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Calumet College

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of Saint Joseph

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

### **COURSE SYLLABUS, Fall 2018**

**Course:** MSM 574, Organizational Behavior and Performance Management

#### **Instructor Information:**

<b>Instructor Name</b>	Dr. Roy Scheive
<b>Office Number:</b>	511
<b>Phone Number:</b>	219-473-4228
<b>Cell Phone</b>	219-671-1065, if you text me please identify yourself
<b>Email:</b>	rscheive@ccsj.edu
<b>Office Hours:</b>	Monday through Thursday, Noon to 4:00 P.M.

**Instructor Background:** My name is Dr. Roy Scheive and I am the Chair of the Business Management Department, the Director of the Organization Management Program, and the Director of the Master of Science in Business Management Program. I earned my undergraduate degree from Indiana University in Organization Management. I earned my first Master's Degree in Education from Purdue University, and a second Master's Degree in Leadership from Indiana Wesleyan University. I completed my Ph.D. in Leadership from Indiana Wesleyan University. My dissertation studied the *Impact of Academic Administrators Transformational Leadership Styles on Faculty's Perceptions and Participation in Shared Governance*.

I enjoy traveling and learning about new cultures. I have attended CCSJ's mission project in Guatemala twice and have helped raise money for the mission since 2006. I have taught Global Management courses in the MBA Program at Escuela de Organizacion Industrial University in Madrid, Spain and have taken courses at the University of Maastricht in the Netherlands. Last year (2017) I completed my certification in Cultural Intelligence (level 1 & 2) from the highly respected Cultural Intelligence Center. I have taught the following courses in both the traditional and accelerated programs at Calumet College of St. Joseph:

- Business Mathematics
- Organizational Behavior
- Integrated Project
- Integrated Mathematics Concepts
- Business Writing
- Marketing
- Applied Management
- Global Management
- Human Resource for Managers
- Business Ethics

<b>Course Information:</b>	
<b>Course Time:</b>	6:00 P.M. to 10 P.M. Thursday Evening on September 6, 13, 20, 27, October 4, 11, and 18
<b>Classroom:</b>	Room 300, Whiting Campus
<b>Prerequisites:</b>	Enrolled in the MSM Program.
<b>Required Books and Materials:</b>	Organizational Behavior: Improving Performance & Commitment in the Workplace, 6th Edition. Jason Colquitt, Jeffrey Lepine & Michael J. Wesson.
<b>Learning Outcomes/ Competencies:</b>	
Students in this course will be able to:	
<ul style="list-style-type: none"> <li>▪ Understand and apply concepts of organizational behavior</li> <li>▪ Understand and apply concepts relating to job satisfaction, stress, motivation, ethics and decision making</li> <li>▪ Understand and critically analyze individual employee characteristics (personality and cultural values and the different types of abilities-cognitive, emotional and physical)</li> <li>▪ Apply group mechanisms ( communication, negotiation, leadership styles and behaviors)</li> <li>▪ Comprehend and analyze the importance of organizational structure and organizational culture within a workplace</li> </ul>	
<b>Course Description:</b> Students will study aspects of today’s corporate culture and its relationship to behavior and organizational performance. Students will focus on the optimal design of organizations to operate in various environments and for different functions.	

<b>Assessments:</b>		
<b>Assessments:</b>	<p><b>Assessment:</b> Knowledge associated with this course will be assessed as follows:</p> <ul style="list-style-type: none"> <li>▪ Class Participation / Collaboration /Attendance points</li> <li>▪ Quizzes, Quizzes on night two through six will be taken on-line. The first quiz will be taken in class at the end of class session one. <b>There is no quiz on night seven</b></li> <li>▪ Week two through six discussion questions</li> <li>On-line Discussion week two and Four</li> <li>▪ Presentation</li> <li>▪ Theory Paper</li> </ul> <p style="text-align: center;"><b>Total Points</b></p>	<p>5 points each, 35 points total</p> <p>10 points each; 60 points total</p> <p>10 pts each, 50 points total</p> <p>10 points each, 20 points total</p> <p>15 points</p> <p>40 points</p> <p><b>220 points</b></p>
<b>Class Attendance Policy</b>	<p><b>Class Policy on Attendance:</b> You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course. Students are expected to attend all classes. If in the event you must miss one class session you must contact the instructor before class by email or phone. Your final course grade will be lowered if you miss a class by 5 % of the total course points (10 points). Students who miss more than one class will be withdrawn from the course.</p>	

