I. CATALOG DESCRIPTION
This course introduces students to the dynamics of human behavior in the workplace through the study of such topics as perception, learning, motivation, leadership and group behavior. Students will learn principles of interpersonal influence, conflict resolution, and effective group behavior and develop an awareness of ethical issues in the workplace and organizational social responsibility. The course will also cover essentials of organizational structure and processes.

II. COURSE OVERVIEW
This course is designed to improve your people and organizations management skills by providing information that will enhance your understanding of yourself and other people in terms of behavior in the workplace. Organizational Behavior (OB) concepts and theories will help you identify problems and determine how to solve them, thus improving employee motivation, increasing productivity, improving organizational effectiveness and quality of life. The core topics include individual differences (values, personality, and perception), learning, motivation, communication, leadership, teams. The core topics also include concepts of principles of organizational structure, organizational culture and organizational development.

III. COURSE OBJECTIVES AND LEARNING OUTCOMES
To help you understand OB concepts and theories as they relate to three levels of analysis: the individual employee, teams/groups, and the organization itself. The class lectures, textbook, and other readings will provide this information.

To raise your level of self-awareness by reflecting on your own behaviors, values, and styles so as to become aware of your strengths and weaknesses in order to make the
appropriate changes that will lead to your effectiveness as an employee, manager, and leader. This will be accomplished by in-class self-assessment exercises and their analysis, and team and class discussion. You will also be exposed to concepts that will help you learn how organizations work.

IV. REQUIRED MATERIALS


Additional readings will be added to Sakai that relate to our class topics. Please plan to check Sakai frequently. In case you need to miss a class, you are fully responsible for getting class notes, handouts, and any important information discussed in class from your peers.

V. COURSE REQUIREMENTS AND GRADING CRITERIA *

1. Two Exams (during the semester). 50% (25% each). All exams are multiple choice, short answer, and essay. Exams are not cumulative.

2. Final Exam 25%. All exams are multiple choice, short answer, and essay. Exams are not cumulative.

3. Self-Reflection Paper 20%. No late papers will be accepted.

   The in-class discussions/exercises and their analysis will be important for the exams and your self-reflection paper. Because of this, regular attendance is essential for doing well in the course.

   Also, your learning experience will be enhanced by your openness to share your thoughts and ideas with others as well as listening to and gaining insights from others in the class.

   Because this course is about management (managing organizations, yourself and others), it is important to understand organizations, yourself and others and the implications this will have in a business context.

4. Class Engagement 5%. Regular attendance, class preparation and engagement are expected. Every student is expected to actively participate in team and class discussions. You are expected to prepare all class assignments before class in order to be able to effectively participate in these discussions.

VI. COURSE GRADING SCALE:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>93-100</td>
</tr>
<tr>
<td>A</td>
<td>90-92</td>
</tr>
<tr>
<td>A-</td>
<td>87-89</td>
</tr>
<tr>
<td>B+</td>
<td>83-86</td>
</tr>
<tr>
<td>B</td>
<td>80-82</td>
</tr>
<tr>
<td>B-</td>
<td>77-79</td>
</tr>
<tr>
<td>C+</td>
<td>73-76</td>
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<tr>
<td>C</td>
<td>70-72</td>
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<td>C-</td>
<td>67-69</td>
</tr>
<tr>
<td>D+</td>
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</tr>
<tr>
<td>D</td>
<td>60-66</td>
</tr>
<tr>
<td>F</td>
<td>00-60</td>
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</tbody>
</table>

*No extra credit available
VII. QUINLAN SCHOOL OF BUSINESS POLICIES:

1. Attendance
   Class attendance and participation are fundamental components of learning, so punctual attendance at all classes, for the full class meeting period, is expected of Quinlan students.
   
a. Attendance: It’s my expectation that you attend every class. Please email me in advance if you have a personal or university-related conflict.
   
b. Arriving late/leaving early: Please do your best to arrive and leave class on time. However, if you must arrive late/leave early – please do so in a courteous manner. Technology is great as long as it doesn’t disrupt class (mobile phones, laptops, etc.).
   
c. Assignments: The student is responsible for any assignments or requirements missed during an absence.

2. Make-Up Examinations
   
a. Loyola University academic policy provides that tests or examinations may be given during the semester or summer sessions as often as deemed advisable by the instructor.
   
b. Because Quinlan faculty believes examinations represent a critical component of student learning, required examinations should be taken during the regularly scheduled class period.
   
c. Make-up examinations are discouraged. Exceptions may be granted only by the faculty member or department chair, and only for unavoidable circumstances (illness verified by a signed physician’s note, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, or religious observance).
   
d. A make-up final examination may be scheduled only with the permission of the appropriate Quinlan Assistant or Associate Dean.

3. Academic Integrity
   
a. All members of the Quinlan School shall refrain from academic dishonesty and misconduct in all forms, including plagiarism, cheating, misrepresentation, fabrication, and falsehood…
   
b. Plagiarism or cheating on the part of the student in individual or group academic work or in examination behavior will result minimally in the instructor assigning the grade of “F” for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved.
   
c. For further information about expectations for academic integrity and sanctions for violations, consult the complete Quinlan School of Business Honor Code and Statement of Academic Integrity on the Quinlan website:
   
# MGMT 201
## Weekly Course Outline

<table>
<thead>
<tr>
<th>WEEK</th>
<th>WEEK OF</th>
<th>ASSIGNMENT/ACTIVITY</th>
</tr>
</thead>
</table>
| 1    | January 14, 16| Course introduction and overview  
Chapter 1 – Introduction to Organizational Behavior |
| 2    | January 21, 23| Chapter 2 – Diversity in Organizations  
Chapter 3 – Attitudes and Job Satisfaction |
| 3    | January 28, 30| Chapter 4 – Emotions and Moods  
In-class assessments |
| 4    | February 4, 6 | Chapter 5 – Personality and Values  
In-class assessments |
| 5    | February 11, 13| Chapter 6 - Perception and Individual Decision Making  
Course discussion on 1st and 2nd articles |
| 6    | February 25, 27| Chapter 7 – Motivation Concepts  
Exam # 1 |
| 7    | March 4 - 9   | **SPRING BREAK** |
| 8    | March 11, 13 | Chapter 9 – Foundations of Group Behavior  
Chapter 10 – Understanding Work Teams |
| 9    | March 18, 20 | Chapter 11 – Communication  
Course discussion on 3rd article |
| 10   | March 25, 27 | Chapter 12 – Leadership  
Course discussion on 4th article |
| 11   | April 1, 3    | Chapter 13 – Power and Politics  
Chapter 14 – Conflict and Negotiation |
| 12   | April 8, 10   | Course Review  
Exam #2 |
| 13   | April 15 - 17 | Chapter 15 - Foundations of Organization Structure  
Chapter 16 - Organizational Culture  
Self-Reflection Paper Due |
| 14   | April 22 -24  | Chapter 17 – Organizational Change and Stress Management  
Course discussion on 5th article |
| 15   | April 28      | Exam # 3 (Final) |

**PLEASE NOTE:** This class may occasionally deviate from the course outline above. The instructor reserves the right to make changes as needed to the course syllabus.