

Course Syllabus, MGMT 740: Organizational Management Foundation - Fall 2018

Instructor Contact Information

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Introduction and Course Description

Welcome to the online foundation course, Organizational Management. Over the course of 7 weeks, we will explore major theoretical and practical ways of thinking about organizations, leadership, and effective action.

Required Textbook

Newstrom, J. W. (2015). Organizational Behavior: Human Behavior at Work (14th Ed.). New York: McGraw-Hill Education.

Course Objectives

This course explores the many facets that contribute to or deter from successful organizational management. At the conclusion of this course, MBA students will be able to effectively:

1. Categorize and critically assess multiple theoretical approaches to organizing and leading
2. Understand how to organize and structure groups and teams to get results
3. Build positive interpersonal and group dynamics
4. Deal constructively with power, conflict, and politics in organizational situations
5. Assess how organizational culture builds a meaningful work environment
6. Identify and discuss one's own management and leadership assumptions and abilities
7. Synthesize, evaluate, and assess information in order to formulate courses of action appropriate for one's own organizational situation
8. Collaborate with class members in an online learning environment

Participation

Your participation in this course requires:

- Access to a computer and high-speed Internet connection that is capable of accessing D2L.
- Ongoing reading of the course text, frequent use of online course materials and use of other supplemental materials.
- A willingness to ask questions of the instructor if you do not understand an assignment.
- Interactions with fellow students in discussions.

Grading

Participants are expected to complete individual assignments on the dates given in the course calendar and all of the course units must be completed within the seven-week period. Because some of your participation will be done within discussion groups, it is imperative that you complete each unit within the given time frame. The course will be most beneficial to you when you have an opportunity to submit a discussion posting and have time to receive comments and feedback from your peers.

Course points (415 pts.) include:

Chapter Quizzes

12 quizzes (drop lowest 1), 15 points each = 165 points

Weekly Discussions

6 Discussions, 20 points each = 120 points. To determine your group, click on the Groups page in the dark blue navigation bar.

Written Assignments

3 Papers (40, 40, 50 points) = 130 points

Week 1: Complex Systems Case Study, 40 points

Week 5: Apply Group/Team Concepts, 40 points

Week 7: Organizational Problem Analysis, 50 points

Grading Policy Relating to the MBA Foundation, Core, and Electives

Letter grades will be awarded in accordance with University policies following the standard practice of each UW campus participating in the UW Consortium. For example, an Oshkosh student in a given course will be graded based on Oshkosh policies, an Eau Claire student based on Eau Claire policies, and so on. These policies are summarized below:

Course Grading for Eau Claire and MBA Consortium Students – percentage (no rounding)

| | | | |
|---------------|---------------|---------------|---------------|
| 93-100 (A) | 86.99-83 (B) | 76.99-73 (C) | 66.99-63 (D) |
| 92.99-90 (A-) | 82.99-80 (B-) | 72.99-70 (C-) | 62.99-60 (D-) |
| 89.99-87 (B+) | 79.99-77 (C+) | 69.99-67 (D+) | Below 60 (F) |

Course Grading for Parkside – percentage (no rounding)

| | | |
|---------------|---------------|---------------|
| 93-100 (A) | 86.99-83 (B) | 76.99-73 (C) |
| 92.99-90 (A-) | 82.99-80 (B-) | 72.99-70 (C-) |
| 89.99-87 (B+) | 79.99-77 (C+) | Below 70 (F) |

Course Grading for Oshkosh – percentage (no rounding)

| | | |
|---------------|---------------|--------------|
| 93-100 (A) | 86.99-83 (B) | 76.99-73 (C) |
| 92.99-90 (A-) | 82.99-80 (B-) | Below 73 (F) |
| 89.99-87 (B+) | 79.99-77 (C+) | |

Course Grading for La Crosse – percentage (no rounding)

| | | |
|---------------|---------------|--------------|
| 93-100 (A) | 82.99-77 (BC) | Below 63 (F) |
| 92.99-87 (AB) | 76.99-70 (C) | |
| 86.99-83 (B) | 69.99-63 (D) | |

Quizzes

Studies have shown that the more frequently you test yourself on a topic, the easier that information can be retrieved from long-term memory. This course includes reading quizzes. You are allowed 20 minutes per attempt and have one attempt per quiz. You will need to study for these quizzes, and the questions have been randomized.

