Mgmt. 326-40 Organization Theory and Behavior  
Spring, 2010  Tuesdays & Thursdays, 4:00 to 5:50pm  
Course Outline

Instructor: Deborah Mott, MA, MACP  
Office: 336 Riverpoint  
Office Hrs: Riverpoint Room 234, Scheduled as Needed  
Phone: 509-474-0566  
E-mail: debmott@earthlink.net

Required Materials: 4 SCANTRON forms

COURSE DESCRIPTION:

This is a comprehensive survey course which includes both traditional material and emerging issues and topics in management. Major topical areas include the environmental context of management and the basic management functions of planning, organizing, leading and controlling. Included are discussions of: ethics, multiculturalism, strategic planning, organizational change, motivation, leadership, interpersonal relations and communication.

Students will be provided with opportunities to apply the text concepts during case analyses, experiential exercises, video assignments and class discussions. Individual and team formats will be used.

COURSE OBJECTIVES:

Upon completion of this course, a successful student should be able to:

1. Discuss the knowledge and skills required by managers operating in diverse organizations including such topics as: personality, culture, perceptions and attitudes.
2. Explain the importance of vision and strategy for decision-making.
3. Describe management under conditions of change.
4. Summarize major research in motivation, learning and goal-setting, and demonstrate their practical application.
5. Discuss the importance of communication and interpersonal skills in today’s business world.
6. Summarize major research in: leadership, power, ethics and social influence, and demonstrate their practical application.

CLASS ACTIVITIES:

Tests will be true/false and multiple-choice in nature, with a few short-answer questions. The final exam is not comprehensive. The tests will focus heavily on text content and application.

If you miss a test, you will need to notify me of your circumstances that day or as soon as possible. Make-up exams will be available for individuals with what I determine to be legitimate excuses.
ASSIGNMENTS:
Students will be required to complete four (4) written (typed, double-spaced) assignments during the quarter. Assignments will be distributed during class periods. Due dates are noted on the course schedule. If you are absent when an assignment is given, contact me to send a copy to you via e-mail.

Late assignments will not be accepted except in cases of emergency.

Please note that grading will be based on the quality and accuracy of your response as well as your written communication skills (spelling, grammar, punctuation and composition).

PROJECT:
Teams will complete a detailed analysis of a company (7-9 pages, plus reference page) and present their work to the class (approximately 15 minutes). Specific details for this project will be distributed on a separate sheet, including project requirements and criteria for grading.

CLASS ENVIRONMENT:
Discussion and Attendance: Students should come to class prepared to discuss, in a professional manner, the assigned readings and to participate in the events scheduled. Attendance alone is not sufficient to receive full credit in this category. If you miss a class period, you are responsible for finding out what you missed. Participation will be noted throughout the quarter.

Professionalism: Classroom professionalism is to be maintained at all times. This means that when someone is speaking or presenting their work, students should remain seated and the classroom should be silent, with the exception of invited questions (as in any academic environment, questions are welcome but informal chatter becomes a distraction for all those in attendance).

Electronic devices such as cellular phones, i-Pods/MP3 players, etc. should not be used during class. Students will be asked one time to put away the prohibited item, and may be asked to leave the classroom if he/she fails to cooperate. Failure to adhere to these standards will impact the student’s grade.

Academic Integrity: Academic dishonesty includes, but is not limited to, plagiarism and copying other’s responses during exams. Any questions of Academic Integrity will be handled as stated in the EWU Academic Integrity Policy. This policy is on the EWU website. Violations will result in a failing grade for the assignment, and potentially the course.

EQUAL OPPORTUNITY STATEMENT
No person shall, on the basis of age, race, color, gender, sexual orientation, gender identity, national origin or disability, be excluded from participation in, or be denied the benefits of, or be subjected to, discrimination under any program or activity of Eastern Washington University.

