The University of Oklahoma  
College of Continuing Education  
Advanced Programs – Course Syllabus

Course Title:  
Organizational Behavior in Human Relations

Course Number:  
HR 5323-490

Course Description:  
Organizational behavior (OB) represents the behavioral approach to management. OB is concerned with human behavior at work and how various structures and work processes influence such behavior. This course will address a number of important organizational issues and processes, including organizational culture, group behavior and teamwork, and leadership.

Course Dates:  
January 2-April 30, 2015  
Last day to enroll or drop without penalty: December 4, 2014

Site Director:  
This is a three-credit hour online course. Please see your local Site Director or e-mail our online site coordinator at aponline@ou.edu

Professor Contact Information:  
Course Professor: Jody Worley, Ph. D.  
Mailing Address: University of Oklahoma  
4502 E. 41st Street, 1J24  
Tulsa, OK, 74035  
Telephone Number: (918) 660-3486  
Fax Number: (918) 660-3490  
E-mail Address: jworley@ou.edu  
Virtual Office Hours: Please contact professor for this information  
Professor availability: The professor will be available via e-mail to students during the above listed Virtual Office Hours and other methods by arrangement.

Textbook(s) and Instructional Materials:  
Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at www.oklahoma.bkstr.com is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fheg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4 p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.

2. Materials posted on the OU Desire to Learn (D2L) system: Access D2L at http://learn.ou.edu; enter your OU NetID (4+4) and password, and select course to access material. Please contact your local Site Director if you require assistance.

**Recommended Text:**


Note: Follett is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through Follett.

**OU E-Mail:**

All official correspondence from distance learning instructors will be sent only to students’ ou.edu address.

**Online Learning Resource Center:**

The Online Learning Resource Center of the University of Oklahoma’s College of Arts and Sciences Online Program is here to serve you and assist you with any questions, problems, or concerns you may have. For assistance go to http://casweb.ou.edu/olr/ or contact us by telephone at: (405) 325-5854 or Email: casonline@ou.edu

**Course Objectives:**

We will focus on becoming intelligent consumers of the current research on leading theories and best practices in the management of behavior in organizations. This implies not only a need to operationalize what we mean by “best practices,” but also consider who determines what is “best” and how those determinations are made. With this in mind, we will aim to achieve the following goals:

- Demonstrate a broad theoretical understanding of organizational behavior.
- Demonstrate theoretical and practical understanding of work related motivation and reward systems.
- Demonstrate an understanding of the interplay between individual and group behavior in the workplace.
- Demonstrate an understanding of leadership issues in diverse work environments.

**Reading Assignments and Course Outline:**

- See the course website for details on all lesson assignments

<table>
<thead>
<tr>
<th>Unit</th>
<th>Lesson</th>
<th>Due Date</th>
<th>Topic</th>
<th>Required Reading</th>
</tr>
</thead>
</table>
| 1    | 1      | January 27 | Getting Started: How to navigate this course  
What is organizational behavior and why consider it? | DDA, Ch. 1; Heath & Sitkin (2001) |
| 1    | 2      | January 27 | Organizational behavior and self-management | DDA, Ch. 2 |
| 1    | 3      | January 27 | Individual differences, diversity and cross-cultural values | Curtis & Dreachslin (2008) |
| 1    | 4      | January 27 | Social perception and attribution | Kreitner & Kinicki (2007) |
Assignments, Grading, and Due Dates:
The primary goal of this course is learning, not evaluation. Students are expected to read the textbook and be familiar with its content.

1. Weekly Reading Assignments: Students are expected to read the textbook and be familiar with its content. As with many courses taught in the traditional classroom format, students should be prepared to discuss the topics and issues raised in the reading assignments.

2. Unit Project Assignments: At the end of each unit in the course, you will submit all of your work from each of the lessons that comprise the work for that unit. There are four unit project assignment due dates, one for each of the units. Each unit includes three or four lesson assignments. There are a total of four units (see the course outline above). The lesson assignments are not necessarily cumulative but things that you learn in earlier units/lessons will need to be understood for later units/lessons. These project assignments are “open book” and “open notes.” They constitute 100% of your final grade. Your completed work for each lesson must be uploaded to the D2L webpage before midnight on the due date. Any late papers will have one letter grade deducted from its score, so please plan ahead. Don’t wait until 11:59 on the due date and then discover that your “computer is down” or that you “have the flu.” I strongly encourage you to complete each lesson assignment before moving on to the next lesson, and turn your work in early if at all possible.

For each unit, I will post notes, reading assignments, and project assignments for each lesson on D2L in the week prior to the beginning of each unit. That will allow you to work ahead a little bit. In general, you should complete one lesson each week to stay on track for the course.

In general, you should complete one lesson each week. I will post reading assignments and lesson project assignments on D2L in the week prior to the beginning of each unit. That will allow you to work ahead a little bit.