Late Work Policy

An absence will be considered excused or authorized according to the following institutional policies:

1. The student's home campus policy on excused absences will apply.
 - [UW – La Crosse](#)
 - [UW – Oshkosh](#)
 - [UW – Parkside](#)
2. UW MBA Consortium students will follow the [UW – Eau Claire Authorized Absence Policy](#).

If your absence falls into the excused absence category, please contact me as soon as possible. I may request that you provide documentation, and I may need time to make alternative assessments available to you. Otherwise, the following late work policies apply to unexcused absences.

Quizzes

Quizzes open on the Saturday of the week they are due and close at 11:59 p.m. on their due dates (see course calendar). Please make arrangements to take the quiz during this window. Extensions will only be made in rare circumstances.

Discussions

There will be a 5-point deduction if the initial post is late but posted before the end of that week's discussion period. There will be a 10-point deduction if no initial post is posted. There will be a 5-point deduction if the response post is posted within one day of the close of the discussion period. There will be a 10-point deduction if no response post is posted.

Written Assignments

There will be a 5-point deduction for each day a written assignment is late.

Correspondence, Feedback and Evaluation

- You are expected to complete all assigned activities and reading throughout the course. Written work should follow the APA format. Guidelines for the APA format area available in many areas including the [Purdue Online Writing Lab](#) website.
- The D2L grade book will be used to record all scores. You should be able to follow your progress in the grade book. Your instructor will be making notes within the dropbox and/or grade area.
- Correspondence with classmates can be done through the all-class discussion forum, through email (addresses available on Classlist tab) or within chapter discussion forums.

Accommodation for Disability

In order to ensure that all of our students have equitable access to our online course materials, we strive to meet the guidelines set by Section 508 of the Rehabilitation Act, which requires the public to provide reasonable accommodations to individuals with disabilities when posting web-based materials. Desire2Learn (D2L), our learning management system, has Gold-Level Nonvisual Accessibility Web Certification by the [National Federation of the Blind](#). If you find that course materials are not posted in a format that meets your needs, or you need testing accommodations, please contact Online Course Support at 888.832.7090 or 715.836.6019 or email BizHelp@uwec.edu and we will work with you to find a reasonable accommodation.

Organizational Management Online Course Netiquette

The format and intended culture of this course includes considerable conversation and listening to the ideas of others. Our guideline throughout the course will be "respect." Whether you agree or disagree with what is being said, please treat each other with respect. This respect can be demonstrated through responding to discussions with tact and understanding. Humiliation, swearing and teasing or bullying someone is not appropriate in any class.

Academic Misconduct (Required by the UW-System MBA Consortium and the UW-System)

Academic dishonesty is not acceptable. The UW-System subscribes to the definitions of academic dishonesty provided by the National Association of Student Personnel Administrators. These include:

- Cheating - Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- Fabrication - intentional and unauthorized falsification or invention of any information or citation in academic exercise.
- Plagiarism - intentionally or knowingly representing the words or ideas of another as your own in any academic exercise. Plagiarism is considered a form of theft and at the university is a serious violation. Penalties can range from a lowered grade to expulsion.
- Facilitating academic dishonesty - intentionally or knowingly helping or attempting to help another commit an act of academic fraud.

- All quotes and direct references must include citations. Remember to use APA format. See the [OWL website from Purdue](#) for APA citation guidelines.

Instructor Introduction

Dr. Gabi Eissa



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Greetings!

