Instructor: Dr. Bob Badowski
Office: Old Main 226
Phone: 724-946-6831
Email: badowsr@westminster.edu
Class Times: M/W/F – 2:00 – 3:00
Office Hours: MWF – 9:20 – 2:00 TR – 8:30–9:20 and 11:00–2:00
Other times by appointment

Course Description:
A course that studies the behavior of people in a work organization, utilizes the social sciences to improve business acumen beyond technical aspects, and develops soft skills to create high functioning work teams. Topics include motivation, leadership, group processes, job and organizational design, communications, effectiveness and ethics in the workplace.

Prerequisites:
ECO 150 and junior standing

Text:

Supplies:
Students are expected to bring the textbook, a pencil, eraser and notebook to each class period.

School of Business Outcomes (SBO):
1. Students will demonstrate competence in data analysis and statistical reasoning. (SBO1)
2. Students will develop and exhibit effective oral and written communication skills, including interpersonal, leadership and team skills necessary for business professionals. (SBO2)
3. Students will identify contemporary business issues and apply relevant knowledge, facilitating logically sound resolutions. (SBO3)
4. Students will foster self-awareness, enabling the selection of an appropriate career path and will pursue career entry or graduate study. (SBO4)

Course Objectives:
By the end of this course, students should be able to demonstrate their proficiency in the following

- Understanding the characteristics and processes of work organizations (assessed by research project) (SBO1, SBO2, SBO3, SBO4)
- Demonstrating the skills of managing successfully using improved decision-making in organizations (assessed by case studies, tests, homework and participation) (SBO2, SBO3, SBO4)
• Explaining the concepts of human motivation to manage problems of job design, performance 
evaluation, and employee compensation in organizations (assessed by case studies, tests, 
homework and participation) (SBO2, SBO3, SBO4)
• Identifying the power of groups in organizations (assessed by case studies, tests, homework and 
participation) (SBO2, SBO3, SBO4)
• Developing effective leadership and development tactics (assessed by case studies, tests, 
homework and participation) (SBO2, SBO3, SBO4)

Assignments:
If you are unable to hand in one of your assignments on time because of illness or other circumstances 
beyond your control, you may ask permission for an extension. A penalty of 20% will be applied to 
assignments that are handed in late without permission. Assignments that are more than a week late, 
will not be graded. Homework assignments should be completed prior to the class in which it is to be 
covered. All students are expected to participate in class discussion. Homework assignments will be 
collected at the discretion of the instructor.

Classroom Behavior:
It is essential that proper classroom decorum be maintained for learning to take place. Cell phones are 
to be turned off and texting is not permitted. Failure to comply will result in a reduction of your grade. 
Cheating will be handled as noted in the college catalog. Those who are late or disruptive may be 
required to leave.

Attendance:
In this course, attendance is an essential element in the learning process. The benefits which accrue are 
numerous and include: receiving lecture material first-hand, participation in classroom dialog, review of 
homework assignments, and completion of chalkboard exercises. Attendance is, therefore, expected at 
all regular scheduled classes. You begin the course with an attendance grade of 100 points. Those 
students who are absent or late three or less times will maintain this grade.

Testing:
All exams and quizzes are required. There will be no makeup exams or quizzes. An excused absence 
from an exam or quiz will result in a grade replacement based on the final exam. It is your responsibility 
to notify the instructor personally.

Final Exam:
There will be a comprehensive final exam in this course.

Grading:
Students will have the opportunity to earn points on exams, quizzes, assignments, class discussion, 
projects etc. At any point during the term, your average can be calculated by dividing the number of 
points you have earned by the total possible points. Understand that your grade is at the discretion of 
the instructor and may relate to your overall business acumen.
Grading Scale:

- A  ≥92%  
- A- < 92 ≥ 90% 
- B+ < 90 ≥ 88%  
- B  < 88 ≥ 83%  
- B- < 83 ≥ 80%  
- C+ < 80 ≥ 78%  
- C  < 78 ≥ 73%  
- C- < 73 ≥ 70%  
- D+ < 70 ≥ 68%  
- D  < 68 ≥ 63%  
- D- < 63 ≥ 60%  
- F  < 60%

Assessment Type | Points Possible
---|---
Class Participation/Attendance | 100
Papers/Case Studies (5 x 50) | 250
Final Exam | 100
Organizational Behavior Research Project | 150
Homework/Classwork/Quiz (5 x 20) | 100
Total Points | 700

Accessibility Statement:
Westminster College actively strives for the full inclusion of all our students. Students with disabilities who require access solutions for environmental or curricular barriers should contact Faith Craig, Director of Disability Resources, located in 209 Thompson-Clark Hall.
phone: 724-946-7192 e-mail: craigfa@westminster.edu
### Organizational Behavior Paper Rubric

