Lincoln University
SPRING 2017

COURSE:	**BA 320II Organization Behavior and Administration** (Thursday 12:30—3:15 PM) 3 units (45 hours of lectures)
INSTRUCTOR:	Igor Himelfarb, Ph.D. ihimelfarb@lincolnuca.edu
OFFICE HOURS:	Before and after class and by appointment in room 407
TEXT:	Colquitt, J.A., LePine, J.A., & Wesson, M.J. (2016). Organizational behavior: Improving performance and commitment in the workplace (5th Ed.). ISBN-10: 1259545091

CATALOG DESCRIPTION:

An analysis of individual, interpersonal, and group behavior within organizations and the influence of human, cultural, technological, structural, and environmental factors. Examined are practices of management, such as designing jobs and organization structures, evaluating and rewarding performance, organizational and employee development, and other management processes. These techniques include high performance organizations, management by objectives, total quality management, and the like; it uses varied approaches to leadership, conflict management, change, and adaptation to the environment (3 units).

COURSE OVERVIEW:

This course will focus on the connection between psychological theory and application in the fields of Industrial and Organizational Psychology, Business, and Business Administration. Although this course includes a theoretical component, it is designed to be student-centered, and real-world oriented. The instruction is designed with students in mind, giving examples and illustrations relevant to the field of work. The course will include classical topics such as Introduction to the Development of the Industrial Psychology and Research Methods in IO Psychology and Business, as well as modern topics such as customer engagement with a business as well as the employee engagement at workplace.

COURSE LEARNING OUTCOMES AND ASSESSMENT:

- Students in this course are expected to develop familiarity with the theoretical and practical side of Organizational Behavior and Business Administration.
    - **Assessment:** Midterm, Final exam
- At the end of the course, students will be able to connect psychological theory in the field of Organizational Behavior and apply the concepts to their everyday world of work.
    - **Assessment:** Midterm, Final exam, Project/Presentation
- Students will be familiar with classical theories and research along with the latest developments and innovations in the field.
    - **Assessment:** Class participation, Midterm, Final exam

INSTRUCTIONAL METHODS:

The emphasis will be on learning by solving problems. Every student is welcome to participate in intensive classroom activities. Reading and problem solving assignments will be given throughout the course. Homework will be assigned and solved during sections. Suring lectures, students will learn principles and concepts covered in the text as well as in various sources on relevant topics. There may be class discussions and group presentations by students on the project assignments during class.

CLASS ATTENDANCE:

Students are expected to attend class on a regular basis. Attendance is crucial to performing well in this course, as some of the material presented may not be found in the textbook. Further, the lecture and classroom demonstrations will emphasize and expand upon important topics found in the textbook. Thus, it is vital that you take thorough notes in class.

ASSIGNMENTS:

There will be a bi-weekly homework assignment given out on Wednesday of each other week. The homework assignments will typically consist of some theoretical exercises, conducting analyses on provided data and turning in a results report (write-up) describing the findings, but may include other questions. The purpose of the assignments will be to provide a medium through which you really learn the material. Students are welcome to work with other classmates on the homework, but it is expected that each student turns in his/her own, independently written, homework. Any indication that work was directly shared will not be tolerated and will result in a non-passing grade.

Please bring a **hard copy** of your **typed and stapled** homework assignment that has your name on it to class the day it is due. **Please no e mailed assignments**. **No late homework will be accepted!**

There will be a number of readings (mostly journal articles) assigned periodically in addition to the reading in the textbook.

In accordance with the university policy on cheating and plagiarism, any student who does not do his/her own write-up completely independently on any assignment will fail the assignment.

EXAMS:

There will be two exams — a midterm and a final. To assess your learning in this course, exam questions will be derived from the lecture and textbook. Topics covered in lecture will be of major emphasis on the exam, and should be the focus of your textbook readings, though there will be some test questions found in the assigned readings but not covered in the lecture. To avoid guessing, there will be no multiple-choice questions on the exams. Exams may include conceptual or theoretical questions, and questions with applied scenarios. *All exams are open books and open notes.*

QUIZZES:

To encourage attendance and to help students with assessment of their knowledge, there will be a set of unannounced quizzes given at the start of class. They will be based on lecture and any assigned reading. They will not be computational in nature, but rather conceptual questions intended to help students gauge how well they understand the material.

GRADING PLAN:

Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
below 60%	F

Weights	Percentage
Homework	20%
Class participation	10%
Project	20%
Midterm	20%
Final exam	30%

CLASSROOM POLICY:

Please do not use personal computers, iPads or smart phones during the lecture. If you do need to text message or receive a call, please take it outside the classroom.

I am available and will do my best to help you learn and succeed. Questions and points of discussion are encouraged. I am also highly accessible for discussions if you wish to receive additional information or learn more about a certain topic or need help with data analysis. Please visit me during my office hours, or talk to me immediately after class, if you need study tips or additional help. No appointment is required for my office hours.

