

Organizational Behavior:MGT 122

Kapiolani Community College
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(CRN 33017)

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Required Text:

Organizational Behavior, 1st Edition, McGraw-Hill. Colquitt, LePine, Wesson. The textbook is available at the KCC Bookstore. To order the online version (ISBN 0390987573), go to: <http://www.mbhe.com>

Course Description:

MGT 122 is a management course for supervisors covering key concepts and issues underlying the modern practice of interpersonal relations. Through MGT 122 you will develop the ability to handle human relations constructively, develop a greater understanding of the causes of interpersonal conflict, and to make intelligent choices when people related problems arise. Major areas of study are self-awareness, communication, interpersonal relationships, values, attitudes, working with others, working with supervisors, customer service, and self-improvement.

Special Notes:

"If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office, Ilima 103, 734-9552, or email kapdss@hawaii.edu for assistance."

Course Objectives:

This course will introduce students to individual behavior and group dynamics in organizational sessions. We will examine topics like motivation, leadership, teamwork and effective communication. We will also examine new and evolving contemporary issues in the workplace and how we could establish an environment of where ethics would be the guide the moral compass enabling exceptional performance in the workplace. We will also discuss different restructuring options that will enable the business entity to establish a competitive advantage in the marketplace. The goal is to establish a workplace "culture" that will be consistent yet agile to face the ever changing business environment.

We will break the course down into 5 (five) components. The first component (Chapters 1 & 2) will be an introduction of Organizational Behavior which will contain elements why it is important in the business environment, how we assess current workplace conditions and to identify certain issues all firms face when attempting to improve efficiencies of the workforce. In

addition, we will examine levels of performance and commitment by both the company and its labor force to create a workplace environment that will necessarily create greater financial performance.

The second section (Chapters 3-7) of the course will focus on the “mechanisms” that affect the performance of the workforce. We will review Job Satisfaction, Stress, Motivation, Truth, Justice and Ethics and the Decision Making Process and the issues companies face.

The third part of the course (Chapter 8) will focus on Individual Characteristics of the workforce that will affect the development of a corporate culture in creating an optimum workplace environment.

The fourth part of the course (Chapters 9 & 10)will focus on Group Mechanisms and how they contribute to an overall optimum workplace environment.

The fifth and last part of the course (Chapters 11 & 12)we will review Organizational Mechanisms that would govern the methods of the firm to create the optimum workplace environment.

Students will be required to read the chapter materials before the class session to insure the entire class will have the ability to engage in discussion topics.

Course Format:

This course will meet in Kopiko 126 on Tuesdays beginning at 12:15pm and ending at 1:30pm. It is important to be punctual to class. Those students who anticipate an absence should notify me asap by email tlkwock@hawaii.edu or by phone 808-371-530. On campus classes will be reserved for lecture and discussion of appropriate topics. All tests will be conducted online and will have specific instructions.

Since this is a hybrid course (meaning there will be assignments on Laulima, students will be required to complete in a timely fashion all assignments and submit them as directed for each assignment. These assignments will consist of viewing select videos that focus on the specific subject matter from the text and/or to read select articles in various publications that will be posted to the Laulima. These assignments will be posted after the face to face class on Laulima.

Please familiarize yourself with KCC’s Student Council Code in the course catalogue. You should know your rights and responsibilities on campus. The Student Conduct Code describes specific campus policies related to: drug and alcohol use, smoking, weapons, sexual harassment and sexual assault, academic honesty, nondiscrimination, and family privacy.

In all campus environments, Disruptive Behavior will not be tolerated. This means: any speech or action that (1) is disrespectful, offensive, and/or threatening; (2) interferes with the learning activities of other students; (3) impedes the delivery of college services; and/or (4) has a negative impact in any learning environment.

There will also be a case study which every student will be required to participate. The case study will require each student to make an evaluation of their individual employers in the following areas:

Specific assignments to the case study will be distributed during the class sessions. The final case study will be due on the last day of class May 13th. Each student will be required orally present their study and to submit a written copy.

Case Study Project:

Participation in a case study project will also be required in this class. Students will be assigned to participate in teams that will research specific companies identified in the Forbes 10 best companies to work for. Each team will be assigned a specific company and conduct research the reasons why they were selected by Forbes as one of the top 10 companies to work for.

Specific assignments for the case study will be posted in Lualima in the resource section. Grading for this project will require each student to collaborate and to participate in a manner that contributes to the overall assignment.

At the end of the semester, each team will be required to present their findings orally and to present a written presentation. These presentations will last no longer than 20 minutes and teams are required to rehearse their presentation as the overall grade will include both oral and written components.

Grade Determination:

Grades for the class will consist of the following elements:

Tests: 40% of the overall grade. They will be given on each of the online sessions, consist of multiple choice questions which will focus on the principles and concepts of the test materials. Tests will be posted online and should be submitted online. Failure to take any test will result in loss of points to your overall point total for this component. There will be not be a midterm or final examination. The sum of all individual tests will be calculated into the final grade for this section.

Attendance/Class Participation: 20% of the overall grade. Class attendance will be critical as we will be discussing various issues faced by real business organizations in the marketplace. It is expected that students prepare for these discussions. Specific information is in the Class Sessions of this syllabus. It is crucial that each student participate in all discussions during the class sessions in order to earn the maximum points total for this component.

