

**Management 5113 - Online
Syllabus
Spring 2018
27115
January 16 – May 11, 2018**

Instructor:

Toby Joplin, CPA, PhD, Clinical Assistant Professor of Management & Director of Executive Doctoral Programs

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Office Hours: By appointment

Course Site: (Brightspace by D2L): <http://online.okstate.edu> or <http://my.okstate.edu>

Online Learning Support: spearsonline@okstate.edu

Phone: 405-744-4048

Facebook: Follow Spears School Online Learning on Facebook! <https://www.facebook.com/SpearsOnline/>

Overview of the Course

This course focuses on psychosocial and behavioral issues in management. The course is founded upon an interdisciplinary approach, with major inputs coming from psychology, administrative science, engineering, medicine, sociology, and philosophy. The course will center on behavioral analysis and organizational concepts..

Course Prerequisites

None

Computer Requirements

- A broadband internet connection
- Windows 7 or Mac OS Mavericks or newer operating system are preferred
- Google Chrome or Mozilla Firefox web browser
Note: lecture videos are not compatible with Internet Explorer or Edge
- [VLC Viewer](#) video player (click on link to download)

Course Goals

It is expected that this course will help fulfill MBA Program Learning Goals of Ethical Decision Making, Teamwork & Leadership, Decision Analyses, Critical Thinking, and Written Communication Skills.

Course Objectives

Five specific course objectives will be approached through the course materials:

1. To learn about individual behavior through motivation, work attitudes, learning, perception, stress, and decision-making.
2. To learn about interpersonal behavior through communication, conflict, influence, power, change, culture, and leadership.
3. To learn about groups and teams through intragroup and intergroup behavior.
4. To learn about organizational behavior through the above topics.
5. To improve your communication skills through exams, cases, and discussions.

Texts and Supplementary Materials

Text: Kinicki, A. & Fugate, M. *Organizational Behavior, A practical, problem solving approach* (2nd Edition)

ISBN13: 9781259732645

Cases: Register at Harvard Online, Pay for and Download – see page 7 for directions and link to cases.

Course Requirements

I) 2 online classroom examinations (250 points each)	= 500 points
II) How Will You Measure Your Life Project	= 50 points
III) 3 Case Analyses (50 points each)	= 150 points
IV) Online Participation	= 50 points
<u>IV) Group Developmental Case (3 deliverables – see below)</u>	<u>= 250 points</u>
Total Available Points	=1000 points (100%)

Grading Policy

A = 90%+	Outstanding Work	= 900 - 1000 points
B = 80%+	Very Good Work	= 800 - 899 points
C = 70%+	Acceptable Work	= 700 - 799points
D = 60%+	Needs Improvement	= 600 - 699 points
F = 60%	Unacceptable Work	= Less than 600 points

Description of Course

Online Examinations

You may take your midterm and final examinations 1) at a testing center or using ProctorU. See the details below.

One week prior to course start date, go to the Spears School of Business Online Learning website to choose a testing center at: spearonline.okstate.edu, and click on “Select Testing Center” at the top right of the page. Follow the instructions to identify your testing center.

There you can also choose ProctorU as your testing site. Up to one week before each exam start date, make your appointment directly with your testing center to take each exam while being monitored by a proctor for test security reasons. The exam and/or exam instructions will be sent to your testing center 3 days prior to the exam start date. Contact the Spears School Online Learning office at spersonline@okstate.edu, or call (405) 744-4048 if you have any questions regarding the testing center sign up process. You may also visit <http://spears.okstate.edu/online/guide>.

There are 2 exams. The exam date is included in the Tentative Schedule. THERE ARE NO MAKE-UP EXAMS. If you have a problem, you must contact me before the examination. You are expected to complete your exam **UNAIDED**. Failure to do so will result in an F! for you and those who helped you. Both exams will be ‘content checks’ using multiple-choice questions. Exams will be based upon the text, supplemental readings from HBR, lectures, assigned videos and cases. Exams will be timed. Anything we cover in the course may appear on an exam.

II) How Will You Measure Your Life? Project

This is by necessity an individual project. Two of the key learning objectives for this course are to 1) learn about individual behavior and 2) learn about interpersonal behavior. One subcomponent of interpersonal behavior is leadership. And yet one of the most difficult people to learn to lead is oneself; what I refer to as “*that guy or girl that we see in the mirror every morning.*”

As leaders of organizations, we frequently participate in strategic planning wherein we document the organization’s values, purpose, mission, and strategy. In this project, you will reflect upon and document your personal values. You will think about your purpose and propose a personal mission. You will develop a life and career strategy based on your own strengths and weaknesses. We will effectively answer for each of ourselves, the question that Harvard Professor Clayton Christensen asked of the HBS class of 2010, “[How will you measure your life?](#)”

The good news is that there are no wrong answers because only you can answer these questions for yourself. However, the bad news is that nobody can give you the answers either. Your grade on this project will be based on the level of thought that you put into it and how well you follow the prescribed procedures. This type of reflection can positively affect the trajectory of your career and your life. You will get out of it, only what you put into it. Carpe Diem!

