

Fall 2020

August 17th – Dec 4th

Meeting days: Tuesday & Thursday	Instructor title and name: Dr. Randy Waynick
Meeting times: 1:30 – 2:45pm	Phone: 612.910.9353 (cell)
Meeting location: FSB 102	E-mail: rwaynick@pointloma.edu
Final Exam: University Published Date and Time	Office location and hours: FSB 134. Before and after class or as needed.

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Fermanian School of Business Mission 

Character – Professionalism – Excellence – Relationships – Commitment - Innovation

As members of a vital Christian community, we strive to provide high quality business programs that equip students to make a positive impact in their workplace and community by connecting purpose to practice.

COURSE DESCRIPTION

This course is a study of human behavior in social organizations, with a focus on the environment, structure, and human behavior at the individual, group, and organizational level. Emphasis is on acquiring skills and analytical concepts to improve organizational relationships and effectiveness.

COURSE LEARNING OUTCOMES

In this course, we will examine the various factors that influence the culture of an organization and focus on the importance of utilizing that understanding to build a well-performing organization. You will discern the importance of identifying strategic values and, as servant leaders, set realistic objectives for improving effectiveness as group members.

Upon completion of this course, students will be able to:

1. Identify the key management principles relating to environment, structure and human behavior at the individual, group and organizational levels (PLO 1 & F1).
2. Prepare strategies for improving work performance and organizational effectiveness (PLO 2 & F1).
3. Assess the impact of various organizational structures on corporate culture and behavior (PLO F2).
4. Analyze the ethical impacts when managing people and resources (PLO 4).
5. Collaborate effectively in a team to thoroughly assess an organization and make sound recommendations (PLO 5).
6. Demonstrate effective business communication through written and verbal means (PLO 3).

COURSE CREDIT HOUR INFORMATION

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 3 unit class delivered over 16 weeks at 37.5 hours per unit. Specific details about how the class meets the credit hour requirement can be found in each of the weekly overviews for the course.

COURSE SCHEDULE AND ASSIGNMENTS

- **Quizzes.** Each week, students will take a weekly reading quiz based on the textbook to assess their knowledge and comprehension of the current topic. The Quizzes will be administered in class/online on Tuesday afternoon at 1:30pm. The quiz will be allotted 10 minutes to complete. There will be no makeup/rescheduled quizzes. No additional class time will be allotted. If you arrive late you will have until the time remaining on the 15-minute limit. **Quizzes represent 260 points out of the total 1,000 for the course.**
- **Small Group Discussions.** Each week, students will participate in a small group in a collaborative discussion on the current topic. The topic can be a relevant current news article on Organizational Behavior related to that week's area of study. The instructor may require additional short reading assignments early in the week to help students prepare for in class discussion. In each discussion group students will compose a response to be discussed in class on Thursday. The group submission is due in Canvas by 11:58 pm on Thursday evening every week. Through these discussions, students will gain familiarity with a diverse array of perspectives on the current topic and apply academic study to application. **Small Group discussions represent 260 points out of the total 1,000 for the course.**
- **Essay Papers.** Students are required to submit 7 short essay papers on selected topics over the term. They are worth 25 points each and are designed to illicit a application of theories to future organizations. **Represents 175 points out of the total 1,000 for the course.**
- **Group Presentations.** Each student will be assigned to a group that will present a short presentation on a preassigned topic relating to Organizational performance. The presentation will need to be done in a format that allows face to face and remote presentation (Screencast O Matic). **Represent 50 points out of the total 1,000 for the course.**
- **Exams.** Students will take both a midterm and final exam in the course. These exams are intended to assess the student's knowledge and comprehension of the critical themes of the course. **Exams represent 200 points out of the total 1,000 for the course.**
- **Final Paper.** Each student will be required to submit a comprehensive paper outlining how this course will help them define, understand, and lead future organizations. Detailed rubric will be

supplied, but students must include a minimum of 4 key concepts/theories studied during the course. **Final Paper will be worth up to 50 points of the total 1,000.**

- **Surveys.** Students will respond to mid-course and end-of-course evaluations and sign an academic integrity statement for the course.

