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Academic Inquiries: Portland State University

**BA 302: Organizational Behavior (4 quarter hours)**

**BA 299-SPST: Organizational Behavior (2 quarter hours)**

**Basic Information:**

<b>Instructor Name</b>	Scott Freehafer, Ph.D, SPHR, SHRM-SCP
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<b>Office</b>	TBD
<b>Office Hours</b>	TBD, and by appointment

**Course Description:**

This course offers a study of the behavior of individuals in organizational settings using a lecture/discussion format. General categories of study include the individual, the individual-organization interface, and the organization itself.

Introduces various concepts and tools that will assist in understanding behaviour and enhancing effectiveness in organizations at individual, group and organization-wide levels. Topics include attitudes, values and ethics; motivation and rewards; leadership, communication and change. Also provides an applied foundation for work group effectiveness.

**Required Course Materials:**

<b>Textbook</b>	<b>Edition</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN-10</b>
Canadian Organizational Behaviour	9 <sup>th</sup> Edition	McShane, Steven L. and Tasa, K. (2015)	Toronto:McGraw Hill Ryerson.	1259030539
Link to e-book: <a href="https://www.amazon.ca/Canadian-Organizational-Behaviour-Steven-McShane/dp/1259030539">https://www.amazon.ca/Canadian-Organizational-Behaviour-Steven-McShane/dp/1259030539</a>				
Essentials of Organizational Behavior	2 <sup>nd</sup> Edition	Terri A. Scandura	SAGE Publications, Inc	1506388469
Link to e-book: <a href="https://www.amazon.ca/Essentials-Organizational-Behavior-Evidence-Based-Approach-ebook/dp/B07C6JMNKL/ref=sr_1_1?ie=UTF8&amp;qid=1548319007&amp;sr=8-1&amp;keywords=Essentials+of+Organizational+Behavior+An+Evidence-Based+Approach">https://www.amazon.ca/Essentials-Organizational-Behavior-Evidence-Based-Approach-ebook/dp/B07C6JMNKL/ref=sr_1_1?ie=UTF8&amp;qid=1548319007&amp;sr=8-1&amp;keywords=Essentials+of+Organizational+Behavior+An+Evidence-Based+Approach</a>				

**Course Hours:**

The course has 19 class sessions and a 5-hour field trip. Each class session is 160 minutes in length. The course normally meets from Monday to Friday. This course has a total of 67 contact hours including a final exam. Final exams are scheduled on July 29 and 30, 2019.

**Prerequisite:**

None

**Course Schedule:**

<b>Week</b>	<b>Session</b>	<b>Day</b>	<b>Topic (s)</b>	<b>Chapter(s)</b>
Week 1	July 2	T	School Orientation	
		W	Course Introduction	

	July 3		Ch. 1 - History of OB Ch. 2 - Individual Behaviour, Personality, and Values	Ch. 1 Ch. 2
	July 4	TH	Ch. 3 - Perception and Learning	Ch. 3
	July 5	F	Ch. 4 - Attitudes, Emotions, and Stress	Ch. 4
Week 2	July 8	M	<b>Quiz #1 over Chapters 1, 2, 3, 4</b> Ch. 5 - Motivation	Ch. 5
	July 9	T	Ch. 6 - Performance Practices	Ch. 6
	July 10	W	Ch. 7 - Decision Making and Creativity	Ch. 7
	July 11	TH	Ch. 8 - Team Dynamics	Ch. 8
	July 12	F	Ch. 9 - Communication	Ch. 9
Week 3	July 15	M	<b>Quiz #2 over Chapters 5, 6, 7, 8, 9</b> Ch. 10 - Power	Ch. 10
	July 16	T	Ch. 11 - Conflict and Negotiation	Ch. 11
	July 17	W	Ch. 12 - Leadership	Ch. 12
	July 18	TH	Ch. 14 - Culture	Ch. 14
	July 19	F	<b>Field Trip (5-Hour)</b> Company Visit of Industrial Bank Co., LTD  Industrial Bank is one of the first batch of joint-stock commercial banks in China and represents a time of change. Industrial Bank will arrange their HR manager and Business manager to introduce key elements of their bank operations.	
Week 4	July 22	M	<b>Quiz #3 over Chapters 10, 11, 12, 14</b> Ch. 15 - Change	Ch. 15
	July 23	T	Class Presentations	
	July 24	W	Class Presentations	
	July 25	TH	Final Exam Review	
	July 26	F	Final Exam Review	
Week 5	July 27	SAT	Reading Day	
	July 29	M	<b>Final Exams</b>	
	July 30	T	<b>Final Exams</b>	

