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

Course Title:  
Organizational Behavior and Administration

Course Number:  
MGT 5113-102

Course Description:  
This course is designed to understand the relationship between various aspects of organizational environments and the behavior of organization members and the impact of management and leadership skills. The assigned readings have been selected to familiarize students with key concepts relating to individuals, groups and organizations. Class activities will primarily focus on how the concepts can be applied in a variety of “real world” settings. The relevant application of the theories and concepts to current organizational work environments and the management of people will be stressed. Contemporary issues and challenges confronting managers in modern organizations as a result of a complex, changing work force will also be discussed. Through completion of the course, students will better understand the forces that serve to influence their behavior as an organization member, and in turn, how their own behavior serves to influence those around them.

Class Dates, Location and Hours:  
Dates: September 14-16 and 21-23, 2012  
Location: OCCE, Norman, Oklahoma. Classes are held at the Thurman White Forum Building of OCCE, 1704 Asp Avenue.  
Hours: Fri 5:30-9:30 p.m.; Sat 8:30 a.m.-4:30 p.m.; Sun 1:00-5:00 p.m.  
Last day to enroll or drop without penalty: August 16, 2012

Site Director:  
Cathy Yeaman. Assistant: Jan Plavchak. Phone: 405-325-3333; Fax: 405-325-9148; email: apnorman@ou.edu

Professor Contact Information:  
Course Professor: Michael R. Buckley  
Mailing Address: Michael F. Price College of Business  
Department of Management  
University of Oklahoma  
Norman, OK  73019  
Telephone Number: (405) 325-5729 (O)  
E-mail Address: mbuckley@ou.edu  
Professor availability: The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:  
Student materials are available at the Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-7140 (outside the U.S.).
Course Objectives:

At the end of this course students will be able to:

- Identify and discuss four organizational/leadership theories impacting work climates and organizational environments.
- Demonstrate an understanding of the history and emergence of contemporary organizational management.
- Discuss the importance of organizational behaviors relative to the management of current companies, businesses, military and agencies.
- Identify five organizational methods that create and enhance the opportunity for achievement in managing contemporary organizational environments.
- Develop a comprehensive personal profile that assesses organizational behavioral productive approaches to managing contemporary employees/workers.

Course Outline:

Lectures will not replicate readings and are to be used as a framework for class discussion, assignments and exams. Please note that the actual class presentations may be altered or extended to subsequent days dependent on class lectures and discussions.

I. Organizational Structure and Design
   a. Readings: Robbins book
      i. Chapter 1: Introduction to Organizational Behavior
      ii. Chapter 2: Foundations of Individual Behavior
   b. Class Activity: Organizational Traits and Attitudes

II. Leadership and Organizational Climate Development
   a. Readings: Robbins book
      i. Chapter 11: Leadership
      ii. Chapter 12: Power and Politics
   b. Class Activity: Situational Flexibility: Adapting to the Leadership Environment

III. Motivating in Organizations
   a. Readings: Robbins book
      i. Chapter 5: Motivation Concepts
      ii. Chapter 6: Motivation: From Concepts to Applications
   b. Class Activity: Defining a Motivational Style
   c. Mid-course Exam to be given during class

IV. Communication and Decision Making
   a. Readings: Robbins book
      i. Chapter 4: Perception and Individual Decision Making
      ii. Chapter 10: Communication
   b. Class Activity: Communications and Interpersonal Profile

V. Groups and Teams in Organizations
   a. Readings: Robbins book
      i. Chapter 8: Foundations of Group Behavior
      ii. Chapter 9: Understanding Work Teams
   b. Class Activity: Individual and Group Decision Making
VI. Group Projects
   a. Readings: Robbins book
      i. Chapter 16: Organizational Change and Development
   b. Class Activity: Group Projects

VII. Group Projects and Final Exam
   a. Continuation of Group Projects
   b. Final exam to be given during class

Assignments, Grading and Due Dates:
1. Complete assigned readings in the Robbins book as listed in course outline. All readings should
   be completed prior to the beginning of the first class. Additional readings may be assigned
during class.
2. Submit a brief paper (4-5 pages, typed, double spaced) describing a real or hypothetical
   organizational behavior problem. This can be relating to leadership, organizational restructuring,
motivation, ethics, etc., or any problem that an organization must address or manage. You should
   explore the problem from an objective viewpoint. Then, from an organizational behavior
   perspective, you should design and suggest a solution to the problem. You should evaluate the
effectiveness of the solution in terms of managerial and employee perceptions and also discuss
the organizational behavior/human relations concepts and principles that you believe are most
applicable to your approach to successfully solve the problem. Cite appropriate references as
needed to support your ideas (please use a minimum of 3 references/citations).

   The purpose of this paper is to increase understanding of organizational behavior and
management concepts and principles and how they are applied. Be clear and concise in your
writing and carefully edit your paper.

   This assignment is due one week prior to the first day of class, and submitted by e-mail to
mbuckley@ou.edu
3. Participate in program design simulations or case studies for in-class exercises/activities.
4. Class discussions will be based on the pre-assigned readings, lectures and in-class
5. Two exams will be given. All exams will be based on readings, lectures, class discussions and in-
class exercises.

Grading: This is a letter-graded course: A, B, C, D, or F. A = 90-100%; B = 80-89%; C = 70-79%; D =
60-69%; F = below 60%

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Course Paper</td>
<td>25%</td>
</tr>
<tr>
<td>Mid-Course Exam</td>
<td>10%</td>
</tr>
<tr>
<td>Group Project</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>40%</td>
</tr>
</tbody>
</table>

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.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc., are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. 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 Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism,
- falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your 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. Advanced Programs does not provide duplicating services or office supplies.

Copyright

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  
Michael R. Buckley, Ph.D.

Education  
1985 Ph.D. in Industrial/Organizational Psychology, Auburn University

Current Positions  
• Advanced Programs Professor since 1989  
• Professor of Management and Professor of Psychology, University of Oklahoma  
• Associate Professor, Division of Management, University of Oklahoma  
• JC Penney Company Chair of Business Leadership

Frequently Taught Advanced Programs Courses  
• MGT 5113 Organizational Behavior & Administration  
• MGT 5513 Planning, Staffing & Development  
• PSC 6143 Seminar In Public Organization Behavior  
• MGT 6973 Seminar: Human Resource Management

Major Areas of Teaching and Research Interest  
• Re Academy of Management  
• American Psychological Association

Representative Publications and Presentations  
Look me up on Scholar Google and you can see some samples of my published work.