TENTATIVE CLASS SCHEDULE:

WEEK ▾	CONTENT ▾
Week 1: Aug. 24	Intoduction: Definitions and History.
Week 2: Aug. 31	Research Methods in OB and IO Psychology.
Week 3: Sep. 7	Research Methods (con-ed).
Week 4: Sep. 14	Personnel Issues. Job Analysis.
Week 5: Sep. 21	Employee Recruitment. Selection and Placement.
Week 6: Sep. 28	Methods for Assessment at Workplace.
Week 7: Oct. 5	Midterm.
Week 8: Oct. 12	Employee Training and Development. Evaluation.
Week 9: Oct. 19	Employee Engagement and Assessment.
Week 10: Oct. 26	Motivation: Theories and Practice.
Week 11: Nov. 2	Attitudes and Behaviors at Workplace.
Week 12: Nov. 9	Group Dynamics. Organizational Issues.
Week 13: Nov. 16	Organizational Leadership. Management.
Week 14: Nov. 23	Fall Recess: Thanksgiving holidays.
Week 15: Nov. 30	Customer Engagement and Assessment.
Week 16: Dec. 7	Final Exam

Note: Instructor reserves the right to modify the content of this syllabus.

GOOD LUCK! Syllabus Reviewed: 8/16/2017

Appendix. Program and Institutional Learning Outcomes.

Institutional Learning Outcomes (ILOs)	
MBA Graduates of Lincoln University should be able to:	
1b	Recognize and be able to work with the components of reasoning and problem solving; understand concepts, assumptions, purpose, conclusions, implications, consequences, objections from alternative viewpoints, and frame of reference.
2b	Gather and assess relevant information, using abstract ideas to interpret it effectively; to develop well-reasoned conclusions and solutions, and test them against relevant criteria and standards
3b	Be exemplary business professionals and try to ensure that the products of their efforts will be used in socially responsible ways, will meet social needs, and will avoid harmful effects to health and welfare
4b	Lead by example in order to create highly collaborative organizational environment, and be able to develop and use strategies to encourage employees at all organizational levels to do the same.
5b	Set goals and have a vision of the future. The vision should be owned throughout the organization. As effective leaders, they should habitually pick priorities stemming from their basic values.
6b	Continually look for, develop, and offer new or improved services, and be able to use original approaches when dealing with problems in the workplace.
7b	Demonstrate fluency in the use of tools, technologies and methods in the field. They should know how to evaluate, clarify and frame complex questions or challenges using perspectives and scholarship from the business discipline.

Program Level Outcomes (PLOs)	
Students graduating our MBA program will be able to:	
1	Develop and exhibit applied and theoretical knowledge in the field of management and business administration
2	Use theoretical knowledge and advanced problem-solving skills to formulate solutions and identify risks in the following fields: international business, finance management, general business, human resources management, management information systems, marketing management
3	Communicate within a highly specialist environment that allows the presentation of critiques of complex strategic matters
4	Demonstrate autonomy, creativity, and responsibility for managing professional practices
5	Demonstrate leadership and set strategic objectives for team performance
6	Identify ethical issues/problems in business organizations and reach decisions within ethical framework

Institutional Learning Outcomes (ILOs)	
DBA Graduates of Lincoln University should be able to:	
1c	Incorporate various modes of thinking, among them: scientific thinking, mathematical thinking, historical thinking, anthropological thinking, economic thinking, and moral thinking.
2c	Operate within alternative systems of thought, recognizing and assessing the needs, with related assumptions, implications, and practical consequences; and being able to communicate results effectively with others in figuring out solutions to complex problems
3c	as exemplary business professionals, minimize the possibility of indirectly harming others by following accepted standards at local, national or international levels; to be able to assess the likelihood and physical and social consequences of any developed product's harm to others.
4c	Integrate collaboration into organizational workflows, create a supportive environment for collaboration and teamwork, and lead by example.
5c	Have perseverance to accomplish a goal despite potential obstacles, use sound judgments to make decisions at a right time, and make timely appropriate changes in thinking, plans, and methods in achieving organizational goals.
6c	Set up realistic goals for the organization, encourage innovative strategies, and convey a clear sense of future direction to employees.
7c	Formulate and arrange ideas, designs, or techniques, and apply them to specific issues and problems. They should be able to apply current research, scholarship and or/techniques in the field.

Program Level Outcomes (PLOs)	
Students graduating our DBA program will be able to:	
1	Demonstrate advanced knowledge and competence in the latest academic theories, concepts, and techniques in the field of business administration.
2	Demonstrate effective research skills including formulation of research problem; integration of previous literature into an appropriate literature review; design of a research study; data analysis; and summary and presentation of results.
3	Create and present advanced forms of oral and written communications, including teaching and advising.
4	Generate, evaluate and assess the ethical obligations and responsibilities of business for the purpose of responsible management.
5	Apply the knowledge from the area of specialization and provide consulting to other business industries or other fields.