Welcome to MGMT 740. I hope that I am able to get to know each of you over the next few weeks. I'd also like to take this opportunity to provide a little information about myself. I am originally from Cairo, Egypt. I received my undergraduate degree in General Management from one of Cairo's largest universities, Helwan University. I worked in the Business Development & Marketing areas for a few years until I made the decision to move to the US in 2003 to pursue my MBA, which I received from Sam Houston State University in 2005. After also a few years in the corporate world, I was able to pursue my passion for teaching and research by pursuing my Ph.D. from Oklahoma State University, which I earned in 2012. In the Fall of 2013, I moved to UWEC and have taught here ever since.

I have several teaching interests including Organizational Behavior, Human Resources, Leadership, Business Ethics, Stress and Well-being, and Change and Development. My diverse teaching and research interests allow me to draw from various content areas when applying an employee and managerial training and development perspective.

On my free time, I enjoy being around family and friends. I enjoy reading, music, movies, food, working out, and traveling. I was fortunate enough to visit many parts of the world, and I am excited to even explore more of our unique world. I have a passion for getting to know new people and immersing into different cultures.

This is just a glimpse of who I am and my experience. Please feel free to share your personal/work experiences throughout the course, and I will certainly continue to do the same.

My Role in This Course:

This is a 7-week course and, thus, your success in this course will primarily depend on you and your active participation. Clearly, I will be actively reading all of your discussion posts as they progress. However, I will only step in when the discussions veers off topic or if something needs correcting and/or clarifying. That said, I don't intend to direct the discussion – the direction we take will largely be up to you. Please interact with your team-mates frequently, and view/respond to their discussion posts in a timely manner.

If you have questions, I typically will respond within 24 hours (or 48 hours, if during the weekend) and sooner if I am able to.

Also, I will grade assignments within one week of the due date.

Finally, I am open to your suggestions. If you have an idea about how we can improve this course, I want to hear it. I see this as a learning community, not an instructor-driven drill, and I want to maximize your learning as much as possible.

Course Calendar - Fall 2018

All assignments are due at 11:59 p.m. central time unless otherwise noted.

Week 1: Organizational Behavior October 29 - November 4

| Assignment | Due Date |
|---|--|
| Read Week 1 Overview | |
| Read Chapter 1 in textbook and optional PowerPoint Read Chapter 1 Commentary: The Dynamics of People and Organizations | |
| Complete Chapter 1 Quiz | Quiz opens Mon, 10/29 Submit quiz by Wed 10/31 |
| Engage in Week 1 Discussion: Introductions | Initial post by: Wed 10/31 Respond to at least 2 classmates by: Sun, 11/4 |
| Read Chapter 2 in textbook and optional PowerPoint Read Chapter 2 Commentary: Models of Organizational Behavior | |
| Complete Chapter 2 Quiz | Quiz opens Mon, 10/29 Submit quiz by Fri, 11/2 |
| Read How HP Lost Its Way and How Whole Foods is Taking Over America Complete Week 1 Written Assignment: Complex Systems Case Study | Submit to Dropbox by Sun, 11/4 |

Week 2: Social Systems, Organizational Culture, Issues, and Ethics November 5 - November 11

| Assignment | Due Date |
|--|--|
| Read Week 2 Overview | |
| Read Chapter 4 in textbook and optional PowerPoint Read Chapter 4 Commentary: Organizational Culture | |
| Complete Chapter 4 Quiz | Quiz opens Sat, 11/3 Submit quiz by Wed, 11/7 |
| Engage in Week 2 Discussion: Cultural Analysis | Initial post by: Wed, 11/7 Respond to at least 2 group members by: Sun, 11/11 |
| Read pages 258-268 and 276-280 of Chapter 10 in textbook and optional PowerPoint Read Chapter 10 Commentary: Ethic and Issues between Organizations and Individuals | |
| Complete Chapter 10 Quiz | Quiz opens Sat, 11/3 Submit quiz by Fri, 11/9 |

