

PURDUE
UNIVERSITY®
FORT WAYNE
Doermer School of Business

Course Syllabus for
BUS30200-04I – Management and Behavior in Organization (CRN 14092)

Semester	Format	Instructor
Fall 2019	On-Line Class	Dr. Zelimir W Todorovic

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OFFICE: Neff 340L

OFFICE HOURS: As per student schedule (or by appointment)

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TEXTS: Richard L. Daft, Management, 12th edition, Cengage
(ISBN-10;1-28586198-1).

OTHER READINGS: (1) Other readings (online and/or hard copy) as assigned by the instructor.

Course Objectives

Apply key organizational behavior concepts to real world situations;

Develop effective solutions to management problems by integrating organizational behavior (OB) concepts, frameworks, and techniques;

Understand their own behavior and the impact it can have on others;

Use tools and frameworks to evaluate real world situations involving people in organizations and determine effective courses of action.

A quote from a Canadian Hockey Player:

“You miss 100% of the shots you never take” (Wayne Gretzky)

Course Requirements

GENERAL DESCRIPTION

This course is intended to introduce a student to the field of Management. In this course we will get to explore the field of Management by considering the concepts of innovative management and the evolution of the Management thought. We will also examine the environment in which the process of management occurs. In doing so we will look at the corporate culture, the global environment, ethics and social responsibility, and the small business start-up environment. We will also consider the role that planning plays in management by looking at goal setting, strategy formulation and execution, and managerial decision making. Leadership, organizational design, change and innovation management, human resource management and the management of diversity is also examined. We will explore general leadership theory, individual leadership behavior, employee motivation, effective communication and group leadership. Essentially, this course is a buffet of the management menus, and a chance for students to determine which areas of management they are most interested in.

This is a “big picture” course, a trait that makes it a truly different kind of course from other business school courses. Virtually all of the other required and elective courses students take were concerned with a specific functional area (production, marketing, finance, accounting) and/or a well-defined body of knowledge (economics, statistics, legal environment). Its very likely that a few of your previous courses have been highly structured and related closely to a well-developed body of theory. Some provided quantitative techniques for students to engage. Others related to information and specific skills the faculty believe students need to acquire. This course shares few of these traits.

This course is designed to help prepare students for the present business environment. Consequently, professional behavior by the students, including timely material completion, regular attendance and participation (online or in person) is expected. Because this course emulates real business environment, students **are intentionally exposed to ambiguity including that of class design**. This may include introduction of cases, text/lecture discussion notes etc., without prior warning. This ambiguity is necessary for two principal reasons: (1) More closely emulate true business environment, and (2) allow students to develop greater flexibility and confidence dealing with change.

GRADING FORMAT

Student Video Presentation/Participation _____	10%
Quizzes (1.316% per chapter, open book – time limited) _____	25%
Theory Exams (3.421% per chapter, open book – time limited) _____	65%
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	<i>Total</i> <u>100%</u>

GRADING SCALE

A+ = 97-100%	A = 93-96%	A- = 90-92%
B+ = 87-89%	B = 83-86%	B- = 80-82%
C+ = 77-79%	C = 73-76%	C- = 70-72%
D+ = 67-69%	D = 63-66%	D- = 60-62%
F = <60%		

STUDENT VIDEO PRESENTATION / PARTICIPATION

It is very difficult to have participation (in the traditional sense of the word) in an online class. Nonetheless, participation, however, is very important and is expected of our graduates in the industry after graduations – even in virtual positions or functions. In addition to obvious participation measures collected by blackboard system (e.g., your visits to online lectures, number of times you view individual activities etc.), in this class we have an end of the class recap of the course via video presentation. Using the timing shown in the course schedule, every student will present a 3 to 4 minute presentation reflecting on the following:

1. What did you learn in the course?
2. How can you use this knowledge for your career in the future?
3. How can you use the knowledge learned to promote your personal growth?
4. What “not so obvious” insights (if any) did you develop?

It is very important for students to reflect on their learning. This is the process that enriches us as individuals to gain insights in to the wonders of learning. It is my hope that students exercise such critical thinking in all their courses, but it is a requirement in this course.

QUIZZES

Students will be expected to do their quizzes within two weeks of quizzes being open, and before the next EXAM. Quizzes are open book and time limited tests done through the blackboard. An attempt was made to have quizzes opened in different weeks than the exams. Quizzes are designed to help the student evaluate whether if they mastered the material from the textbook before they take the formal theory exam. As such, quizzes count for much less than the exams, and are meant to prepare the student for the exam.

THEORY EXAMS

Students will be expected to take multiple theory exams in this course using blackboard. Exams are open book and time limited. Computer will randomly select a predetermined number of questions for each student from the question pool. If students miss an exam (without medical justification) students will incur a penalty.

Quiz / Exam Policy Notes:

1. All quizzes and exams are scheduled as shown in class schedule presented later in this syllabus. Each quiz and exam will be open during the week in which it is shown (Sunday midnight to Sunday midnight)!
2. Each student will have three attempts for each quiz and exam - where the best score will be taken as the final exam grade.
3. No backtracking is allowed.
4. No quiz or exam will be reopened.