III) Case Analyses (from HBR cases)

In groups, you will prepare a 4-5 page (double-spaced, one inch margin, 12 point font, Times New Roman) analysis for 3 of the cases (i.e., Harvard Business Review Cases) we have selected (see Tentative Schedule). Do NOT summarize the case. We have read them. Your focus should be to describe next steps and improvement plans to carry the case further. Your analysis should be based on concepts and theories that are covered in this course. How would you implement your plans? What are some potential outcomes of your plans? Are there any potential pitfalls?

Potential cases that I have selected are: *Portman Hotel, Mount Everest, Henry Tam, Coach Knight and Coach K* (two short cases for one assignment), and *Do something – He’s about to snap*. You can analyze and submit any 3 of these 5 cases. However you will be tested over all five cases.

Each team member is required to participate in each analysis. At the end of the analysis, I require a contribution summary for the group’s members (i.e., Jeremy did this, Heather did that, etc...). I know that many of you will be tempted to “rotate” the responsibility for writing the responses among your team members (i.e., one person does case 1, another 2, etc.). While I cannot stop you from doing this, I caution you that this practice will lead to sub-optimal performance. None of you are as individually smart as the collective intelligence of your team. The cases are TEAM assignments and my experience is that teams that work on the cases jointly create more innovative, thorough, and higher scoring responses. You may want to rotate the leadership for compiling your responses but each team member should provide ideas towards the finished project. Cases are due the week they are assigned in the timeline (by Sunday midnight, Central Time during the week assigned).

IV) Group Developmental Case

Unlike the case analyses described above, this is a case that **teams will develop on their own seeking feedback from the instructor**. The case can be on any topic that we are covering this semester. It is expected that cases will be developed around a problem in a real organization (this is typically developed around students’ interests) with which one of your group members is familiar. This may be an organization in which you worked or one with which you are just familiar. **It is highly recommended that groups seek instructor feedback about the case and problem.** Cases should range between 15 and 20 pages of text (this does not include references, tables, figures, etc.) and should be presented in a professional manner following the [APA Citation Style](#).

Do NOT repurpose a paper from another course. An OB paper is quite different from a Strategy paper. All case analyses will be run through TunitItIn to check for plagiarism and that the paper hasn’t been previously submitted for another course. Sample Group Development Cases are posted in the Miscellaneous folder in the Content Section on D2L/Brightspace. Three deliverables are required for this case:

1. Outline of problem (**due on 9/24, midnight central time**): this is just a one page summary of the idea, problem, and how you might fix the problem using theory and practical solutions we have discussed in class and read about. I will provide feedback on the case ideas. (worth 10% of group case grade) Be sure to complete “Contribution Summary Form.” Submit via Dropbox.
2. Draft of case (**due on 11/5, by midnight central time**). I will provide feedback for the case. (Worth 15% of group case grade) Be sure to complete “Contribution Summary Form.” Submit via Dropbox.
3. Final Draft (**due on 12/3, by midnight central time**) (Worth 75% of group case grade). Final drafts submitted in the “Dropbox” will be check through Turnitin.com for plagiarism. **ALL PARAPHRASED, QUOTED OR REFERENCED MATERIAL SHOULD BE PROPERLY CITED.** Each paper should include a bibliography or reference section at the end. Any case of plagiarism will be prosecuted according to the maximum penalty possible under university policy. Be sure to complete “Contribution Summary Form.”

Internet Netiquette Guidelines

A melding of the words "network" and "etiquette", **netiquette** refers to the manner in which communication is conveyed in an electronic environment.

Here are some guidelines for communication within this course:

- REFRAIN FROM USING ALL CAPS. It is considered SHOUTING when communicating online.
- Do not post or forward offensive or racially insensitive jokes or comments.
- Be careful with humor and sarcasm.
- Don't respond to personal attacks: Contact the instructor for action and referral.
- Always add in the subject line a concise statement describing the email or discussion post.
- Respect others' opinions. If you disagree with what another has said, post your thoughts in an objective, respectful manner. Do not make remarks that can be taken personally.
- Reflect upon the text you have entered before posting.
- Keep the discussion within the scope of the course material.
- Communication should be grammatically correct. Adhere to correct sentence structure, grammar, and spelling conventions. Proofread for errors before posting a message.
- Before you respond to a threaded message, read all the messages related to that message that have been previously posted.
- Send out an email to a group using the blind carbon copy field – BCC does not allow your recipients to view who was sent the email.