Week 3: Motivation and Employee Attitudes

November 12 - November 18

| Assignment | Due Date |
|--|--|
| Read Week 3 Overview | |
| Read Chapter 5 in textbook and optional PowerPoint Read Chapter 5 Commentary: Motivation | |
| Complete Chapter 5 Quiz | Quiz opens Sat, 11/10 Submit quiz by Wed, 11/14 |
| Engage in Week 3 Discussion: Motivational Analysis | Initial post by: Wed 11/14 Respond to at least 2 group members by: Sun, 11/18 |
| Read Chapter 9 in textbook and optional PowerPoint Read pages 269-276 of Chapter 10 in textbook and optional PowerPoint Read Chapter 9/10 Commentary: Employee Attitudes and Behaviors | |
| Complete Chapter 9/10 Quiz | Quiz opens Sat, 11/10 Submit quiz by Fri, 11/16 |

Week 4: Leadership November 19 - November 25

| Assignment | Due Date |
|--|---|
| Read Week 4 Overview | |
| Read Chapter 7 in textbook and optional PowerPoint Read Chapter 7 Commentary: Leadership | |
| Complete Chapter 7 Quiz | Quiz opens Sat, 11/17 Submit quiz by Wed, 11/21 |
| Engage in Week 4 Discussion: Leadership Experience Analysis | Initial post by: Wed, 11/21 Respond to at least 2 group members by: Sun, 11/25 |
| Read Chapter 8 in textbook and optional PowerPoint Read Chapter 8 Commentary: Empowerment and Participation | |
| Complete Chapter 8 Quiz | Quiz opens Sat, 11/17 Submit quiz by Fri, 11/23 |

Week 5: Groups, Teams, and Team Building November 26 - December 2

| Assignment | Due Date |
|---|--|
| Read Week 5 Overview | |
| Read Chapter 12 in textbook and optional PowerPoint Read Chapter 12 Commentary: Groups | |
| Complete Chapter 12 Quiz | Quiz opens Sat, 11/24 Submit quiz by Wed, 11/28 |
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|--|--|
| Read Chapter 13 in textbook and optional PowerPoint Read Chapter 13 Commentary: Teams and Team Building | |
| Complete Chapter 13 Quiz | Quiz opens Sat, 11/24 Submit quiz by Fri, 11/30 |
| Submit Week 5 Written Assignment: Applying Group/Team Concepts | Submit to Dropbox by Sun, 12/2 |

Week 6: Power, Politics, and Communication December 3 - December 9

| Assignment | Due Date |
|---|---|
| Read Week 6 Overview | |
| Read Chapter 11 in textbook and optional PowerPoint Read Chapter 11 Commentary: Conflict, Power, and Organizational Politics | |
| Complete Chapter 11 Quiz | Quiz opens Sat, 12/1 Submit quiz by Wed, 12/5 |
| Engage in Week 6 Discussion: Political Skills Analysis | Initial post by: Wed, 12/5 Respond to at least 2 group members by: Sun, 12/9 |
| Read Chapter 3 in textbook and optional PowerPoint Read Chapter 3 Commentary: Managing Communication | |
| Complete Chapter 3 Quiz | Quiz opens Sat, 12/1 Submit quiz by Fri, 12/7 |

Week 7: Organizational Behavior Integration December 10 - December 14

| Assignment | Due Date |
|---|---|
| Read Week 7 Overview Read Week 7 Commentary: Organizational Behavior Integration | |
| Engage in Week 7 Discussion: Course Reflections | Initial post by: Wed, 12/12 Respond to at least 2 group members by: Fri, 12/14 |
| Complete Week 7 Written Assignment: Organizational Problem Analysis | Submit to Dropbox by Thur, 12/13 |
| Complete course evaluation | Complete by Fri, 12/14 |