



EXTENDED CAMPUS

COLLEGE of PROFESSIONAL
and CONTINUING STUDIES

HR 5323-492: Organizational Behavior in Human Relations

Course Description:

This course will introduce you to the human side of organizations. As an academic discipline, Organizational Behavior (OB) is based on sound research about human behavior in organizations and how organizations have changed over time as a result of better understanding of human needs and motivations. It is a vital and ongoing field of study. We will view OB through the lens of Human Relations principles. Our focus will be on foundational concepts and theories relevant to the interdependence that exists between and among organizational members and systems, and the application of theory to practice.

Course Dates:

January 2 – April 30, 2019

Last day to enroll or drop without penalty: December 4, 2018

Site Director:

This is a three-credit hour online course. Please see your local Site Director or email our online site coordinator at aponline@ou.edu

Professor Contact Information:

Course Professor: S. Kay Ham, MHR

Email Address: kay.ham@ou.edu

Professor availability: The professor will be available via email to students during the course.

Textbook(s) and Instructional Materials:

Student materials are available at the OU Bookstore Website at <https://ou.textbookx.com/institutional/index.php>. There is no longer a physical bookstore, the store will remain, but textbooks will not be stocked. The website has book selling, renting, buying, returning, and order tracking capabilities. If you need help with an order, or if you have any questions contact the toll-free phone at 1-(855)-790-6637, agents are available from 9a – 5p (EST) Monday – Friday. For more information or questions about textbooks, feel free to contact apsyllabi@ou.edu. Text prices are available online.

1. Champoux, J. (2012) (4th ed.) *Organizational behavior: Integrating individuals, groups, and organizations*. Mason, OH: Thomson-Southwestern

OU Email:

All official correspondence from instructors will be sent only to students' ou.edu address.

Online Orientation:

The College of Arts and Sciences offers an online orientation for students who are enrolled in online or blended courses. The purpose of the orientation is to ensure that students are well prepared both

technically and practically to take online courses. The orientation can be found on their website at: <http://www.ou.edu/content/cas/online/student-online-orientation.html>

The College of Arts and Sciences Online and Academic Technology Services office is here to assist you with any questions, problems, or concerns you may have. For assistance visit their website at <http://www.ou.edu/content/cas/online/student-information.html> or contact them by telephone at: (405) 325-5854 or email: casonline@ou.edu

Course Objectives:

By the end of the course, you should be able to demonstrate a fundamental understanding of:

- Diversity and inclusiveness in organizations
- The influence of individual perceptions, emotions, attitudes, and personalities
- Major theories of motivation and job satisfaction and their application
- Ethics in behavior and decision making
- Work groups and teams
- Communication, conflict and its positive and negative effects
- Leadership development, styles, characteristics
- Organizational culture and learning
- Change, stress, resilience, challenges
- The future, virtual organizations, globalization, and other societal realities

Assignments, Grading, and Due Dates:

Note: Assignments must be written using APA style. Writing skill consistent with graduate status is expected.

- **Introduce yourself!**

Tell us something about you and why you are interested in this course. Help us get to know you!

Due: Midnight Sunday, January 20 (5 points)

- Reading and Writing Assignment: **Ethics Diversity, and Culture**

Read Chapters 1 through 4 in your text

1. In 3 distinct paragraphs of **100 – 150 words each**, discuss the following questions, then briefly share your thoughts with three classmates:
 - a. What are the benefits and challenges of diversity in organizations?
 - b. What are the implications for managing for ethical behavior and why does it matter?
 - c. How do basic assumptions factor into functional and dysfunctional organizational culture?

Due: Midnight Sunday, February 3 (10 points)

- **Final Paper**, pt. 1:

Select an aspect of organizations that is of interest to you. In one 100-word paragraph, identify the topic and explain why you chose it. In addition provide a list of **5 scholarly references, including title and author, brief summary, and briefly describe what each might contribute to your paper**. Use the OU Library website (libraries.ou.edu) and other reputable scholarly, professional sources. Use APA style.

Due: Midnight, Sunday, February 17 (5 points)

- Reading and Writing Assignment: **Inside an Organization**

Read Chapters 5 – 9 in your text

Think about an organization in which you have worked or with which you are affiliated. Using the information in your text chapters 5 – 9, describe in **4 paragraphs of about 50 – 100 words each**, the following as they apply to the organization:

- Degree of employee engagement
- Evidence of applied “equity theory”
- Evidence of intrinsic and/or extrinsic rewards

- Your conclusions about the organization's overall strengths.

Due: Midnight Sunday, March 3 (15 points)

- **Final paper, Part 2:**

Identify **5 more scholarly sources for your paper**. List them, including title, author, brief summary, and brief description of what each might contribute to your paper.

Due: Midnight, Sunday, March 10 (5 points)

- Reading and Writing Assignment: **Group and Interpersonal Processes**

Read Chapters 10 through 12 in your text.

