MGMT 301  
Management and Organizational Behavior  
Spring 2017  
Section 301-03 @ 3:15 – 4:40 MW  
Beatty Center, 320

Syllabus

**Text:** Organizational Behavior, Robbins/Judge, 16th ed. Pearson, 2015  
**Instructor:** Dr. Trent Salvaggio  
**Office:** J.C. Long, 332A  
**Phone:** 843-953-5853  
**E-mail:** salvaggiotd@cofc.edu  
**Office Hours:** M, W: 1:00 – 2:00; Also by appointment  
**Course Website:** CoFC OAKS

**Course Description:** This course approaches management as the process of reaching organizational goals by working with, and through, people and other resources. Organizations are treated as dynamic entities, affected by individual and group behavior, as well as structural and environmental factors. International as well as domestic situations are examined.

**Course Learning Objectives:**
1. To understand management and organizational behavior (OB) concepts associated with continuous improvement in individual, group, and organizational processes in our global environment. Specific attention will be given to: history of field, problem solving/decision-making processes, international context of OB, managing diversity & individual differences, motivation, learning styles, group/team decision-making and development, organizational processes & benchmarking, leadership, communication, and managing conflict and change.

2. To be able to utilize these concepts to solve practical problems in private, public, not-for-profit, and social organizations. This will be aided by case analysis; each associate is expected to analyze "real world situations" through the use of the five-step problem solving (or decision-making) process while insuring that alternative solutions generated for each case consider the ethical dimension as part of its feasibility.

3. To enhance self-management knowledge, skills, and abilities through the completion of a professionally developed resume/vita that is targeted to a career development goal selected by each student. These processes will encourage the application of management and OB concepts to the individual student’s goals and objectives.

4. To enhance writing, interpersonal, presentation and critical thinking skills through the aforementioned objectives, examinations that require both analysis as well as synthesis and/or critical thinking, in-class experiential exercises, self-analysis assignments, and class participation.
School of Business Goals:
This course is designed to address the following School of Business Goals:

**COMMUNICATION SKILLS:** Students will demonstrate the ability, via both written and spoken word, to effectively present, critique, and defend ideas in a cogent, persuasive manner.

**QUANTITATIVE FLUENCY:** Students will demonstrate competency in logical reasoning and data analysis skills.

**GLOBAL AND CIVIC RESPONSIBILITY:** Students will be able to identify and define social, ethical, environmental and economic challenges at local, national and international levels. Students will also be able to integrate knowledge and skills in addressing these issues.

**INTELLECTUAL INNOVATION AND CREATIVITY:** Students will be able to demonstrate their resourcefulness and originality in addressing extemporaneous problems.

**SYNTHESIS:** Students will demonstrate the ability to integrate knowledge from multiple disciplines incorporating learning from both classroom and non-classroom settings in the completion of complex and comprehensive tasks.

Prerequisites:
Junior standing (60 hours)

Attendance:
Attendance, while highly encouraged, is not required except on days where scheduled examinations are to take place and as otherwise determined by the instructor. Individuals who miss such days with at least 2 days advance notice will be required to, when available, schedule times for a make-up exam to be administered and have their overall test grade reduced by 10%. Examinations missed without advance notice will automatically receive a grade of 0%.

Honor Code:
All students are expected to adhere to the College of Charleston Honor Code. The Honor Code of the College of Charleston specifically forbids lying, cheating, attempted cheating, stealing, attempted stealing and plagiarism. Students at the College are bound by honor and, by their acceptance of admission to the College, to abide by the Code and to report violations. The following is from the Code of Honor Handbook:

College of Charleston Honor Code and Academic Integrity
Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.
Incidents where the instructor determines the student’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XXF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the XX to be expunged. The F is permanent. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration—working together without permission—is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others’exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the Student Handbook at http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php

Students are also expected to abide by the College’s Code of Conduct. As members of the College community, students are expected to evidence a high standard of personal conduct and to respect the rights of other students, faculty, staff members, community neighbors, and visitors on campus. Any violation of the Honor Code or Code of Conduct will be promptly reported to the Office of Student Affairs.

**Disability Accommodations:**

The College will make reasonable accommodations for persons with documented disabilities. Students should apply at the Center for Disability Services / SNAP, located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsibility for notifying me as soon as possible and for contacting me one week before accommodation is needed.

**Center for Student Learning**

I encourage you to utilize the Center for Student Learning’s (CSL) academic support services for assistance in study strategies and course content. They offer tutoring, Supplemental Instruction, study skills appointments, and workshops. Students of all abilities have become more successful using these programs throughout their academic career and the services are available to you at no additional cost. For more information
regarding these services please visit the CSL website at http://csl.cofc.edu or call (843)953-5635.

Grade Composition

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<thead>
<tr>
<th>Item</th>
<th>Available Points</th>
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<tr>
<td>Quizzes (4)</td>
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<td>Quiz 1-4</td>
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<td><strong>Quiz Total</strong></td>
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<tr>
<td>Exams (2)</td>
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<tr>
<td>Mid-Term</td>
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<tr>
<td>Final Exam</td>
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<td><strong>Course Total</strong></td>
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Grading Policy:

A ..... 94 – 100%
A- ...... 90 – 93%
B+..... 87 – 89%
B ......84 – 86%
B-...... 80 – 83%
C+..... 77 – 79%
C ......74 – 76%
C-..... 70 – 73%
D+ ... 67 – 69%
D ......64 – 66%
D- .... 60 – 63%
F ...... Less than 60%

Late Assignments:
Assignments are due at the beginning of class unless otherwise noted. Assignments turned in late will be subject to a decrease of one letter grade per day. Assignments will automatically be assigned a grade of F after the third day. If you are aware, in advance, of a legitimate situation which will keep you from meeting the deadline for submission, you should discuss this with the instructor. While we may not be able to find a solution, we can discuss alternatives and the anticipated outcomes of such alternatives.
Graded Components

As a courtesy to the student, this course employs an open-book grading system. This means that the results of all graded components are available for viewing at any time within OAKS, allowing you to be fully aware of your standing at any time. Any appeals for a change in grade must be submitted via email within 3 days of the grade being recorded in OAKS. Such appeals must contain a detailed explanation of the reason for the appeal and all supporting materials.

Quizzes: The four (4) graded quizzes are designed to confirm the students’ level of understanding from in-class discussions, reading assignments, instructor presentations, and fellow student presentations. These quizzes will take place at a time determined by the instructor, and advance notification will be provided to students whenever possible. This advance notice, however, is not guaranteed.

Exams:
Mid-Term Exam: Students will have the opportunity to display their level of comprehension via a structured exam administered near the midpoint of the semester. This formal exam will include questions based on information provided by the text, the instructor, classroom discussions, outside readings assigned by the instructor, and classroom presentations. All exams will contain a variety of devices designed to assess the students’ ability to recall information, understand and interpret theory, and finally, apply concepts, tools, and processes in a variety of situations.

Final Exam: The final exam will follow the design of the Mid-Term Exam. This final exam serves as a comprehensive examination and will include information covered throughout the entirety of the class. Special attention will be placed on gauging the students overall understanding of the topics covered during this course, as well as the ability of the student to utilize his or her understanding of such topics in an appropriate fashion.