Instructor Information:
Name: Dr. Erich B. Bergiel
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Office Hours: By appointment if necessary

Text: Organizational Behavior, v 2.0, T. Bauer, & B. Erdogan: https://students.flatworldknowledge.com/course/2572306

Course Description: Most people are involved in various organizations throughout their lives. In general, this course will attempt to help individuals better understand how people behave and interact in an organizational context. Throughout this course, you will learn to apply basic concepts of individual and group behavior to work situations. Additionally, you will be challenged to develop appropriate solutions to problems that practicing managers face on a daily basis.

Learning Objectives:
1. Students will demonstrate an understanding of important factors that impact behaviors and attitudes at the individual, group, and organizational units of analysis. (BBA4, MGT 2)
2. Students will apply a major concept covered in the field of Organizational Behavior to a situation that occurs on a regular basis in organizations. (BBA6, MGT 2)
3. Students will research and present information on contemporary topics in the field of Organizational Behavior. (BBA1, MGT2)

Credit Hour Policy (3 credit hours):
For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

How to be Successful in my Class (and out):
First and foremost understand that I am not here to give you a grade, I am here to enhance your knowledge of management and help you become more successful. This below guidance has been modified for an online class. Online classes are not for everyone, and to be successful you have to be self-motivated and accountable. However, there is a common misconception that online classes are easier. I assure you that I have the same expectations for you as I do for my traditional face-to-face classes.

1. **Come to class/Listen to class.**
   Someone once said that 90% of success is just showing up, I have found there to be a great deal of truth in this statement. So therefore the most important thing is to come to class/watch the videos and make an effort to learn and improve?
   2. **If you don’t understand a topic and/or don’t understand why it’s relevant, ASK.**

   **In class:** It is my job to find a way to communicate this material to you and help you understand it. If you don’t understand a topic, you can’t learn. If you don’t learn, you don’t pass the exams. If you don’t pass the exams, you don’t earn the degree.

3. **Play fair.**
   **In class:** Do not commit academic misconduct and jeopardize your college career and your future. Academic misconduct in this class will result in at least an F in the course.

4. **Mutual Respect.**
   The next key and probably most important is that of “mutual respect”, which means don’t be late for class and don’t disrupt the class (i.e. reading the paper, sleeping, talking, texting, etc). **Put Away Your Cell Phones!** Societies #1 fear was public speaking, now it is the fear of losing your cell phone. We will conquer both these fears in my class.

5. **As corny as this sounds, try to have some fun in learning this stuff.**
   I promise to try hard to make the material relevant and interesting.

Evaluations:
Your final grade will be the cumulative result of the below evaluations (I do not curve or round grades):

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
<th>Scale</th>
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<tbody>
<tr>
<td>4 Exams</td>
<td>100</td>
<td>A (90 -100)%</td>
</tr>
<tr>
<td>Final Project</td>
<td>50</td>
<td>B (80 - 89)%</td>
</tr>
<tr>
<td>Assignments</td>
<td>20</td>
<td>C (70 - 79)%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>80</td>
<td>D (60 - 69)%</td>
</tr>
<tr>
<td>Business Presentation</td>
<td>50</td>
<td>F (0 - 59)%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
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Exams:
Four exams will be given this semester (lowest grade dropped) to allow you the opportunity to demonstrate your understanding of Organizational Behavior. Questions will be taken from all aspects of class and will consist of a combination of multiple choice and short answer questions, as well as problems. Grades will be posted on-line and can be checked at any time. **No makeup exams will be given unless arrangements are made in advance.** Do not be late! I will either deduct points or not hand out the exam if you are late for a test. You will receive the grade you earned. Grades are based on a 10-point scale. I do not curve or round. Final exam will be comprehensive!

