

Course Syllabus

PA 340
Administrative Behavior
Section 01 (02434)
Spring 2009
Wednesday LT-161

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Course Scope and Objectives

This course is designed to enable the student to gain some insight into how individuals and groups behave in an organizational context, and the impact of that behavior on organizational outcomes. Primary subjects covered will include organizational behavior; motivational systems; the nature of leadership; and the external and internal effects of organizational structure.

The general purpose is to provide both an overall theoretical framework of organizational behavior, and specific practical applications of these major theories.

Text

Newstrom, John W. *Organizational Behavior: Human Behavior at Work*, Twelfth Edition

Course Requirements

Students will be expected to complete assigned readings before class. Class sessions will include both lecture and discussion, so students may be called upon at random to address relevant questions.

Grades will be based upon a short paper (100 points), a midterm exam (100 points), a final exam (100 points), and attendance and participation (ranging from +20 to -20 points), for a total possible score of 320 points. (See below for attendance policy.)

The midterm and final exams will be take-home, and will consist of a combination of short answer/identify and essay questions. The due date for exams (and the short paper) is a "firm" date. **For each calendar day that the exam/paper is past due, the grade will go down by ½, that is, an A paper receives an A- on day number one, a B+ on day number two, etc.**

Suggested length for the short paper is six to eight pages, typewritten (12-point), double-spaced. Footnotes and bibliography are not required, unless a source is directly quoted.

Attendance Policy

Regular class attendance is necessary for you to master the course material and to make a good grade in the class. **"Attendance" means that you are present for the entire class session; if you leave early, you will be counted absent for that day. I will take roll at**

the beginning and the end of each class session. If you have 8 or more unexcused absences, you will automatically fail the class. There are no exceptions to this rule.

Attendance/participation points will be added or subtracted on the following scale:

1 absence	+20 points
2 absences	+15 points
3 absences	+10 points
4 absences	0 points
5 absences	-10 points
6 absences	-15 points
7 absences	-20 points
8+ absences	Automatic F in the class

Course Schedule

Week 1 (1/28)	Introduction Chapter 1
Week 2 (2/4)	Models of Organizational Behavior Chapter 2
Week 3 (2/11)	Communication Chapter 3
Week 4 (2/18)	Organizational Culture Chapter 4
Week 5 (2/25)	Motivation Chapter 5
Week 6 (3/4)	Appraising and Rewarding Performance Chapter 6
Week 7 (3/11)	Leadership Chapter 7
Week 8 (3/18)	Participation Chapter 8

*******Midterm Exam: Handout 3/18, Due Back 3/25*******

Week 9 (3/25)	Employee Attitudes Chapter 9
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*******Spring Break 3/30 – 4/3*******

Week 10 (4/8)	Employee Issues Chapter 10
Week 11 (4/15)	Interpersonal Behavior Chapter 11
Week 12 (4/22)	Groups Chapter 12
Week 13 (4/29)	Teams Chapter 13

*******Short Paper Due 4/29*******

Week 14 (5/6)	Change Chapter 14
Week 15 (5/13)	Stress; Retrospect & Prospect Chapter 15

*******Final Exam: Handout 5/13, Due Back 5/20*******

Essay Question for Short Paper

Choose a real-life problem in organizational behavior with which you are familiar. This should cover something that you have personally experienced, and could be based on your experiences in a job (current or former) or membership in an organization (e.g. professional, social, academic, religious, sports-related). Give a brief synopsis of its origins, and evaluate the eventual solution(s) to the problem. If the situation is ongoing, suggest your own strategy for dealing with the situation.