

**ORGANIZATIONAL BEHAVIOR AND MANAGEMENT  
MANA 6A32**

**INSTRUCTOR:** Dr. Marina Sebastijanovic

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**PHONE:** 713-743-4634

**OFFICE:** 315K

**OFFICE HOURS:** By appointment

**REQUIRED MATERIALS:**

Edwin Locke (Ed.), *Handbook of Principles of Organizational Behavior* (2<sup>nd</sup> edition). Wiley, 2009.

You will be provided with a list of cases that can be purchased from [www.iveycases.com](http://www.iveycases.com) once you create a new user account.

**COURSE OBJECTIVE:**

To provide students with a more in-depth understanding of topics related to effectively managing individuals, teams and organizations.

**STUDENT EVALUATION:**

REQUIREMENTS	POSSIBLE POINTS
1 Exam	100
1 Paper	100
Participation	100
Total	300

**GRADE DISTRIBUTION (%):**

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	<59

**EXAMS:**

There will be one take home exam. The exam will take place during regular class hours on December 10 (date to be confirmed) and students will take it through Blackboard.

**PAPER:**

One application paper is required and it is due at the end of the semester. The paper must cover a principle discussed in class. The goal of the paper is to connect the principle to a practice in your present job. You should discuss how the principle is applied, whether there is any evidence to support its success or failure and any recommendations regarding the principle you might have. Paper should be at least 5 full pages long, double-spaced. It is due on December 3 and it should be submitted both via e-mail AND in class (hard copy).

**PARTICIPATION:**

Students are expected to come to all lectures prepared and on time. Participation grade will be based on the completion of homework assignments and participation in case discussions. We will cover 5 cases this semester. Case participation grade will be based on your attendance and quality of in-class contribution

**EXTRA CREDIT:**

No extra credit will be offered on an individual basis. Occasionally, extra credit opportunities will be offered to the entire class

**ACADEMIC HONESTY:**

The University of Houston Academic Honesty Policy is strictly enforced by the C. T. Bauer College of Business. No violations of this policy will be tolerated in this course. A discussion of the policy is included in the University of Houston Undergraduate Student Catalogue, <http://www.uh.edu/academics/catalog/policies/academic-reg/academic-honesty/index.php>. Students are expected to be familiar with this policy.

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:**

The University of Houston complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, pertaining to the provision of reasonable academic accommodation for students identified as disabled under the law. In accordance with 504/ADA guidelines, UH strives to provide reasonable academic accommodation to students who request and require them. If you believe you have a disability requiring an accommodation, please contact the Center for Students with DisABILITIES at 713-743-5400 or <http://www.uh.edu/csd/>.

**COURSE EVALUATIONS:**

The CBA has a policy that requires all of its instructors to be evaluated by their students. The results of these evaluations are important to provide feedback to instructors on how their performance can be improved. In addition, these evaluations are carefully considered in promotion, salary adjustment, and other important decisions. We openly encourage students to provide feedback to instructors and the CBA through the evaluation process.

**COURSE SCHEDULE:**

Oct 22	Introduction
Oct 29	Selection and staffing (1,2,3)
Nov 5	Training and performance appraisal (4,5)
Nov 12	Turnover and satisfaction (6,7)
Nov 19	Motivation (9,11)
Nov 26	Thanksgiving
Dec 3	Leadership (19); Communication (23) <b>*PAPER DUE IN CLASS</b>
<b>Dec 10</b>	<b>FINAL EXAM ONLINE</b>

*The above schedule is tentative. The instructor reserves the right to change the exam dates, topics for each test, and the order of coverage.*