
Calumet College



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: ORMN 405, Organizational Behavior

Instructor Information:	
Instructor Name	Dr. Roy Scheive
Office Number:	511
Phone Number:	219-473-4228
Cell Phone	219-671-1065
Email:	rscheive@ccsj.edu This is most likely the best way to reach me
Office Hours:	Monday through Thursday Noon to Four P.M. <i>It is highly recommended that students make an appointment.</i>

Instructor Background: My name is Dr. Roy Scheive and I am the Chair of the Business Management Department and the Program Director of the Organization Management Program and Masters in 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 courses listed below in both the traditional and accelerated programs at Calumet College of St. Joseph.

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

Course Information:

Course Time:	6:00 to 10:00 P.M. Course Dates: August 29, 12, 19, 26, September 3
Classroom:	Room 300, Whiting Campus
Prerequisites:	None
Required Books and Materials:	<u>Organizational Behavior</u> , Kreitner, Robert and Kinicki, Angelo, Irwin Publishing, 10th Edition, c. 2013.

Learning Outcomes/ Competencies:

Students in this course will:

- ◆ Be able to analyzed the requirements of the modern workplace in the 21st century—one that is filled with uncertainty, impacted by rapidly developing technologies, and distinguished by continuous evolution and change— and describe what effective behaviors individuals demonstrate to produce excellent results.
- ◆ Demonstrate through experiential activities how values, level of diversity, and differences impact individuals and groups.
- ◆ Examine and evaluate how the best organizations mobilize groups (i.e. self-directed teams, quality groups, etc.) to help them produce results.
- ◆ Understand and apply several leadership theories and models.
- ◆ Evaluate various leadership styles and behaviors that impact leadership. Individuals in the group will be encouraged to explore facets of their own leadership style.
- ◆ Be able to understand models of change, both planned and unplanned change.
- ◆ Understand different types of power and influence tactics and how they can be used by leaders to influence the behaviors and goal commitment of others.

This course meets the following learning objectives for the Organization Management Program:

1. Demonstrate knowledge of the historical and philosophical foundations of various management and leadership models and be able to apply such models in an organizational setting.
2. Be able to critically and reflectively evaluate and engage in ethical issues in Organization Management, particularly questions of social responsibility and professional decision-making.

Course Description: The Organizational Behavior Course is designed to help students develop the framework for understanding individual and group behaviors, and social processes that impact the achievement of organizational goals. The course focuses on providing a theoretical grounding and practical individual/group experiences that will form the core to learning about behavior within organizations. Of utmost value is the ability to apply these concepts to your own group. Also included are the topics of individual differences, values, decision-making, conflict, politics, and team dynamics. Additionally, this course focuses on providing a practical approach to more complex issues. Various leadership theories will be explored and individuals will have an opportunity to explore their own leadership style. The selection, use, and value of instruments, measures, and experiential exercises will also be reviewed. The knowledge of the group will be used to explore the issue of culture and its impact on people and organizations. Lastly, diagnosis of organization problems and change management will provide an opportunity to synthesize this learning.

Class Policy for Assignments:

All assignments should be submitted on Blackboard. Due dates are posted on the syllabi. *Late submission of homework for any reason will result in a deduction of up to one letter grade per week from the work.* The rationale for this policy is that if every student were given an extra week or two to submit a paper, they too might be able to achieve an “A” grade. It is not fair to your peers that any one of you be given extra time based on subjective reasons or decision-making. *The instructor will not accept late work unless the students make prior arrangements with the instructor.*

*Quizzes will be taken at the end of class. Students may use their own **personal notes** while taking the quizzes. Two letter grades will be taken off for late assignments.*

Students must contact the instructor if they will miss a class session ASAP.

Students who miss more than four hours of class will be withdrawn and have to take and pay for the course again.

Course Schedule, Assignments, and Assessments

	<u>Readings</u>	<u>Assignments Due</u>
Week #1	OB Text, Chapters 1-4	Quiz One
Week #2	OB Text, Chapters 5-8	Quiz Two and Theory Exercise due
Week #3	OB Text, Chapters 9-10	Quiz Three, (Presentations are due: Either week three, four or five. Due dates will be given individually during week one).
Week #4	OB Text, Chapters 11, 12, 15	Quiz Four
Week #5	OB Text, Chapters 16, 17, 18	Quiz Five, All final Papers are due.
Assessment:		<u>Total Points</u>
Weekly Quizzes	10 pts each	50
In Class Activities	5 pts per class	25
Final Paper	20 pts	20
Class Presentation	20 pts	20
Theory Exercise Due	25	<u>25</u>
		140 points
Grading Scale:		
90 % to 100 %	A	
80 % to 89 %	B	
70 % to 79 %	C	
60 % to 69 %	D	
Below 60 %	F	

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

Responsibilities	
Attending Class	<p>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 more responsibilities to keep up and meet the objectives of this course.</p> <p>It is a serious matter when a student misses even one session due to the accelerated format of the program. If the student misses more than one session, the student is required to withdraw from the module by contacting the Academic Advisor and their instructor. Please see value of attendance and participation under grades. No more than a total of 4 hours of class time can be missed.</p>
Turning In Your Work	See previous section titled: Class Policy for Assignments.
CCSJ Student Honor Code	<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">• Continuously embrace honesty and curiosity in the pursuit of my educational goals;• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community;• Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;• Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Using Electronic Devices	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
Participating in Class	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.
Doing Your Own Work	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

	<p>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 http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Sharing Your Class Experience	<p>At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential 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!</p>
Withdrawing from Class	<p>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.</p> <p>Please see the Degree Completion Program's Student Handbook for withdrawal policy. All withdrawals are completed through the Degree Completion Academic Advisor's office.</p>

Resources	
CCSJ Book Rental Program	<p>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 http://www.ccsj.edu/bookstore. 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.</p>
Student Success Center:	<p>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.</p> <p>The Student Success Center has on-line tutoring available for OMRN students. Please contact Carlye Frank at cfrank@ccsj.edu or at 219-473-4286 to make arrangements.</p>

Disability Services:	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.
Student Assistance Program	Through a partnership with Crown Counseling , 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, contact Kerry Knowles SAP Counselor , at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org .
CCSJ Alerts:	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: http://www.ccsj.edu/alerts/index.html .