### **Evaluation:**

#### **Individual Assignment**

Details of the individual project will be announced in class.

#### **Group Project and Presentation**

The group projects are case studies and will be marked on the application of course concepts to the case, and professional style. More specific expectations will be given in class. A portion of your grade will be based on the 10 minutes presentation of the case completed for the group project.

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## Quizzes

The quizzes are closed-book. Students are not permitted to use dictionaries (paper or electronic), calculators, cheat sheets or other materials or devices during the exam. All course material is subject for examination (i.e. activities, videos, cases, readings, textbook material, supplemental handouts, etc.)

## Final Exam

The final exam is closed-book. Students are not permitted to use dictionaries (paper or electronic), calculators, "cheat sheets" or other materials or devices during the exam. All course material is subject for examination (i.e. activities, videos, cases, readings, textbook material, supplemental handouts, etc.)

## Grading Policies:

<b>Part</b>	<b>Percentage</b>	<b>Points</b>
Attendance	5%	5
Group Project and Presentation	15%	15
Individual Assignments/Homework	20%	20
Quizzes	30%	30
Final Exam	20%	20
Total	<b>100%</b>	<b>100</b>

## Grade Distribution:

<b>Percentage</b>	<b>Letter Grade</b>	<b>Grade Points</b>
100-90	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59 or below	F	0.0

## Academic Integrity

School expects honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles of scholarly research and writing in all academic work.

Academic dishonesty or cheating includes acts of plagiarism, forgery, fabrication or misrepresentation, such as the following:

- claiming the work or thoughts of others as your own
- copying the writing of others into your written work without appropriate attribution
- writing papers for other students or allowing them to submit your work as their own
- buying papers and turning them in as your own

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- having someone else write or create all or part of the content of your assignments
  - submitting the same paper for more than one study or class without explicit permission from the faculty members

### **General Principles**

This program is committed to principles of trust, accountability, clear expectations and consequences. It is also committed to redemptive efforts, which are meaningful only in light of these principles. Students will be granted due process and the opportunity for an appeal.

Academic dishonesty offenses generally are subject to incremental disciplinary actions. Some first offenses, however, receive severe penalties, including dismissal from the program.

### **General Disciplinary**

The following is a non-comprehensive list of possible actions apart from dismissal from the program: warning from a professor, program director; a lower or failing grade on an assignment, test or course; suspension or dismissal from the course; suspension or dismissal from the program.

### **Disciplinary Actions for Specific Offenses**

Some academic dishonesty offenses call for specific disciplinary actions. The following have been identified:

Falsification of documents: Students who falsify or present falsified documents may be dismissed. Prospective students who are discovered to have presented falsified admission documents prior to admission shall be denied admission to the program. Should it be discovered after admission that a student had presented falsified documents for admission, such admission may be annulled and the record of academic achievement removed from the academic record, with appropriate notations. Such annulments or denials may be reviewed after one year.

Dishonesty in course requirements: Course work (a quiz, assignment, report, mid-term examination, research paper, etc.) in which a student has been dishonest generally will receive zero points towards the grade in fulfillment of a course requirement, and/or the student may receive a failing grade for the course. The professor of the course determines the appropriate consequence.

Final assignment: If a student cheats in a major or final assignment such as a comprehensive examination or presents plagiarized material in a major or final assignment, that student shall receive an F in that particular subject. If a student cheats on more than two exams or assignments shall be dismissed from this program.