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

"Men are much more likely to discover easier and readier methods of attaining any object when the whole attention of their minds is directed towards that single object than when it is dissipated among a great many things."
---Adam Smith (1723-1790)

Goal:
The goal of this assignment is to augment the breadth material that comprises the bulk of the content in the course with some depth material in a particular area of interest to the student.

Instructions:
In general, your task is to select a book that interests you and write a brief report on it. The book must be in the CSUN Library with the call letters HD20 to HD70 inclusive or BF637.H4 to BF637.S3 inclusive. These are the two sections of the Library most applicable to the learning outcomes and concepts embodied in a management and organizational behavior course.

Note that you don't necessarily have to check out the book from the library. It may be possible to read the book, take notes, and write the report over a few weekends in the library or it may be more convenient to simply purchase the book from a bookseller. The only requirement is that the book must be in the CSUN catalog, on the shelf, and available for checkout to students.

Project Milestones:
Your first milestone should be to review these sections in the CSUN library and key in on a few books or themes of interest to you.

Books by the following authors are highly recommended because they are world-class thinkers in the area of management theory and practice -- C. Argyris, C. Barnard, W. Bennis, K. Blanchard, C. Christensen, J. Conger, P. Drucker, J. Galbraith, D. Goleman, G. Hamel, C. Handy, P. Hersey, R. Kanter, H. Koontz, J. Kotter, J. Kouzes, R. Likert, J. March, H. Mintzberg, J. Lipman-Blumen, G. Morgan, J. Pfeffer, C. Prahalad, J. Quinn, E. Schein, H. Simon, and N. Tichy.

Deliverable:
Your work is due on the date shown on the Course Outline. Please also be prepared to briefly discuss your book and your report on the last day of class before the final exam.

This will consist of a very short, informal presentation to your student colleagues on the value of your book selection to others, including the key management ideas of the author.

Book Report Questions:
Your book report should address the following questions:

1. Why did you select this topic (e.g., leadership, organizations, communication, etc.)?

2. Of all of the books in this theme, why did you select this particular book?

3. Write a short summary of the key idea or contribution from this book. This summary should be no longer than a single paragraph.

4. In your view, is the book primarily about planning, organizing, staffing, coordinating, motivating, leading, or controlling?

5. Identify two words from the book that you didn't know previously. Define both of those terms. Write two sentences; each sentence using one of those two words. If you used a secondary source for the word definition (such as a dictionary), please cite that source.

6. Describe one or more linkage from a concept in the book and a concept from our textbook or classroom discussion. The concept can draw from theory or practice.

7. What are three key "take-aways" for from this book (a "take-away" is something of visceral interest or something that you didn't know or didn't believe to be true, but know now).

8. Assume, for the moment, that you have a chance to meet the author in person. What is one concept from the book that you believe is inaccurate or incomplete and that you would like to challenge the author on.

Length:
The book report is to be no less than four pages and no more than six pages.

Additional Formatting Details:
Please add the "book name," "year published," and the "CSUN Library Call Number" to the heading on the first page.

Performance Measurement:
The scoring rubric for this assignment is as follows:

8 - answered all eight questions (1 point for each question)