Grading:
This is a letter-graded course: A, B, C, D, or F.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required reading</td>
<td>Weekly</td>
<td>Required</td>
</tr>
<tr>
<td>Unit 1</td>
<td>January 27, 2014</td>
<td>25%</td>
</tr>
<tr>
<td>Unit 2</td>
<td>February 24, 2014</td>
<td>25%</td>
</tr>
<tr>
<td>Unit 3</td>
<td>March 31, 2014</td>
<td>25%</td>
</tr>
<tr>
<td>Unit 4</td>
<td>April 28, 2014</td>
<td>25%</td>
</tr>
</tbody>
</table>

The goal of this course is learning, not evaluation. On the other hand, assessment and evaluation are necessary evils of our system of higher education. In this regard, let me assure you that a reasonable
effort should result in an acceptable grade. This does not mean that showing up for class and submitting mediocre work entitles a student to an 'A' or even a 'B' for the course. As to the nitty-gritty details, superior performance on all assignments and final paper/exam will result in a grade of 'A' for the course. Satisfactory completion of assignments will earn a 'B' for the course. Failure to adequately complete assignments with poor performance on the application project and/or the final paper/exam will result in a 'C' for the course. I strongly urge you to avoid an incomplete 'I' at all costs.

Specifically, course grades will be determined based on the cumulative points earned from class participation, research paper (case assignment), and presentation.

The standard convention for assigning letter grades for the course will be followed:

A. 90% - 100% of total points possible
B. 80% - 89%
C. 70% - 79%
D. 60% - 69%
E. Less than 60%

Notice: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.

Policy for Late Work:
Late papers will be penalized one letter grade.

Attendance Policy:
In addition to interaction via Desire2Learn and E-mail contact, students are required to contact the instructor via E-mail or telephone BEFORE the beginning of the course term for an initial briefing. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

Student assignments and student/instructor communications will be conducted via Desire2Learn, although students may contact the instructor via telephone, postal mail, e-mail, or fax as needed

Incomplete Grade Policy:
A grade of “I” is not automatically assigned, but rather must be requested by the student by submitting to the instructor a “Petition for and Work to Remove an Incompleted Grade” form. An “I” can never be used in lieu of an “F” nor can an “I” be assigned because of excessive failure to participate in class activities.

Technical Support Information:
If you experience technical problems, contact Information Technology by visiting their website at: http://webapps.ou.edu/it/ or contacting them by telephone at: (405) 325-HELP (4357).

Procedures for Completion of Course Evaluation:
Upon completion of the course students should go to the Advanced Programs Online Learning Information webpage and click on the applicable semester link under “Online Course Evaluation” which will direct them to the evaluation. The evaluation will take approximately five minutes to complete. Completion of the online evaluation is an important tool allowing Advanced Programs to gain information and student feedback for improvement of courses.

Your responses will be kept confidential. They will be reviewed by the department and only supplied to the professor once grades for the course have been submitted.
POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student’s academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc…in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc…; intimidation and interference with integrity process; and plagiarism. All students should review the Student’s Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at http://studentconduct.ou.edu/

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA

Jody Worley, Ph.D.

Education

2006 Ph.D., Educational Psychology-Research Methods and Evaluation
Oklahoma State University, Stillwater, OK

Current Positions

- Associate Professor, University of Oklahoma, Human Relations Department
- Advanced Programs Professor since 2007

Frequently Taught Advanced Programs Courses

- HR5023 Research in Human Relations
- HR5323 Organizational Behavior
- HR5053 Diversity and Justice in Organizations
- HR5113 Work/Life Integration

Representative Publications and Presentations


**Representative Honors and Awards Received**

- **2013** Principal Investigator, “Community indicators for child vulnerability to abuse and neglect: Development of a model for tracking crisis indicators and utilization of system services.” Funding received through the Tulsa County Coalition for Child Protection ($11,227).
- **2010-11** Principal Investigator, “Juvenile Offender Re-entry Project” with Tulsa Youth Services, and the Oklahoma Office of Juvenile Affairs. Funding received through the US Department of Justice ($99,835).
- **2008-09** Co-Principal Investigator on “Child Care Portfolio Project” with the State of Oklahoma, Department of Human Services ($20,000).
- **2007-08** Co-Principal Investigator to evaluate the Positive Behavior Support (PBS) programs with Tulsa Public Schools ($31,728).
- **2007-08** Co-Principal Investigator contracted to evaluate the Youth Philanthropy Initiative (YPI) with by Schusterman Family Foundation ($9,995).
- **2006-07** Tulsa Mayor’s Citizen Corps Contract Award to investigate volunteer engagement ($4,900).
- **2003** Stipend in the amount of $3,896 to research the impact of Faculty Innovation Grant awards ($33,709) on teaching and learning at Tulsa Community College, Tulsa, OK.
- **1998** Office of Aviation Medicine - Outstanding Team award from the Federal Air Surgeon for research conducted at the Civil Aviation Registry in Oklahoma City, OK.