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BADM 340.05: Management and Organizational Behavior

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The University of Montana
School of Business Administration
BADM 340, Section 5 – Management and Organizational Behavior
Fall 2003

Professor: Bambi Douma, Ph.D.
Email: bambi.douma@business.umt.edu
Class Web Page(s): <http://www.business.umt.edu/faculty/douma>;
<http://blackboard.business.umt.edu>
Office Hours: M 2:00-3:00pm, T 7:00-8:00am, 11:15am-12:15pm, W 10:30-11:30am, and by appointment
Telephone: 243-6148
Office: GBB 325
Class Time & Place: 9:40am – 11:00am (Tuesday and Thursday) in GBB 122

School of Business Administration Mission Statement

The faculty and staff of the School of Business Administration at The University of Montana - Missoula are committed to excellence in innovative experiential learning and professional growth through research and service.

Course Description

BADM 340 is designed to be a challenging and fun examination of the fundamentals of management and organizations. This course will give a broad overview of the basics necessary to understand people and their behavior at work and will also provide tools that can be used to apply this knowledge to achieve organizational objectives. The main topics (incorporating both theories and applications) to be covered include diversity, motivation, personalities and attitudes, decision making, conflict, leadership, and change. We will be exploring these topics by looking at individual behavior, group behavior, and the behavior of the entire organization.

A combination of lectures, class discussions, activities, and experiential exercises will be utilized to enhance learning in the area of management and organizational behavior. Since your participation in class activities and discussions is important to the overall learning in this course, I expect that you will attend class each day and be on time.

Course Objectives

- Develop understanding of the theories of management and organizational behavior that can have practical applications to managers and leaders.
- Build skills in diagnosing problems pertaining to the management of people and develop solutions for these problems.
- Increase awareness of the importance of ethical principles, sound personal and company values, and socially responsible management practices.

Required Materials

Text: Organizational Behavior, 6th Edition by Kreitner & Kinicki

Blackboard Access: sign up during first class or with professor ASAP if you miss the first class

Highly Recommended Materials

- Class Notes: Copies of lecture slides that are used in class will be available on Blackboard. I will try to have lecture slides posted at least two days ahead of the class in which they will be used. I reserve the right to change, add, or delete slides from the lecture when I see the need to do so. If you want copies of the slides in class, it is up to you to print these slides (“handouts” with six to a page will print the least amount) and bring them to class.
- Other Materials as available: Periodically, additional materials will be made available on Blackboard or handed out in class.

Grading Policy

Letter grades will be based on this guideline.

A	90% and above
B	80% up to 90%
C	70% up to 80%
D	60% up to 70%
E	Below 60%

Final grades will be determined by these assigned percentages.

Exams.....	45%
15% Exam 1	
15% Exam 2	(Drop one of four)
15% Exam 3	
Assignments.....	35%
5% for each of 7 assignments	
Participation.....	20%
Total	100%

Exams

Four exams will be offered during the semester. You are allowed to miss one exam or drop your lowest grade. These exams will cover the text and material discussed in class, including articles, cases, movies, and presentations. Questions will be multiple choice and essay. Study guides will be posted approximately one week before the exam day. Each of the three exams is worth 15% of your grade.

Exams are closed books, closed notes, and closed neighbor. Exams are to be taken in class on the scheduled date; no exam will be given early or late. If you have to miss an exam, that will be the exam to be dropped in the final grade calculation. A missed exam for any reason results in a score of zero. Likewise, dishonesty on any exam will result in a score of zero on the exam, and may further result in a failing grade in the class and dismissal from the school.

Be sure to set your alarm clocks on exam days!

Assignments

Seven assignments, several of which are designed to help you apply theory learned in class to events in the “real world,” are to be turned in at the beginning of class on the appropriate days (see schedule on next page) unless it is a Blackboard assignment. If the assignment is to be completed on Blackboard, then it should be finished by the start of class on the appropriate day. These assignments consist of observing behaviors, interviewing someone in an organization, or thinking critically about a concept. In most cases, you will be asked to turn in a one-to-two page typewritten summary. **NO LATE WORK WILL BE ACCEPTED.**

Participation

You are expected to attend class and participate in the class activities and discussions. A participation grade will be taken during most class sessions. Active participants will get full participation points for the day, passive participants will get three-quarters of the points, mentally absent participants (i.e., sleepers) will receive one-quarter of the points, and absent students will receive no points for that day. Discussions outside of the classroom are also encouraged (discussion board on Blackboard). There will be announcements of any professor-initiated discussions in which you can earn participation points. Student-initiated discussions are welcomed.

If we are watching a video/movie in class and you find the content offensive in some way, you will be offered participation points for an alternative assignment.

THERE WILL BE NO EXTRA CREDIT OFFERED IN THIS COURSE.

Class Policies/Expectations

You are expected to attend each class, read the required material from the text **BEFORE** each lecture, and ask questions when you need clarification. I reserve the right to institute quizzes into the grading system if preparation is lacking. Because activities are an integral part of this course, voluntary participation is encouraged and you will be called on to participate if there are no volunteers.

Please turn all cell phones, pagers, hand-helds, and other beeping devices off (or at least on ‘silent’) when you come to class. If there is one disturbance, it will be forgiven. However, if it becomes an issue, you will be asked to leave.

During exams:

No backpacks or hats are allowed at your seat (place these neatly at the front of the room).

No food or drinks (except for clear water bottles) are allowed at your seat.

If you have an authorized disability and need accommodation, please see me during the first week of class. Should an accident occur during the semester to cause you a disability, see me as soon as possible.

BADM 340**Course Schedule (Subject to Change)****Fall 2003**

Class #	Date	In-class	Assignments
1	9/2	Course Preview and Introductions	
2	9/4	Introduction to Organizational Behavior	Read Chapter 1
3	9/9	Introduction to Management / Ethics	Read pp. 33-41; Assignment #1 DUE
4	9/11	Leadership	Read Chapter 17
5	9/16	Power and Influence	Read Chapter 16
6	9/18	Organizational Change and Stress	Read Chapter 19; Assignment #2 DUE
7	9/23	Leadership/Influence Movie	
8	9/25	Exam 1	
9	9/30	Diversity in Organizations	Read Chapter 2
10	10/2	International Management and OB	Read Chapter 4; Assignment #3 DUE
11	10/7	Organizational Culture and Mentoring	Read Chapter 3
12	10/9	Individual Differences	Read Chapter 5
13	10/14	Social Perceptions and Attributions	Read Chapter 7
14	10/16	Diversity and Attributions Movie	Assignment #4 DUE
15	10/21	Exam 2	
16	10/23	Values and Attitudes	Read Chapter 6
17	10/28	Motivation Based on Needs	Read Chapter 8
18	10/30	Motivation Based on Equity	Read Chapter 9: pp. 289-304 Assignment #5 DUE
19	11/4	Goal-Setting	Read Chapter 9: pp. 305-316
20	11/6	Performance and Rewards	Read Chapter 10
	11/11	VETERANS DAY – No Class	
21	11/13	Motivation Movie	
22	11/18	Exam 3	Assignment #6 DUE
23	11/20	Decision-Making	Read Chapter 11
24	11/25	Groups	Read Chapter 12
	11/27	THANKSGIVING HOLIDAY – No Class	
25	12/4	Teams	Read Chapter 13
26	12/9	Conflict and Negotiation	Read Chapter 14; Assignment #7 DUE
27	12/11	Decision-Making/Conflict Movie	
28	12/17	Exam 4 (10:10-12:10)	