AFFIRMATIVE ACTION STATEMENT
Eastern Washington University adheres to affirmative action policies to promote diversity and equal opportunity for all faculty and students.
Mgmt. 326-40 Organization Theory and Behavior
Spring, 2010 Tuesdays & Thursdays, 4:00 to 5:50pm
Course Outline

The university is committed to providing support for students with disabilities. If you are a student with physical, learning, emotional or psychological disabilities needing an accommodation, you are encouraged to stop by Disability Services (DSS), TAW 124 and speak with Kevin Hills, the Manager of DSS, or call 509-359-6871.

GRADING:

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests</td>
<td>4 Tests @ 100 each</td>
</tr>
<tr>
<td>Assignments</td>
<td>4 Assignments @ 25 points each</td>
</tr>
<tr>
<td>Project</td>
<td>Preparation and Presentation</td>
</tr>
<tr>
<td>Other</td>
<td>Discussion, Professionalism &amp; Attendance</td>
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</tbody>
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700 points possible

GRADING SCALE (GENERAL GUIDELINES):

90 – 100 3.7 – 4.0
80 – 89 2.7 – 3.6
70 – 79 1.7 – 2.6
60 – 69 0.7 – 1.6
< 60 0

TENTATIVE SCHEDULE:

This schedule is tentative and may be revised in order to accommodate special circumstances that may arise in class.

March 30 & April 1
- Introduction / Expectations
- Team Formation for Final Project
- Assignment 1 distributed
- Part 1: An Introduction to Management
  - Chapter 1: *Managing and the Manager’s Job*
- Part 2: The Environmental Context of Management
  - Chapter 3: *The Environment and Culture of Organizations*

April 6 & 8
- Chapter 3 continued
- Chapter 4: *The Ethical and Social Environment*
- Chapter 5: *The Global Environment (p. 117-124 & 133-139)*
Mgmt. 326-40  Organization Theory and Behavior  
Spring, 2010  Tuesdays & Thursdays, 4:00 to 5:50pm  
Course Outline

April 13 & 15
- **TEST 1** *(April 13)*
- **Assignment 1 due** *(April 15)*
  - Chapter 6: *The Multicultural Environment*
- Group Meeting for Final Project

April 20 & 22
- Assignment 2 distributed
- Part 3: Planning and Decision Making
  - Chapter 7: *Basic Elements of Planning and Decision-Making*
  - Chapter 8: *Managing Strategy and Strategic Planning*

April 27 & 29
- **TEST 2** *(April 27)*
- **Assignment 2 due** *(April 29)*
  - Chapter 9: *Managing Decision Making and Problem Solving*
- Group Meeting for Final Project

May 4 & 6
- Assignment 3 distributed
- Part 4: The Organizing Process
  - Chapter 11: *Basic Elements of Organizing*
  - Chapter 13: *Managing Organization Change and Innovation*

May 11 & 13
- **Assignment 3 due** *(May 11)*
  - Chapter 14: *Managing Human Resources in Organizations*
- Part 5: The Leading Process
  - Chapter 15: *Basic Elements of Individual Behavior in Organizations*
- Group Meeting for Final Project

May 18 & 20
- **TEST 3** *(May 18)*
- Assignment 4 distributed
  - Chapter 16: *Managing Employee Motivation and Performance*
- Group Meeting for Final Project

May 25 & 27
- **Assignment 4 due** *(May 27)*
  - Chapter 17: *Managing Leadership and Influence Processes*
  - Chapter 18: *Managing Interpersonal Relations and Communication*
- Presentation of Final Projects
Mgmt. 326-40  Organization Theory and Behavior
Spring, 2010  Tuesdays & Thursdays, 4:00 to 5:50pm
Course Outline

June 1 & 3
  o  Chapter 19:  *Managing Work Groups and Teams*
  o  Chapter 20:  *Basic Elements of Control*
  •  Presentation of Final Projects

June 8 (4-6pm)
TEST 4