	<p><b>Course Policy on Lateness:</b> If a student misses more than four hours of class (one class session) they will be withdrawn from the course. This means that if you miss a class you will be withdrawn from the course if you leave early or arrive late to another class session. Three points will be deducted from your course total points for each class session you arrive late to.</p>	

**Grading Scale:**

100% – 92%: A	91% – 90%: A-	
89% – 88%: B+	87% – 82%: B	81% – 80%: B-
79% – 78%: C+	77% – 72%: C	71% – 70%: C-
69% – 68%: D+	67% – 62%: D	61% – 60%: D-
59% and below:	F	

### Course Schedule:

Week	Date	Assignment
1	September 6	Read Chapters 1, 2 and 3. Be prepared to take quiz at end of class <b>Students may use their own personal notes when taking the quiz.</b>
2	September 13	Read Chapters 4, 5 and 6, Be prepared a timed quiz on backboard over this material  Complete the following Discussion Questions: 4.1, 4.2, 4.3, 4.5 page 116 5. 4, 5.5 page 150 6.2, 6.3, 6.4 page 186  Complete on-line discussion, <b>see section below referencing on-line discussion requirements</b>
3	September 20	Read Chapters 7, 8, and 9, Be prepared a timed quiz on backboard over this material 7.3, 7.4, page 221 8.1, 8.2,8.4 page 256 9.2, 9.4 page 292
4	September 27	Read Chapters 10, 11, 12, Be prepared a timed quiz on backboard over this material 10.1, 10.2, 10.3 page 327 11.1, 11.2, 11.3 page 361 12..2, 12.3, 12.4 page 399  Complete on-line discussion, <b>see section below referencing on-line discussion requirements</b>
5	October 4	Read Chapters 13, 14, Be prepared a timed quiz on backboard over this material 13.1, 13.2, 13.3 page 433 14.3, 14.4, 14.5 page 468
6	October 11	Read Chapters 15, 16, Be prepared a timed quiz on backboard over this material 15.4, 15.5 page 502 16.2, 16,3, 16.4 page 532  Presentations Due
7	October 18	Presentations Due and Theory Paper Due

**I reserve the right to change this schedule to meet the needs of the class.**

## Responsibilities

### WEEK TWO AND FOUR ON-LINE DISCUSSIONS (via Blackboard)

Students are expected to participate in two on-line discussions via Blackboard during the 2<sup>nd</sup> and 4<sup>th</sup> week of class. The faculty member will post a question or list of questions that students must respond to. The question(s) will be posted on Blackboard by Sunday before Noon. Students will need to provide their original response by **Sunday before Midnight**. Then students must provide a response that demonstrates thoughtful consideration to at least two fellow students' original post by **Wednesday before Midnight**. Students' original post must be at least 100 words in length. Response to other students post must be a minimum of 40 words in length.

Points may not be given if post are more than one day late.

**Sunday by Noon:** Faculty member will post on-line discussion question(s)  
**Wednesday by Midnight:** Student's original post are due (100 word minimum).  
**Sunday by Midnight:** Student's response post to fellow students due (40 word minimum).

<p><b>Class Participation</b></p>	<p>You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class, you may be asked to leave, in which case you will be marked absent. Class time is your time to participate in the discussion of the material. If you do not understand the material being presented, please ask appropriate questions.</p>
<p><b>Turning In Your Work</b></p>	<p>If a student misses more than four hours of class (one class session) they will be withdrawn from the course. This means that if you miss a class you will be withdrawn from the course if you leave early or arrive late to another class session. Three points will be deducted from your course total points for each class session you arrive late to.</p>
<p><b>CCSJ Student Honor Code</b></p>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with <b>commitment</b>, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>

<b>Using Electronic Devices</b>	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at <a href="http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite">http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</a></p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<b>Sharing Your Class Experience</b>	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <b>essential</b> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
<b>Withdrawing from Class</b>	After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.

<b>Resources</b>	
<b>CCSJ Book Rental Program</b>	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a> . <b>All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</b>
<b>Student Success Center:</b>	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
<b>Disability Services:</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.

<p><b>Student Assistance Program</b></p>	<p>Through a partnership with <b>Crown Counseling</b>, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, <b>contact Kerry Knowles SAP Counselor</b>, at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a>.</p>
<p><b>CCSJ Alerts:</b></p>	<p>Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p>