In 3 distinct paragraphs of 100 – 150 words each, address the following questions. Then, **share your responses with 3 classmates**.

- Discuss “cohesive group formation” and give an example from your experience.
- How can conflict be a positive thing in a workplace? What is meant by “latent” conflict?
- Identify 3 leadership traits that you either possess or aspire to possess. Think of a leader that you admire and discuss the attributes that attract you.

Due: Midnight, Sunday, March 24. (15 points)

- Reading and Movie assignment: **Communication, Decision Making, and Power**

Read Chapters 13 through 15 in your text.

Movie assignment: Select and view a Movie or TV episode that includes communication, decision making, and power in some significant way. In 100 – 150 words, describe the 3 issues you observe and relate them to your reading.

Due: midnight, Sunday, March 31 (10 points)

- Reading and Writing Assignment: **Stress, Organizational Design, Change, and the Future**

Read Chapters 16 through 19 in your text

In 4 paragraphs of 100 – 150 words each, address the following. **Share with your classmates.**

- Identify three ways that workplace stress affects us. Why is this important?
- Explain what you found most interesting or relevant about the way organizational design affects us and our work.
- Why do so many people resist change? As a leader, how might you handle that resistance? Based on chapter 19, how do you think future organizations might differ from those of today?

Due: midnight, Sunday, April 7. (10 points)

- **Final paper:**

Research your topic in light of the concepts studied during the course. Using a **minimum** of 8 scholarly sources, produce a comprehensive paper of 6 – 8 **double spaced pages**, plus cover and reference page. The paper must demonstrate a good understanding of the topic and its relevance to the study of organizations. A level of writing skill consistent with graduate work is expected, and APA style must be used.

Due: by midnight Sunday, April 21 (25 points)

Grading:

This is a letter-graded course: A, B, C, D, or F.

A=90 and above; B=80-89; C=70-79; D=60-69; F=below 60

Notice: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.

Policy for Late Work:

Assignments are due **on or before the due dates**. Late assignments will result in a deduction of points.

Attendance Policy:

In addition to interaction via Canvas and email contact, students are required to contact the instructor via email or telephone **before** the beginning of the course term for an initial briefing. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

Student assignments and student/instructor communications will be conducted via Canvas, although students may contact the instructor via telephone, postal mail, email, or fax as needed

Incomplete Grade Policy:

A grade of “I” is not automatically assigned, but rather must be requested by the student by submitting to the instructor a “Petition for and Work to Remove an Incompleted Grade” form. An “I” can never be used in lieu of an “F” nor can an “I” be assigned because of excessive failure to participate in class activities.

Technical Support Information:

If you experience technical problems, contact Information Technology by visiting their website at: <http://webapps.ou.edu/it/> or contacting them by telephone at: (405) 325-HELP (4357).

POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution's policy regarding "I" (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any "I" (Incomplete) grades by the end of the term or he/she may be placed on "financial aid probation." If the "I" grade is not resolved/completed by the end of the following term, the student's Financial Aid may be suspended making the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student's academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc...in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc...; intimidation and interference with integrity process; and plagiarism. All students should review the Student's Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at <http://studentconduct.ou.edu/>

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Adjustment for Pregnancy/Childbirth-Related Issues

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see <http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html>.

Title IX Resources

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24/7, counseling services, mutual no-contact orders, scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at smo@ou.edu or (405) 325-2215 (8-5), or the Sexual Assault Response Team at (405) 615 -0013 (24/7) to report an incident. To learn more about Title IX, please visit the Institutional Equity Office's website at <http://www.ou.edu/content/eoo.html>

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: <http://www.goou.ou.edu/>

INSTRUCTOR VITA

Kay Ham, MHR

Education

- Certification in Civil, Commercial, and Family Mediation, the Mediation Institute
- Master of Human Relations, University of Oklahoma
- Bachelor of Science in Education, University of Oklahoma

Current Positions

- Adjunct Faculty, Department of Human Relations since 2005
- Advanced Programs Professor since 2008
- Consultant and Mediator, private practice working with governmental, non-profit, and other organizations.

Frequently Taught Advanced Programs Courses

- HR 5343 Conflict Resolution
- HR 5093 Introduction to Graduate Studies in Human Relations
- HR 5073 Creative Problem Solving

Publication:

Co-author of book chapters for the Jossey-Bass *Handbook of Human Resource Management in Government* (2005 and 2010 editions)

Major Areas of Teaching and Research Interest

- Use of dialogue in conflict resolution
- Forgiveness and reconciliation
- Human interaction in organizations
- Effects of stress in organizations

Major Professional Affiliations

- Association for Conflict Resolution
- Oklahoma Association of Mediators and Arbitrators
- Association for Talent Development (formerly American Society for Training and Development)
- Moderator, National Issues Forums

Relevant Community Engagement:

- Chair, City of Norman Human Rights Commission
- Board of Trustees, The Xenia Institute for Social Justice
- Reading and ESL tutor, Norman Public Library