ONLINE COURSE FORMAT

In today’s day and age, the nature of work, and thereby the nature of learning is continuously changing. Work structures are becoming more fluid and more competitive. These changes have a significant impact on our families and our lifestyle. Learning is by no means an exception to these changes, as more and more of us realize that learning never stops.

Recognizing these needs, Purdue University, Fort Wayne continues to maximize online technologies to continue to present our students with excellent learning opportunities where ever they are. Online class, however, carries the same standards that our in-person or hybrid classes carry. We are determined to

offer our students the same (if not higher) learning, skill set development and analysis opportunities as they would have in a more traditional venue. To this end, the syllabus schedule at the end shows the times and material that will be made available – closely matching other class formats. Students are encouraged to use blackboard discussion tools and as well as our virtual classes

OTHER

Students are responsible for all the material in the textbook, cases and classroom discussions. Students are expected to check the website 24 hours before each class. Website will be used to communicate any changes in topics, meeting times or events. As much as all effort has been made to describe M590 in this syllabus, this syllabus is subject to change at the sole discretion of the instructor.

ACADEMIC INTEGRITY

The Academic Honor Code will be in effect throughout all aspects of this course. All violations of the university's policy on academic integrity will be dealt with swiftly and fairly. Students found guilty of academic dishonesty, which includes (but not limited to) cheating, plagiarism, or collusion, are subject to disciplinary action. For detailed information on academic integrity, refer to the university's Academic Honor System.

STUDENTS WITH DISABILITIES

The University complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek academic accommodations should register with and provide documentation to the Student Disability Resource Center (SDRC) and bring a letter to the instructor from the SDRC indicating the approved academic accommodations. This should be done within the first week of class.

DIVERSITY AND NONDISCRIMINATION

Purdue University is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the university seeks to develop and nurture diversity. The university believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. IPFW prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran (see Student Handbook).

Enjoy the Journey!

NOTES

WEEK number & start date	*** Class Schedule *** (subject to change at Instructor's Discretion)	
1	Study Material for the Week	Exams / Assessments *
Sunday, August 25, 2019	Recorded Introduction to the course, orientation and course preview Online Lectures: Chapter 1 and Chapter 2	No exam
2	Study Material for the Week	Exams / Assessments *
Sunday, September 1, 2019	Online Lecture: Chapter 3	<u>Quiz 1 – Ch. 1-2</u>
3	Study Material for the Week	Exams / Assessments *
Sunday, September 8, 2019	Online Lectures: Chapters 4 and 5	No exam
4	Study Material for the Week	Exams / Assessments *
Sunday, September 15, 2019	Online Lecture: Chapter 6	<u>Quiz 2 – Ch. 3-4-5</u>
5	Study Material for the Week	Exams / Assessments *
Sunday, September 22, 2019	Online Lecture: Chapters 7	<u>EXAM 1 – Covering Chapters 1 through 4 (inclusive)</u>
6	Study Material for the Week	Exams / Assessments *
Sunday, September 29, 2019	Online Lectures: Chapters 8 and 9	No exam
7	Study Material for the Week	Exams / Assessments *
Sunday, October 6, 2019	Online Lecture: Chapters 10	<u>Quiz 3 – Ch. 6-7-8 open</u>
8	Study Material for the Week	Exams / Assessments *
Sunday, October 13, 2019	Online Lectures: Chapters 11	<u>EXAM 2 – Covering Chapters 5 through 8 (inclusive)</u>

9	Study Material for the Week	Exams / Assessments *
Sunday, October 20, 2019	Online Lectures of Chapters 12	<u>Quiz 4 – Ch. 9-10-11</u>
10	Study Material for the Week	Exams / Assessments *
Sunday, October 27, 2019	Online Lectures of Chapters 13 and 14	No exam
11	Study Material for the Week	Exams / Assessments *
Sunday, November 3, 2019	Online Lecture: Chapters 15	<u>Quiz 5 – Ch. 12-13-14</u>
12	Study Material for the Week	Exams / Assessments *
Sunday, November 10, 2019	Online Lecture: Chapters 16	<u>EXAM 3 – Covering Chapters 9 through 13 (inclusive)</u>
13	Study Material for the Week	Exams / Assessments *
Sunday, November 17, 2019	Online Lecture: Chapter 17	<u>Quiz 6 – Ch. 15-16</u>
14	Study Material for the Week	Exams / Assessments *
Sunday, November 24, 2019	Online Lecture: Chapter 18 and 19	No exam
15	Study Material for the Week	Exams / Assessments *
Sunday, December 1, 2019	<u>Student Reflection</u> – Prepare a mini presentation for next week	<u>Quiz 7 – Ch. 17-18-19</u>
16	Study Material for the Week	Exams / Assessments *
Sunday, December 8, 2019	DUE: Student Video presentation: Student Takeaways from the class.	<u>EXAM 4 – Covering Chapters 14 through 19 (inclusive)</u>
17	Study Material for the Week	Exams / Assessments *
Sunday, December 15, 2019	***** Wrap Up *****	This course does not have a final exam
* All quizzes and exams are open from midnight of the first day of the week (left column) for seven (7) days.		