WEEK PRESENTED	CLASS CONTENT OR ASSIGNMENT	ASSIGNMENT DUE DATE
Weekly	Quizzes	Tuesday in class
Weekly	Small Group Discussions-Activity	Thursday in Canvas @ 11:58pm
Weeks 9 -14	Group Presentation	
Week 7	Midterm Exam	TBD
Week 15	Final Exam	TBD
Weeks 16	Final Paper	TBD

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

1. Nelson, D. L. and Quick, J. C., (2017), ORGB5. Organizational Behavior. 5th [Cengage Learning](#) 4LTR Press.
2. Gladwell, M., (2005). Blink: The power of thinking without thinking. Back Bay Books, Little and Brown ISBN [0-316-17232-4](#)

ASSESSMENT AND GRADING

Standard Grade Scale Based on Percentage of Points Earned				
A	B	C	D	F
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F ≤ 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

Graded Allocation:

Graded Event	Points	Notes
Weekly Quiz	260	20 points per week (x) 13
Weekly Discussion Post	260	20 points weekly (x) 13
Essay Papers	175	25 Points each
Midterm	100	Material included for weeks 1-7
Final Exam	100	Material included week 8-14
Final Paper	50	Comprehensive

Group Presentation	50	
Survey mid-course	5	
Total	1,000	

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned under extremely unusual circumstances.

SPIRITUAL CARE

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the [Office of Spiritual Development](#).

STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map using the below link to view which states allow online (distance education) outside of California. <https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures>

PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic Policies in the PLNU Catalog for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments,

modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. (DRC@pointloma.edu or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See Academic Policies in the Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

NOTE As we will start as an Online course the hope is that based on health guidelines we will move into a Hybrid model at some point in the fall. I am including the information for both modalities of teaching.

Face-to-Face courses only:

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. See Academic Policies in the Academic Catalog for additional detail.

Fully online 3-unit courses only:

Students taking online courses are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded activity in the course. (Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)

Students who do not attend at least once in any 3 consecutive days will be issued an attendance warning. Students who do not attend at least once in any 7 consecutive days will be dropped from the course retroactive to the last date of recorded attendance.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Hybrid 3-unit courses only:

At Point Loma Nazarene University, attendance is required at all scheduled classes. Hybrid format means some class meetings will be face-to-face and some will be online. Attendance in the face-to-face classes is to be for the entire time of the class. Arriving late or leaving early will be considered a partial absence. A day of attendance in an online class is determined as contributing a substantive note, assignment, discussion, or submission that adds value to the course as determined by the instructor. Three days of attendance are required each week.

Face-to-face Portion of the Hybrid course

In blended or hybrid courses, if a student misses one face-to-face class then the faculty member will send an email to the student and the Director of Student Success warning of attendance jeopardy. There are no exceptions to this policy.

If a student misses two face-to-face classes, the faculty member or Vice Provost for Academic Administration (VPAA) will initiate the student's de-enrollment from the course without further advanced notice to the student. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of "F" and there will be no refund of tuition for that course.

Online Portion of the Hybrid Course

If a student misses two online classes (fails to contribute to a discussion board) during the course, then the faculty member will send an email to the student and the Director of Student Success warning of attendance jeopardy. There are no exceptions to this policy.

If a student misses three online classes (fails to contribute to a discussion board by the due date) during the course, then the faculty member or Vice Provost for Academic Administration (VPAA) will initiate the student's de-enrollment from the course without further advanced notice to the student. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of "F" and there will be no refund of tuition for that course.

- 1 missed F2F class = warning
- 2 missed F2F classes = de-enrollment
- 2 missed online classes = warning
- 3 missed online classes = de-enrollment

USE OF TECHNOLOGY

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student is in need of technological resources please contact student-tech-request@pointloma.edu.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

FINAL EXAMINATION POLICY

Successful completion of this class requires taking the final examination **on its scheduled day**. No requests for early examinations or alternative days will be approved.

Schedule/Readings

Week	Dates	Topic	Reading
1	8/17- 8/23	Intro to OB	ORGB Ch 1, Blink Ch 1
2	8/24-8/30	Challenges	ORGB ch 2 Blink ch 2
3	8/31-9/6	Individuals	ORGB ch 3 Blink ch 3
4	9/7-9/13	Ethics	ORGB ch 4 Blink ch 4
5	9/14-9/20	Motivation	ORGB ch 5 Blink ch 5
6	9/21-9/27	Communication	ORGB ch 8 Blink ch 6
7	9/28-10/4	Teams	ORGB ch 9 Blink
8	10/5-10/11	Power	ORGB ch 11
9	10/12-10/18	Culture	ORGB ch 16
10	10/19-10/25	Leadership	ORGB ch 12
11	10/26-11/1	Structure	ORGB ch 15
12	11/2-11/8	Decision Making	ORGB ch 10
13	11/9-11/15	Change	ORGB ch 18
14	11/16-11/22	Conflict	ORGB ch 13
15	11/23-11/29	Summary	
16	11/30-12/4	Paper	