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Office Hours:
Mondays, 1:00 – 4:00 p.m. (open); Tuesdays, 4:00-5:00 p.m. (appointment preferred)

MGMT 201, Section 106

MANAGING PEOPLE AND ORGANIZATIONS

Fall Semester 2014, Tuesdays and Thursdays 10:00 – 11:15 AM, CLC 206

Catalog Description

Prerequisite: Sophomore standing.

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.

Course Overview

This course is designed to improve your people 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, and organizational culture.
Course Objectives and Learning Outcomes

1. 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.

2. 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 class discussion.

Required Materials


Other required reading materials: These will be on Sakai and shared in class. Additional readings may 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 another student (I highly recommend that you have a student partner).
Course Requirements and Grading Criteria

1. **Three Exams (during the semester)** 75% (25% each)
   - All exams are multiple choice, short answer, and essay. *Exams are not cumulative.*

2. **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 yourself and others), it is important to understand yourself and others and the implications this will have in a business context.

3. **Class Engagement** 5%
   - Regular attendance, class preparation and engagement are expected.
   - Group exercises will have peer evaluation components.

*No extra credit available*

Course Grading Scale:

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<tr>
<th>Score Range</th>
<th>Grade</th>
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<tr>
<td>93-100</td>
<td>A</td>
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<tr>
<td>90-92</td>
<td>A-</td>
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<tr>
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<tr>
<td>60-66</td>
<td>D</td>
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Quinlan School of Business Policies:

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.

Faculty may set participation policies unique to their courses and use class participation as a component of the final grade.

➢ See “Class Engagement”

The student is responsible for any assignments or requirements missed during an absence.

➢ Attendance: It’s my expectation that you attend every class. Please email me in advance if you have a personal or university-related conflict.

➢ 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.).

Make-Up Examinations

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. Because Quinlan faculty believe examinations represent a critical component of student learning, required examinations should be taken during the regularly scheduled class period. **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). A make-up final examination may be scheduled only with the permission of the appropriate Quinlan Assistant or Associate Dean.

If a make-up examination must be given, it is the responsibility of the faculty member to prepare, schedule, and proctor the exam. The only regular exception is for a student athlete, who may use the testing services of the Athletics Department to complete a make-up examination. For a student with a documented special testing need, please consult University policy concerning use of the testing center in Sullivan Center at Lake Shore Campus.
**Academic Integrity**

All members of the Quinlan School shall refrain from academic dishonesty and misconduct in all forms, including plagiarism, cheating, misrepresentation, fabrication, and falsehood…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.

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: http://www.luc.edu/media/lucedu/quinlanschoolofbusiness/pdfs/Honor-Code-Quinlan-July2012.pdf

**Mgmt 201 - Weekly Course Outline**

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<thead>
<tr>
<th>Week</th>
<th>Week of</th>
<th>Assignment/Activity</th>
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| 1    | Aug 26  | Course introduction and overview  
|      |         | Chapter 1 – Introduction to Organizational Behavior  
|      |         | Chapter 2 – Diversity in Organizations |
| 2    | Sept 2  | Chapter 3 – Attitudes and Job Satisfaction  
|      |         | Chapter 4 – Emotions and Moods  
|      |         | In-class assessments |
| 3    | Sept 9  | Chapter 5 – Personality and Values  
|      |         | In-class assessments |
| 4    | Sept 16 | Chapter 6 - Perception and Individual Decision Making  
|      |         | Course discussion on 1st and 2nd articles |
| 5    | Sept 23 | Chapter 7 – Motivation Concepts  
|      |         | Exam #1 review |
6 Sept 30  Exam #1 – Oct 2

7 Oct 7  No class Oct 7 – Fall Break
Chapter 9 – Foundations of Group Behavior
Group Exercises

8 Oct 14  Chapter 10 – Understanding Work Teams
Group Exercises
Course discussion on 3rd article

9 Oct 21  Chapter 11 – Communication
Group Exercises
Exam #2 review

10 Oct 28  Course discussion on 4th article
Exam #2 – Oct 30

11 Nov 4  Chapter 12 – Leadership
Chapter 13 – Power and Politics

12 Nov 11  Chapter 14 – Conflict and Negotiation
In-class assessments

13 Nov 18  Chapter 15 - Foundations of Organization Structure

14 Nov 25  Self Reflection Paper Due
Chapter 16 – Organizational Culture
No class Nov 27 - Thanksgiving

15 Dec 2  Chapter 17 – Organizational Change and Stress Management
Course discussion on 5th article
Exam #3 review
Final Exam/Exam 3: December 9, 1:00 – 3:00 p.m.

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.