectful engagement in class discussions including current events as well as class topics

**Class Etiquette & Expectations:** Please have your phones off/vibrate and resist the habit of web searching for unrelated materials, texting and/or talking in class. As much as you can, be engaged and involved in class discussions. You may at any time be called to lead a discussion. You will benefit from doing so and it will provide a better learning experience for you and your fellow classmates. I would ask that you exercise self-restraint and conduct yourselves with the utmost respect for me as your instructor, other guest speakers I invite and certainly your fellow classmates. You can count on me doing the same. Thank you for keeping this in mind in all your conducts even when resolving healthy conflicts.

### **CLASS DELIVERABLES:**

#### **PLEASE NOTE:**

**ALL DELIEVERABLES MUST BE SUBMITTED ELECTRONICALLY ON THE DUE DATE BY 11:59PM TIME VIA UBLEARNS UNLESS OTHERWISE STATED. ASSIGNMENTS SUBMITTED VIA E-MAIL WILL NOT BE GRADED – I KEEP THIS PROMISE!**

**Students with Disabilities:** If you have a documented learning disability or other special circumstance that makes it difficult for you to complete the course work as stated in this syllabus and require accommodation, please contact me within the first 2 weeks of class so that I can make these accommodations. Please also contact the Office of Disability Services at 25 Capen Hall, 716-645-2608

**Plagiarism & Academic Dishonesty Policy:** All projects will be analyzed with Safe Assign. There should be no plagiarism in this class. The School of Management takes academic integrity seriously, and will not tolerate plagiarism or any other form of cheating. Cheating on exams, papers, or forgery of course materials is unacceptable. Any work you submit for any assignment **MUST** be your own. If you are ever unsure about whether

something constitutes cheating or plagiarism, please approach your instructor before turning in your work. He or she will happily help you to understand how to avoid academic dishonesty. For further information, these resources on proper citation and how to avoid plagiarism may be of help: UB Statement on academic integrity: (<http://www.ubjudiciary.buffalo.edu/art3a.shtml#integrity>).

The School of Management undergraduate handbook can be found at (see page 32) <http://mgt.buffalo.edu/programs/undergrad/handbooks/handbook> Plagiarism Defined: ([http://www.turnitin.com/research\\_site/e\\_what\\_is\\_plagiarism.html](http://www.turnitin.com/research_site/e_what_is_plagiarism.html)) Plagiarism and the Art of Skillful Citation: (<http://www.bcm.tmc.edu/immuno/citewell/>) Using Sources: (<http://www.hamilton.edu/academics/resource/wc/usingsources.html>) "Writing With Sources": (<http://www.fas.harvard.edu/~expos/sources/>) In addition to the previously referenced departmental policy, all students are also subject to UB's University Policy on Academic Dishonesty.

**Important Research Requirement:** This is a departmental requirement without which you will receive an "Incomplete Grade" - There are no exceptions here so please refer to the course website for all the information related to this important part of the course and adhere to it accordingly to avoid any last minute stresses.

If you have any questions about this departmental requirement or you cannot get into a research study contact **Katie Niblock** today or please write the 5 page paper and submit it to her [katienib@buffalo.edu](mailto:katienib@buffalo.edu) before the due date/ last day of class **i.e. Friday, December, 11<sup>th</sup> 2015. Specifically for MGB 301 (F7B & F8B) contact Hamed Ghahremani: [hamedgha@buffalo.edu](mailto:hamedgha@buffalo.edu) or Dr. James Lemoine: [jlemoine@buffalo.edu](mailto:jlemoine@buffalo.edu) with any questions you may have about the study**

**Final Course Particulars:** As instructor, I reserve the right to make changes in the class schedule and syllabus as deemed appropriate. I will however inform you and expect you to be responsible for any changes announced during class or posted on the course website (UBlearns)

**Please carefully read the syllabus** and check (*at least pretend you did*) any course related e-mails I send and / or post on UBlearns. It may be the reason why you are the only person showing up in class on a day when you are supposed to complete your simulation or meet with your team for an important team project!

**Active class participation and in class discussions are critical components of this course and you are expected /encouraged to share your opinion on different topics during the course of the semester. The best way to be prepared is to be prepared before class and practice what you have prepared by contributing in class!**