Instructor Response Either my Graduate Teaching Assistant or I will respond to student inquiries within 24 hours during Monday-Friday business hours. Students should expect that grades for assignments to be posted to the Gradebook in Brightspace within one week of turning in the assignment. I typically am "offline" for one day each week to focus on research and am unavailable that day. I expect to work on research on Thursdays during the Fall semester.

Make-up Policy

Students are expected to take each exam on the date given and submit each assignment in a timely manner. If for any reason a student cannot attend an exam or submit an assignment, he or she must notify the instructor prior to the examination.

University Policy

Drop Policy

Information about university drop policy and dates is at this website:

<http://registrar.okstate.edu/>

To drop this course, contact the Registrar's office, (405) 744-6876, or drop through Banner Self Service, <http://my.okstate.edu>

Academic Integrity

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu/>.

Accessibility

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible, so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. For more information about OSU Student Disability Services, please go to: <http://sds.okstate.edu>.

Syllabus Attachment

For more student resources, go to: <https://academicaffairs.okstate.edu/content/resources-students>

Tentative Schedule

Please read the assigned chapters and cases before the dates indicated below and come to class prepared to 1) discuss the theory and 2) describe how you have seen it applied in your or other's organization.

<u>Week of:</u>	<u>Chapters in Text</u>	<u>Cases and extra videos</u>	<u>Topic:</u>
1/16	Chapter 1	The Morality of Capitalism ^a	Making OB Work for Me
1/22	Chapters 2 & 3	Susan Cain: The Power of Introverts ^a	Individual Differences & Work Attitudes
1/29	N/A	How Will You Measure Your Life? * DUE 2/4 Trombone Player Wanted (See Links on Brightspace)	Self Assessment & Goal Setting

2/5	Chapter 4	Trombone Player Wanted (See links on Brightspace) Richard Moore Interview ^a	Social Perceptions and Managing Diversity
2/12	Chapter 5	Outline of Group Development Case. DUE BY 2/11	Motivation Foundations
2/19	Chapter 6	Portman Hotel Case DUE BY 2/18	Performance Management
2/26	Chapter 10	Do something, he's about to snap DUE BY 2/25	Conflict & Negotiation
3/4-5	<i>Midterm Exam</i>		
3/12	Chapter 11	Mount Everest* DUE BY 3/11	Decision-making
3/19	Spring Break		
3/26	Chapters 7 & 8	Henry Tam and the MGI Team* DUE BY 3/25	Positive OB & Groups & Teams
4/2	Chapter 12	Draft of Group Development Case. DUE BY 4/1 Bonus Videos (NOT REQUIRED to Watch) 1 , 2 , 3 , 4 , 5 , 6	Influence, Empowerment, & Politics
4/9	Chapters 13 & 16	Coach K & Coach K. DUE BY 4/8 Tim Redmond Interview ^a (Posted to D2L)	Leadership & Managing Change & Stress
4/16	Chapter 14		Organizational Culture
4/23	Chapter 9	Final Draft of Group Development	

		Case DUE BY 4/22	
4/30	Dead Week: Review for Final Exam		
5/6-7	<u>Final Exam</u>		

* denotes there is a lecture video to accompany case. ^a denotes extra video with further explorations on a topic

Directions for Harvard Business Cases and Readings:

This section explains how to get the course materials you need for class on the Harvard Business Publishing for Educators web site.

Course link:

<http://cb.hbsp.harvard.edu/cbmp/access/70647280>

You need to register on the site to create a user name if you do not already have one.

Some course materials are PDF documents and you can open them with Adobe Reader. eLearning materials include a link you can use to gain access to them.

You will have access to the course materials for 6 months.

After you register, you can get to the coursepack at any time by doing the following:

1. Visit **hbsp.harvard.edu** and log in.
2. Click **My Coursepacks**, and then click Organizational Theory & Behavior Spring 2018

COURSE DETAILS

Professor: Toby Joplin

Coursepack Name: Organizational Theory & Behavior

Course Number: Mgmt 5113

Course Start Date January 16, 2018

Course End Date: May 11, 2018

Reference Code: 70647280

For technical assistance, please contact the Harvard Business Publishing Tech Help line at (800) 810-8858 (outside the U.S. and Canada, call 617-783-7700); or email techhelp@hbsp.harvard.edu. Their business hours are 8 am - 8 pm ET, Monday-Thursday, and 8 am - 7 pm ET on Friday.

