

Course Syllabus (tentative)
wayne.smith@csun.edu
[updated: Thursday, August 28, 2008]

Course: *MGT 360*
Title: *Management and Organizational Behavior (3 units)*

“Education is what remains after one has forgotten everything he learned in school.”
---Albert Einstein (1879-1955)

Program: Bachelors of Science, Business Administration
(Option I: Management, Option 2: Human Resources)
Other Business and Economics majors
Other CSUN majors

College: CSUN College of Business and Economics

Semester: Fall, 2008

Class: 12475

Day/Time: Tue 9:30am - 10:45am (8/26 - 12/9, 16 weeks)

Location: SQ104

Lead Student: Wayne Smith, Ph.D.

Office Room: JH4225

Office Hours: Tue/Thu 9:00am – 9:15 and 11:00am – 11:15am (and by appointment)

Office Phone: +1 818.677.4524

Email: wayne.smith@csun.edu (Subject Line = “[CSUN Mgt360]”)

Public Web: <http://ocw.smithw.org/2008fall/mgt360-12475/>

Private LMS: <http://webteach.csun.edu/> (if needed)

Required Materials (Bookstore):

1. Montana, P., and Charnov, B. (2008) *Management* (4th ed.), Barrons Educational Series, Hauppauge:NY (ISBN 0-7641-3931-2, blue cover).
2. MGT 360 Coursepack (Harvard Business Review articles) (Fall, 2008 edition, light brown cover)
3. Six (6) “Green Books” (or “Blue Books”) (large format)
4. Three (3) “Scantron” forms (standard Form 882—50 questions each side)

Required Materials (non-Bookstore):

1. Supplemental Materials—the URL is on the course web page

Recommended Materials:

1. Hacker, D. (2007) "A Writer's Reference" (6th ed.), Bedford/St. Martin's, Boston:MA.

2. Wall Street Journal (daily, printed subscription)

Course Description:

The course is an introduction to the basic concepts in management and organizational behavior. This course applies these concepts to the management of people and resources toward the accomplishment of organizational goals. The emphasis is on the organizational applications of behavioral science concepts, interpersonal skills, and team building.

This course is *not* an online course. Attendance in class is required. This course is designed on a traditional university schedule. This course requires, at a minimum, three times the number of hours per week outside of class as the number of hours in class.

Course Prerequisites:

This course requires the completion of lower-division business core. Additionally, BUS 302 is a co-requisite for Business majors. All prerequisites will be strictly enforced.

Department:

The Department of Management offers a variety of programs to serve matriculating students. Additional information about the Department and its programs is available in the CSUN catalog. See:

<http://www.csun.edu/catalog/MGMT.pdf>

Learning Objectives:

The primary emphasis in this course is placed on acquainting students with the rigorous literature of management and organizational behavior. A secondary emphasis is on helping students understand the relationship between management theory and management practice. The specific objectives are to:

- Familiarize students with core concepts in management and organizational behavior
- Understand how management and behavioral science theories apply to real life
- Explore major issues and trends in the field
- Improve skills in the area of management communication, especially written communication

Pedagogical Approach:

The course will use a variety of approaches including lectures, videos, class discussions, assignments, analyses of business news and cases, and in-class, experiential exercises, including extemporaneous debate.

Learning Rhythms and Patterns:

I tend neither to read nor summarize the required reading materials in class. I tend to offer clarifications, differences of perspectives, or explorations of the core material.

Additionally, I tend not to use a large number of presentation slides, much less post them online. Students must allocate sufficient out-of-class time to do the required reading in order to participate in class and ask substantive questions as necessary. Students will need to have mastered necessary skills in reading comprehension, retention, and recall. Each class session will generally begin with an opportunity to ask questions regarding the required reading materials or lecture topics from the previous class session. Each class session is generally oriented around one or two learning themes. The textbook materials support the core ideas of that theme, the peer-reviewed and other materials support key theories and models of that theme, and the non-peer-reviewed and other materials support key ideas in practice or working examples.