***LOOKING FORWARD TO AN EXCITING SEMESTER!***

**Course Outline - MGB 301 (Tuesdays & Thursdays 9:30 & 11am in Capen 262)**

| <b>Week</b> | <b>Date</b>     | <b>Topic &amp; Chapter Readings</b>  | <b>Assignments Due</b>   |
|-------------|-----------------|--|--|
| 1           | T, Sept 1       | Course Overview  | Syllabus Class Norms / Expectations Meet Your Team Members                                   |
|             | R, Sept 3       | What is OB?  | Meet Your Team- Final <i>Group Project Layout</i>  |
| 2           | T, Sept 8       | Diversity in Organizations   | -  |
|             | R, Sept 10      | Attitudes & Job Satisfaction   | <i>Submit signed syllabus acknowledgement<br/>In- class</i>                                  |
| 3           | T, Sept 15      | Emotions & Moods   | <b>Group Project #1<br/>Hardcopy: Today in class (hardcopy)<br/>E- Response by 11:59pm</b>   |
|             | R, Sept 17      | Personality & Values I & II  | <b>Complete StrengthsQuest Assessment<br/>Begin Work On Individual Simulation</b>            |
| 4           | T, Sept 22      | Personality & Values II  | <b>Review Lecture on Perception &amp; Individual Decision Making<br/>Progress Report Due</b> |
|             | R, Sept 24      | <b>NO LECTURE<br/>Complete Individual Simulation<br/>Report Due TODAY 11am /<br/>12:30pm</b> | <b>NO CLASS LECTURE<br/>Individual Simulation Report<br/>Due TODAY 11am / 12:30pm</b>        |
| 5           | T, Sept 29      | Motivation / Concept to Application  | Review for Exam 1  |
|             | <b>R, Oct 1</b> | <b>Exam #1<br/>Chapter 1-8</b>   | <b>In Class Exam</b><br><i>No makeup except with prior arrangement/ medical proof *</i>      |

|    |           |  |   |
|----|-----------|--|---|
| 6  | T, Oct 6  | Foundations of Group Behavior  | Discuss simulation results / Reciprocity Ring Exercise<br>Sign up for Group Meeting : During class time/office hour-signup                                      |
|    | R, Oct 8  | Understanding Work Teams   | <b>Group Project #2 – due by 11:59pm, Today</b><br>Confirm Your Group Meeting : During class time/office hour-signup  |
| 7  | T, Oct 13 | Communication I  | <b>Evaluation #1 - due by 11:59pm, Today</b>  |
|    | R, Oct 15 | Communication II<br>&<br>Leadership  | <b>Please begin to work on Individual Paper / Group Sign Up</b>   |
| 8  | T, Oct 20 | Power and Politics in the Work Place   | <b>Guest Lecturer – Valerie Hawthorn</b><br>Manager of Employment - National Fuel   |
|    | R, Oct 22 | Leadership & Power   | <b>Group Case - In class discussion</b>   |
| 9  | T, Oct 27 | No Lecture/ <i>group meeting before proceeding with Project</i><br><b>Jacobs 251</b> | No Lecture Today ( <i>Meet with Prof Siaw-Asamoah as a group before proceeding with Project</i> ) – Jacobs 251<br><b>Group Project #3 due by 11:59pm, Today</b> |
|    | R, Oct 29 | Conflict & Negotiation I   | <b>Individual Case – due by 11:59pm, Today</b><br><b>Evaluation #2 due by 11:59pm, Today</b>  |
| 10 | T, Nov 3  | Conflict & Negotiation II  | <b>Continue working on Individual Reflective Paper</b>  |
|    | R, Nov 5  | Organizational Change I  | <b>Individual Case # – In class discussion -</b>  |
| 11 | T, Nov 10 | Organizational Change II   | <b>Guest Lecturer - Alison Wilcox</b><br>Senior Strategy Advisor, COOs/Membership<br>Girls Scouts USA   |

|    |                  |  |  |
|----|------------------|--|--|
|    | R, Nov 12        | Organizational Structure                           | <b>Group Project #4 (TBD) due by 11:59pm, Today</b>  |
| 12 | T, Nov 17        | Organizational Culture                             | <b>Guest Lecturer – Tricia Prieto</b><br>Market Place Inc. - Conflict Coach & Cross Cultural Facilitator |
|    | R, Nov 19        | <b>EXAM #2</b><br><b>Chapters 9-17</b>             | <b>In Class Exam</b><br><i>No makeup except with prior arrangement/ medical proof</i>                    |
| 13 | T, Nov 24        | <b>NO LECTURE:</b><br><b>WORK ON PROJECT</b>       | <b>NO LECTURE : WORK ON PROJECT</b><br><b>Individual Reflective Paper; Due by 11:59pm Today</b>          |
|    | <b>R, Nov 26</b> | <b>THANKSGIVING BREAK</b>                          | <b>THANKSGIVING BREAK</b>  |
| 14 | T, Dec 1         | <b>NO LECTURE:</b><br><b>WORK ON FINAL PROJECT</b> | <b>NO LECTURE:</b><br><b>WORK ON FINAL PROJECT PRESENTATION</b>  |
|    | R, Dec 3         | Team Presentations<br>4/5 (TBD)                    | Team Project Paper Due (if presenting)   |
| 15 | T, Dec 8         | Group Presentations<br>4/5 (TBD)                   | Team Project Paper Due (if presenting)   |
|    | R, Dec 10        | Wrap Up  | <b>FINAL PEER EVALUATION DUE BY 11:59pm, TODAY</b>   |

**PLEASE NOTE:** This Course Outline and the lecture material may be adjusted at my discretion based on the progress of the class.  
All such changes will be posted on the course website &/or announced in class