Name: ________________________  
Teacher: Dr. Badowski  
Date: ___________________  
Title of Work: ___________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>0-5</th>
<th>5-6</th>
<th>7-8</th>
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<tr>
<td><strong>Organization</strong></td>
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<tr>
<td>The information appears to be disorganized. 8)</td>
<td>Information is organized, but paragraphs are not well-constructed.</td>
<td>Information is organized with well-constructed paragraphs.</td>
<td>Information is very organized with well-constructed paragraphs and subheadings.</td>
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<td><strong>Quality of Information</strong></td>
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<td>Information has little or nothing to do with the main topic.</td>
<td>Information clearly relates to the main topic. No details and/or examples are given.</td>
<td>Information clearly relates to the main topic. It provides 1-2 supporting details and/or examples.</td>
<td>Information clearly relates to the main topic. It includes several supporting details and/or examples.</td>
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<td><strong>Support for Position</strong></td>
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<td>Includes 1 or fewer pieces of evidence (facts, statistics, examples, real-life experiences).</td>
<td>Includes 2 pieces of evidence (facts, statistics, examples, real-life experiences) that support the position statement.</td>
<td>Includes 3 or more pieces of evidence (facts, statistics, examples, real-life experiences) that support the position statement.</td>
<td>Includes 3 or more pieces of evidence (facts, statistics, examples, real-life experiences) that support the position statement. The writer anticipates the reader's concerns, biases or arguments and has provided at least 1 counter-argument.</td>
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<tr>
<td><strong>Mechanics</strong></td>
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<td>Many grammatical, spelling, or punctuation errors.</td>
<td>A few grammatical, spelling or punctuation errors</td>
<td>Almost no grammatical, spelling or punctuation errors</td>
<td>No grammatical, spelling or punctuation errors.</td>
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<tr>
<td><strong>Accuracy</strong></td>
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<td>Most supportive facts and statistics were inaccurately reported.</td>
<td>Most supportive facts and statistics are reported accurately.</td>
<td>Almost all supportive facts and statistics are reported accurately</td>
<td>All supportive facts and statistics are reported accurately</td>
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<td><strong>Total</strong></td>
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<tr>
<th>Week of Class</th>
<th>Lecture Topic</th>
<th>Assignments</th>
<th>Points Available</th>
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| Week 1 (Aug 28- Sept 1) | Chapter 1 – What is Organizational Behavior  
Chapter 2 – Diversity in Organizations | Homework/Classwork/Quiz 1         | 20                |
| Week 2 (Sept 4-8)     | Chapter 3 – Attitudes and Job Satisfaction  
Chapter 4 – Emotions and Moods | Paper 1                          | 50                |
| Week 3 (Sept 11-15)   | Chapter 5 – Personality and Values | Homework/Classwork/Quiz 2         | 20                |
| Week 4 (Sept 18-22)   | Chapter 6 – Perception and Individual Decision Making | Start OB Project  
Paper 2 | N/A 50            |
| Week 5 (Sept 25-29)   | Chapter 7 – Motivation Concepts  
Chapter 8 – Motivation: From Concepts to Applications | Homework/Classwork/Quiz 3         | 20                |
| Week 6 (Oct 2-6)      | Chapter 9 – Foundations of Group Behavior |                                |                   |
| Week 7 (Oct 9-13)     | Chapter 10 – Understanding Work Teams | Paper 3                          | 50                |
| Week 8 (Oct 16-20)    | Chapter 11 - Communication |                                |                   |
| Fall Break (Oct 21-24) |                                  |                                  |                   |
| Week 9 (Oct 25-27)    | Chapter 12 - Leadership | Paper 4                          | 50                |
| Week 10 (Oct 30- Nov 3) | Chapter 13 – Power and Politics |                                |                   |
| Week 11 (Nov 6-10)    | Chapter 14 – Conflict and Negotiation | Homework/Classwork/Quiz 4        | 20                |
| Week 12 (Nov 13-17)   | Chapter 15 – Foundations of Organization Structure | OB Project Due                  | 100               |
| Week 13 (Nov 20-21)   | Chapter 16 – Organizational Culture | Paper 5                          | 50                |
| Thanksgiving Break (Nov 22-26) |                                  |                                  |                   |
| Week 14 (Nov 27 – Dec 1) | Chapter 17 – Organizational Change and Stress Management | Homework/Classwork/Quiz 5        | 20                |
| Week 15 (Dec 4-8)     | Presentation of Videos |                                | 50                |
| Final Exam (Wednesday, Dec 13  
11:30 - 2:00) | Final Exam                       | 100                |
| **Total Points**       |                                  |                                  | 600               |
Academic Integrity Agreement

"Central to the purpose and pursuit of any academic community is academic integrity. All members of the Westminster community, including students, faculty, staff, and administrators, are expected to maintain the highest standards of honesty and integrity, in keeping with the philosophy and mission of the College. Academic dishonesty is a profound violation of this code of behavior." - ACADEMIC INTEGRITY (Westminster College Catalog)

As a student in Westminster College's School of Business I, _____________________________, agree to maintain the highest standards of honesty and integrity, in keeping with the philosophy and mission of the college.

I will not cheat, engage in misconduct, plagiarize, or provide false information as outlined in the Westminster College Catalog. I understand and agree that professionalism and ethics are the cornerstone of any educational or business pursuit, and I will strive to establish both.

I will also abide by the following School of Business electronic device policy which states:
1. Cell phones are not to be used during class for any purpose unless given specific authorization from instructor.
2. All cell phones are to be turned to silent and placed in some type of carrying bag (such as a backpack), that does not sit on your desk during class.
3. No recordings of any kind are permitted to be taken during class; including audio, video, photos, etc.

Student signature: _____________________________ Date: ___________________

Personal Information

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<th>Campus address:</th>
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