Instructor: Jamie R. Paurus, MBA  
Office Hours: 10:00-11:00 MWF or arranged  
Campus Phone: 845-7513  
Email: jamie.paurus@vcsu.edu

Office: McFarland 132  
Classroom: McFarland 124  
Class Time: 8:00-8:50 MWF

Text and Materials:  
♠ Website: http://www.prenhall.com/robbins  
♠ Handouts: Additional handouts may be provided by the instructor.

Prerequisite: MGMT 330 and upper-level standing or approval of instructor.

Description of the Class:  
An interdisciplinary study of behavior in the work environment to improve skills in leadership, motivation, and communication.

Ability/Skill Level:  
The relevant ability for this class is Communication and the skill and level are Spoken/Level 4.

Evaluation and Grading:  
There will be a variety of evaluation criteria for this class

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exams</td>
<td>400pts+</td>
</tr>
<tr>
<td>Blackboard Assignments</td>
<td>100pts+</td>
</tr>
<tr>
<td>Quizzes</td>
<td>50pts+</td>
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<tr>
<td>Final Project</td>
<td>300pts</td>
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<tr>
<td><strong>Total Points</strong></td>
<td>850pts+</td>
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Exams will consist of true/false, multiple choice, short answer, and essays totaling 130+ points each. Testable material consists of notes from class lectures, textbook readings, and case studies. Three of the exams will be in class (no notes or text) and the final exam will be take home (open book and notes). Exams will only be allowed to be missed for a school sponsored event or personal emergency. Missing an exam because of an illness will require a doctor's note.

Assignments will consist of the use of Blackboard, case studies, questions from the text, and in class assignments. Late assignments will be worth 50% of the original possible points. No exceptions to this rule.

Quiz dates will be announced in class, I will not send out an e-mail announcement. The quizzes will consist of questions for the lectures and homework. Quizzes will have the same policies apply as exams with regards to missing one of them.

A description of the final project will be distributed later on into the semester. The final project will consist of both a written report and oral presentation.
Grades will be based on the standard University System scale.

90-100%       A
80-89%         B
70-79%         C
60-69%         D
0-59%          F

Schedule:
This course matter is tentative; the instructor as necessary will make adjustments. Test dates are also tentative and will be adjusted as the curriculum changes. See the instructor for any questions you may have regarding the schedule.

23-Aug  Course Introduction
25-Aug  Blackboard #1
28-Aug  Ch1: What is OB?
30-Aug  Ch2: Foundations of Individual Behavior
  1-Sep  Blackboard #2
  4-Sep  Holiday
  6-Sep  Ch3: Values, Attitudes, and Job Satisfaction
  8-Sep  Blackboard #3
 11-Sep  Ch4: Personality and Emotions
 13-Sep  Ch5: Perception and Individual Decision Making
 15-Sep  Blackboard #4
 18-Sep  Study for Exam #1
20-Sep  Exam #1 (Ch1-5)
22-Sep  Blackboard #5
25-Sep  Ch6: Basic Motivation Concepts
27-Sep  Ch7: Motivation: From Concepts to Application
29-Sep  Blackboard #6
  2-Oct  Ch8: Foundations of Group Behavior
  4-Oct  Ch9: Understanding Work Teams
  6-Oct  Blackboard #7
  9-Oct  Ch10: Communication
 11-Oct  Appendix A
 13-Oct  Blackboard #8
 16-Oct  Study for Exam #2
 18-Oct  Exam #2 (Ch 6-10)
 20-Oct  Blackboard #9
 23-Oct  Ch11: Basic Approaches to Leadership
 25-Oct  Ch12: Contemporary Issues in Leadership
 27-Oct  Blackboard #10
 30-Oct  Ch13: Power and Politics
  1-Nov  Appendix B
  3-Nov  Blackboard #11
  6-Nov  Ch14: Conflict and Negotiation
  8-Nov  Study for Exam
 10-Nov  Blackboard #12
 13-Nov  Exam #3 (Ch 11-14)
15-Nov  Ch15: Foundations of Organization Structure
17-Nov  Blackboard #13
20-Nov  Ch16: Organizational Culture
22-Nov  Ch16: Organizational Culture
24-Nov  Holiday
27-Nov  Ch17: HR Policies and Practices
29-Nov  Ch18: Organizational Change and Stress Management
 1-Dec  Work On Final Projects
 4-Dec  Project Presentations
 6-Dec  Project Presentations
 8-Dec  Project Presentations
14-Dec  Final Exam Due (1:00-2:50 in Classroom)

Student Conduct:
Students are expected to be prepared for class discussions, examinations, assignments, and projects. This also includes reading the required material before class lectures. Students in this class are required to understand and follow the guidelines for Academic Integrity set forth by the University. Any student found violating this policy will receive an F for their semester grade. VCSU’s Academic Integrity policy can be found at http://www.vcsu.edu/academics/academicissues.htm#integrity.