Examinations and Quizzes:

There will be one examination (a final) scheduled in advance. I tend to give cumulative exams, although I may exclude specific material. The final exam will cover the chapters covered in class as well as in-class discussions and other non-textbook materials. Due to time constraints, we will not be able to cover each and every aspect of the textbook readings or other readings for class. Nonetheless, you are responsible for all the material (i.e., it is “fair game” for the exam) unless explicitly directed otherwise by the instructor. No make-up exams will be given without a signed note from a medical doctor or public safety agency.

There will be at least four quizzes. The quizzes will not be announced in class; you will need to keep up with the reading, classwork, and assignments. *Please bring a large-format green book with you to each class.* The final exam will require a green book and the quizzes may require a green book. Additionally, please bring a blue pen or black pen with you to class each day.

Assignments and Reports:

There will be at least three assignments and two reports noted in advance. There may be one or more in-class exercises announced in class as well. The assignments and reports will be described in advance and will be available on the course website.

- Assignment: Student and Research Essay
- Assignment: Information Competency
- Assignment: Personality Profile
- Report: Audio-cast
- Report: Book

Assignments and reports announced in class may consist of self-assessments, case analyses, or short write-ups. Assignments and reports are due promptly at the beginning of class. Assignments and reports not submitted promptly at the beginning of class (I will make a “last call” announcement) are assessed an immediate 50% point penalty. No assignments or reports will be accepted after the end of the class session without a signed note from a medical doctor or public safety agency. Therefore, if you fear you might miss class or might not be able to turn in your assignment on time, you may give it to another student to turn in on the correct day and at the correct time. Assignments and

reports will be generally graded on straightforward point scheme (“scoring rubric”) enumerated within each assignment. In addition, the writing requirements will be scored for each assignment and report as well.

Be sure to collect your scored exams, assignments and reports (in other words, anything you turn in) and retain them in your records.

Grading System:

The contribution of each component to the final grades will be based on the following breakdown:

| Component | Relative Weight |
|------------------|------------------------|
| Assignments | 20% |
| Reports | 20% |
| Exercises | 5% |
| Quizzes | 30% |
| Final Exam | 25% |

Weights within the “Assignments,” “Reports,” and “Quizzes” components are distributed evenly. The Department of Management strives for some uniformity in final letter grading distributions. Therefore, students are ranked in class by weighted points. Letter grades are not assigned to any quiz, exam, assignment, or report. For each exam, I will provide not only the mean and standard deviation, but also the relevant percentiles as well. These percentiles can be used as a guide as to help assess your relative performance in class. Each student has the same opportunity to earn high marks. Students should study diligently and strive for high marks on a persistent basis. All of your work matters. There is no “non-important” work in this class.

Final letter grades will be assigned based on the following (including plus/minus suffixes):

| Letter grade you earn | University interpretation | “Real World” interpretation |
|------------------------------|----------------------------------|--|
| A | Exceptional | Promote early |
| B | Very Good | Retain and provide merit pay increases too |
| C | Average | Retain and provide cost of living increases only |
| D | Barely Passing | Let go when replacement is found |
| F | Failure | Let go immediately |

I do not discuss any aspect of scores or grades via email after the last class session.

Students who earn an “A” or “B” may request a written letter of recommendation from me. Such letters can be useful for future employment or graduate school. If such a letter is desired, please try to ask me before the end of the following semester.

Classroom Disruptions:

Please ensure that the audio portion (“ringtone”) of your cell phone is off during class. If you wish to use a computer in class to take notes, you must sit as far forward in the class as possible (usually in the first row of the room). Any cheating in class will result in a failed exam, an “F” in the course, and a letter the Associate Vice-President of Student Affairs recommending that the student be expelled from the University.

Additional Classroom Behavior requirements for this class are listed at:

<http://ocw.smithw.org/general/behavior.pdf>

University Absences and Disabilities:

If you plan to be absent from class for a University-approved activity, such as athletics, please see me during the first week of class. Similarly, if you need special assistance with exams or are disabled as defined by the University, please see me during the first week of class. If you wish to record (e.g., via audio or video) any part of the classroom lectures, please see me during the first week of class.

I have minor hearing loss in my right ear. If you wish to speak, please raise your hand and wait until I call on you. It helps me to be able to see you before you begin your question. Thank you in advance.