



Management 201-001 – Managing People and Organizations Spring 2018

Instructor: Amy Kyhos
Email: akyhos@luc.edu
Office Phone: 312-915-6682
Office Hours: Thursdays 5:30-7:00 p.m., and by appointment
Schreiber Center #716

Course 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

- **Textbook:** Stephen P. Robbins and Timothy A. Judge. *Essentials of Organizational Behavior*. 12th edition paperback. Available at the Follett Bookstore for purchase and rental.
- **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.

Course Requirements and Grading Criteria

1. **Three Exams** 84% (28% each)

- All exams are multiple choice, short answer and essay. Exams are not cumulative.
- Exam #3 is the final exam.
- Each exam will have a reflection component. The in-class discussions/exercises and their analysis will be important for this aspect of each exam. Because of this, regular attendance is essential for doing well in the course.

2. **Group Project** 16%

- A group project and presentation will be assigned this semester.
- Grade will be composed of a paper (10%), presentation (5%) and the completion of a peer evaluation (1%).

No extra credit available

No late work accepted

Grading Breakdown

Exam 1	28%
Exam 2	28%
Exam 3 (final exam)	28%
Group Project	<u>16%</u>
Total	100%

Course Grading Scale

93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
60-66	D
0-60	F

Attendance

Class attendance is mandatory and essential to the value of the learning experience. Students are expected to attend all class sessions in order to pass the course. Missing more than 20% of scheduled classes severely jeopardizes the student's ability to pass the course.

In the event unavoidable emergencies or conflicts prevent you from attending class, you must notify the instructor and program director by e-mail prior to missing the class, and request options for covering missed material. Most of the subjects in a course are sequential. Therefore, it is important to understand the material covered in the missed class before the next class.

Make-Up Examinations/Assignments

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. Limited assistance in proctoring make-up exams may be available through a designated Quinlan administrative assistant. 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>

Additional Information

- To minimize distractions, laptops, tablets, phones must be used for course purposes only during class.
- All devices must be placed on silent.

Weekly Course Outline

<u>Class Number</u>	<u>Date</u>	<u>Topic & Assignment/Reading</u>
1	Jan 17	Course introduction and overview Chapter 1 – Introduction to Organizational Behavior
2	Jan 24	Chapter 3 – Attitudes and Job Satisfaction Chapter 4 – Emotions and Moods In-class assessments
3	Jan 31	Chapter 5 – Personality and Values In-class assessments
4	Feb 7	Chapter 6 - Perception and Individual Decision Making Exam #1 review Introduce Group Project Assignment
5	Feb 14	Chapter 7 – Motivation Concepts

6	Feb 21	Exam #1
7	Feb 28	Chapter 9 – Foundations of Group Behavior Chapter 10 – Understanding Work Teams
8	Mar 7	Spring Break
9	Mar 14	Chapter 11 – Communication Exam #2 review
10	Mar 21	Exam #2
11	Mar 28	Chapter 14 – Conflict and Negotiation In-class assessment (conflict styles)
12	Apr 4	Chapter 12 – Leadership Group Projects Due Group Presentation Day #1
13	Apr 11	Chapter 13 – Power and Politics Group Presentation Day #2
14	Apr 18	Chapter 15 - Foundations of Organization Structure Chapter 16 – Organizational Culture
15	Apr 25	Chapter 17 – Organizational Change and Stress Management Exam #3 review

Final Exam/Exam 3: May 2, 4:15 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.