Assignments: All posted assignments will be submitted on timely manner and the total sum of these submissions will represent 10% of the final Grade.

Case Study: The case study will be 30% of the final grade. Students will prepare this study during the course of the class and present the final day as noted above.

Grade Scale:

A: 90% -100%

B: 80% -89%

C: 70% -79%

D: 60%- 69%

F: Below 60%

Important Student Information Business, Legal & Technology (BLT) Department

STUDENT RIGHTS AND RESPONSIBILITIES

In instructional activities, students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.

ELECTRONIC COMMUNICATION

For the consideration of classmates, beepers must be turned to vibrate during class sessions and cell phones must be turned off. Check your messages between classes or during the break.

EMAIL--University of Hawai'i Policy on Email Communication

The electronic communications policy adopted in December 2005 establishes the University of Hawai'i internet service as an official medium for communication among students, faculty, and staff. Every member of the system has an @hawaii.edu address, and the associated username and password provide access to essential web announcements and email. You are hereby informed of the need to regularly log in to UH email and web services for announcements and mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others. For more information go to MyUH at <http://myuh.hawaii.edu>.

WORK AREA/WORKSTATIONS

In consideration of other classroom users, please restart computers, clear workstation area of all rubbish, and return chairs to their proper position at the end of each class session.

WITHDRAWAL

The last day to withdraw from this class is noted on the academic calendar and deadlines at the KCC website, www.kcc.hawaii.edu. Please check this site for the latest updates. It is your responsibility to withdraw via the Web or obtain the withdrawal form from the Kekaulike Information and Service Center (KISC), formerly Admission, Records, and Financial Aid offices, or from your counselor. It is to your advantage to consult with your counselor for available options. Note: If you are enrolled in only one course at the College, withdrawing from that course also withdraws you from the College.

STUDENT CONDUCT CODE

The University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and University regulations. For more information, please refer to "Student Conduct Code," Kapi'olani Community College General Catalog.

AUDIO AND VISUAL RECORDINGS

Prior permission of the instructor is required for audio and/or visual recordings of lectures or class presentations. Student initiated recording(s) and use of any electronic means of capturing or transmitting lectures or class presentations are prohibited and may be subject to disciplinary action by the College. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

PLAGIARISM/CHEATING

Any student, including collaborators, who cheats or plagiarizes on any quiz, exam, or assignment will receive a "zero score" and will be asked to withdraw from class. If you turn in someone else's work or reformat another person's work as your own, it is cheating. You may not share disks, files, or printouts. Be honest with yourself and with others. If you have concerns, please discuss them with your instructor. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

DISRUPTIVE BEHAVIOR

Any student whose speech or actions intentionally are disrespectful, offensive, and/or threatening; interferes with the learning activities of other students; impedes the delivery of College services; or has a negative impact in any learning environment may be subject to disciplinary action by the College. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

ILLEGAL DRUGS AND ALCOHOL ABUSE

In conformance with existing law, students are not permitted to manufacture, distribute, possess, use dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and federal law on campus. Students found in violation of this shall be subject to the provisions of the "Student Conduct Code." The university will cooperate with law enforcement agencies. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

FINAL COURSE GRADE

Final course grades are usually posted on the web within a week after grades are due. Grade reports are not mailed to students. Check MyUH at <http://myuh.hawaii.edu> to view grades.

STUDENT SUPPORT SERVICES

For more information, please refer to "Student Support Services," Kapi`olani Community College General Catalog.

Academic Advising counselors assist students with course selection and planning towards graduation. Lori Sakaguchi advises BLT students with last names A-K, Kopiko 111, email LLsakagu@hawaii.edu, phone 734-9017. Cynthia Kimura advises BLT students with last names L-Z, Kopiko 109, email ckimura@hawaii.edu, phone 734-9107. BLT counselors email declared accounting, information technology, marketing, and legal education majors important program/departmental/counseling information. Please read your @hawaii.edu email and use your @hawaii.edu email when contacting the counselors.

Disability Services provides support services to students with documented disabilities. Extended time in a distraction-free environment is an appropriate accommodation based on a student's disability. If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office, `Ilima 103, phone 734-9552 (V/T), for assistance.

Kekaulike Information and Service Center (KISC) (formerly the Admission, Records, and Financial Aid offices) assists students regarding registration concerns, transfer credits, financial obligations,

scholarships/ grants/loans, on campus employment, etc., `Ilima 102, email kapinfo@hawaii.edu, phone 734-9555.

Single Parents and Homemakers Program assists eligible single parents and displaced homemakers to gain marketable skills. Services include academic, career and personal counseling; referral networks; career/life planning seminars; financial aid; childcare information; and workshops/club activities. You are invited to contact the program in `Iliahi 201, email spdh@hawaii.edu, phone 734-9504.

TRIO-Student Support Services helps qualified low-income, first-generation students and/or students with disabilities to succeed in academics, attain their educational goal, or transfer to a four-year educational institution. You are invited to contact TRIO in `Iliahi 113, phone 734-9553.

Kahikoluamea counselors and peer advisors encourage and support first-year students in their transition to college and toward the successful completion of their academic courses. Services provided include peer counseling, tutoring, academic counseling, financial aid application assistance, and connections to programs and services, `Iliahi building, phone 734-9341.

Sample Only