**Group Assignment:** One of the three major levels at which Organizational Behavior is studied is at the group level. Thus, to increase your understanding of work group dynamics, you will be required to work in designated groups (with four-five students per group). It is up to your group to decide how the work will be divided among members. Since it is pertinent that you work together, one of your first assignments upon receiving your teams is to develop a contract (**Jan 30th**) that all must agree to and adhere to regarding their performance and participation. If it is felt that one of the members has breached the contract then a recommendation for termination can be brought to me and this member will be fired from the team (I am the only one that can make the final decision to fire any team member). Those members that are fired from the team will then complete all assignments individually. The group assignment is explained below.

- **Final Project.** The project first requires you to create a fictional business. It should be a business that is interesting to you and your teammates. You are to observe your business “in action” and then film observations that relate to topics discussed in class. The culmination of this project will be a video presentation that will be uploaded to Courseden. Additional guidance is on Courseden.

**Business Presentations:** Each individual student will select a business or organization to present. It is suggested that you have worked at, or have access to, the business or organization you choose to get sufficient and accurate information. The presentation will last no less than 2 minutes and no more than 3 minutes and you will record your presentation and upload your presentation to Courseden/D2L. The presentation should not just be an overview but focus more on the Organization Behavior issues of the business or organization. These **SHOULD** include but are not limited to: culture of the organization, structure, leadership within the organization, motivation, utilization of groups and teams, types of personality and behaviors sought, etc. You will submit a cover sheet with your name and the name of the business/organization. In the comments section when you submit on Courseden/D2L add (cut and paste) the link to your video. A rubric for the presentation can be found on Courseden.

**Assignments, Quizzes, etc.:**
Various quizzes and assignment will be given throughout the semester. **There will be no make-ups unless arrangements are made in advance!** Assignments and quizzes will be due as stated on the schedule. Do not email them to me.

**Attendance:**
It would be in your best interest to come to class on time.

**Coursesden:**
You will find Coursesden helpful in this class. Many of the outlines used in class are posted here as well as your exam grades.

**Student Rights and Responsibilities**
Please carefully review the information at the following link: http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf. This link contains important information pertaining to your rights and responsibilities in this class and is updated as federal, state, university, and accreditation standards change.

**HB 280 (Campus Carry)**
UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information#
# TENTATIVE COURSE OUTLINE

<table>
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<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
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| Jan 9th (In Class) | Course Orientation  
What is OB?  
Group assignments and getting to know your team. | Read Syllabus  
Chapter 1 |
| Jan 11th     | Managing Demographic and Cultural Diversity    | Chapter 2                                                                 |
| Jan 16th – Jan 30th | Understanding People at Work  
Attitudes and Behaviors  
Theories of Motivation  
Designing a Motivating Work Environment | Chapter 3  
Chapter 4  
Chapter 5  
Chapter 6 |
| Jan 30th     | Observation Experiment  
Quizzes Due | • Submit Observation Experiment by Feb 6th 11:00pm  
• Quizzes for Exam 1 due by 11:00pm today  
• Group Contract due by 11:00pm today |
| Feb 1st      | Exam I (Online)                                |                                                                            |
| Feb 6th – Feb 20th | Stress  
Communication  
Managing Groups and Teams  
Conflict and Negotiations | Chapter 7  
Chapter 8  
Chapter 9  
Chapter 10 |
| Feb 22nd (In Class) | Exam II  
Quizzes | Bring No. 2 Pencil  
Quizzes for Exam II due by 11:00pm today Feb 20th. |
| Feb 26th – April 19th | Making Decisions  
Leading People Within Organizations  
Organizational Structure and Change  
Organizational Culture  
Business Presentations | Chapter 11  
Chapter 12,  
Chapter 14  
Chapter 15  
Due by 11:00pm on Mar 27th |
| April 24th   | Quizzes                                       | Quizzes for Exam III due by 11:00pm today.                               |
| April 26th   | Exam III                                      | Bring No. 2 Pencil  
Final Project Submitted in CourseDen by 11:00pm                          |
| May 8th      | Final                                         | 2:00pm-4:00pm                                                            |

*Note: I reserve the right to make changes to the syllabus and/or schedule.