Note: This is a sample syllabus for reference of Cairo University faculty member. Please contact Professor Hassan El Alfy for more information.

Credit Hours: 3

Prerequisites: CSPs 1, 6, & 7. Junior standing and 2.5 GPA

Catalog Description:
This course provides an overview of management in organizations. Students will be introduced to fundamental organizational concepts such as organizational systems, organization design and structure, and the decision-making process. In addition, students will be introduced to the study of human behavior in organizations. The organizational behavior topics emphasized include team building, communication, leadership, motivation, ethics and social responsibility. The focus of the course is to examine, from a managerial perspective, the effect of individual, group, and organizational variables on organizational performance.

Course Objectives
Upon successful completion of this course students should be able to:
1) Demonstrate knowledge of the major ideas, concepts, and theories of management and organizational behavior on written examinations.
2) Demonstrate competence in management and organizational behavior by analyzing organizational problems and opportunities, applying relevant theory to the situation, and proposing appropriate interventions.
3) Understand why people behave the way they do.
4) Develop an awareness of his or her own behavior in dealing with others.
5) Design motivational programs for themselves and others.
6) Understand the extent to which and how people can be influenced.
7) Facilitate group decision-making and problem solving.
8) Analyze the cultural and political environments of organizations.
9) Determine the appropriate formal structure for an organization.
10) Develop and demonstrate competencies in team building, communication, leadership, motivation, ethics and social responsibility through experiential exercises.


Three options:
  Publisher's Retail Price:$86.88
  Bookstore's Wholesale Price:$69.50
  Publisher's Retail Price:$123.75
  Bookstore's Wholesale Price:$99.00
REQUIRED ONLINE TOOL: MyRobinson

**MyRobinson Skills:** You are expected to be proficient in the use of MyRobinson. Specifically, you should be able to read, upload, and download files; read and send e-mail messages, read and post messages on discussion boards, and create wikis. A good place to start is the Beginner’s Guide to MyRobinson. You are also expected to check the section site daily for any changes, updates, and announcements. This can be done simply by signing up for “Alerts” (see Beginner’s Guide or next section below). You are responsible for accessing and downloading all files needed. MyRobinson Web 2.0 site is based on Windows and MS Office 2007. A knowledge of these applications is a prerequisite for any course offered by RCB. The University offers remedial courses in any of these applications.

**Note:** Students are expected to sign up for alerts on the MyRobinson site’s calendar to automatically receive updates. *This is the student’s responsibility. You will be held accountable for any changes posted. If you did not sign up for the alert, you will not receive notification!*  

INSTRUCTIONS TO SIGN-UP FOR AN ALERT FOR ANY LIBRARY OR LIST IN MyRobinson (Calendar instructions are shown):

1) Click on “MGS 3400 Calendar – Sign up for Alerts” on the left-side of the page
2) Go to the ACTIONS menu and choose the lasts choice, “Alert Me.”
3) Click OK. You will now automatically receive an email and a direct link to any changes made to the calendar. You may sign-up for alerts to any area within MyRobinson; however, the Calendar alert is mandatory!

INSTRUCTIONS TO UPLOAD YOUR PHOTO:

1) Upload your photo. Use a jpg file only.
2) Fill in the “Name*” field with your name (.jpg is automatically added). Scroll down to the area below your photo.
3) In the "Description" field, put in one line of text that will serve as a caption. Be creative. Multiple uploads are allowed…but at least ONE is mandatory!
4) Click “OK” to save.
5) If you don’t have a jpg photo, use your cell phone to create one…or ask a classmate to use their cell phone to create one.

**ACADEMIC HONESTY POLICY:** (See detailed information from the Georgia State University catalog). Georgia State University expects each and every student to maintain the highest principles of academic honesty and integrity. Violations of academic honesty represent a breach of the University’s expectations and will be regarded as a serious matter. Such violations will be vigorously pursued to the fullest extent of the university policy. Violations include, but are not limited to, the following: plagiarism, cheating, unauthorized collaboration, falsification, and multiple submissions.
CLASSROOM POLICIES:
As upper-level undergraduate students, my expectations of the classroom environment and behavior include the following:

- Please turn off all beepers, cell phones, and similar devices, or place them in vibration mode, at the start of class.
- Students are expected to:
  - show respect for each other at all times.
  - communicate effectively with each other.
  - use professional business conduct at all times.
- The class works together as a learning team.
- Although the class follows the contents of the book, the lectures themselves will not cover every element of each chapter. Lectures will focus on important concepts from the chapter. **All material in each chapter of the book may be included in an examination, regardless of whether it was covered in class or not.**
- **Late arrival to class:** If you are late for any reason, come in quietly and join the class.
- Although I use MyRobinson to post grades, the papers are not graded instantaneously. Expect at least a week for exams and papers to be returned. It is very likely that your grade will not appear on MyRobinson a great deal earlier than you receive your graded paper or exam.
- My goal is to create an environment in which students can choose to learn and be successful, but each student is expected to assume responsibility for his/her own learning experience. If you are having trouble with the class, do not wait until it is too late in the semester to address the situation.

EXAMS:
Five exams will be given that cover reading assignments and lecture materials. The first four exams will be non-comprehensive and each will contain 50 multiple-choice questions. These exams will be administered in class. Students will have 100 minutes to complete the exam. **Each student is allowed to drop one test grade (not including the final exam), therefore no make-up exams will be given. If you miss an exam, that will become the dropped grade.**

The fifth and final exam is a comprehensive, departmental exam which includes 100 multiple-choice questions which are taken from the text. This exam is to be taken in class. Exams are to be taken by everyone as scheduled.

INDIVIDUAL ASSIGNMENT: **Due 3/7/2011**
Each student must complete 2 article synopses. Requirements for the assignment are:
1) Choose one topic from your text on which to focus.
2) Using Galileo, find 2 articles using the following sources, dated 1/01/2005-present, on a subject that applies to the chosen topic.
   
   **The articles must be a minimum of 4 pages in length. However, the article should not be a book review or other type of editorial article.**

<table>
<thead>
<tr>
<th>Academy of Management Perspectives</th>
<th>Journal of Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group and Organization Management</td>
<td>Journal of Business Ethics</td>
</tr>
<tr>
<td>Human Relations</td>
<td>Journal of Management</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>Journal of Management Issues</td>
</tr>
<tr>
<td>Journal of Applied Psychology</td>
<td>Journal of Management Studies</td>
</tr>
</tbody>
</table>
3) Write a synopsis of each article.
4) Explain how the article relates to the topic and why it was chosen.

Requirements:
- Each synopsis must be typewritten, minimum one full page in length, maximum two full pages in length, double-spaced, with 1-inch margins and 12 font size.
- Please do not enclose the paper in a folder.
- Attach a cover sheet with pertinent information on it, and staple in the upper left corner.
- The synopses should display proper grammar, sentence structure, spelling, punctuation, etc.
- Failure to follow these requirements will result in deductions in your grade for the analysis.
- **NO LATE PAPERS WILL BE ACCEPTED! NO EXCEPTIONS!**

Extra Credit Opportunity: Student Research Experience

Much of the content of this course is based on research findings, either directly or indirectly. Part of taking a course that draws content from research could involve a research experience opportunity, especially if the course is taught in a research-oriented department, college and university in which cutting-edge scholarship is a priority. In this course students will therefore have possible opportunities for research experience as part of the course.

- Each student taking MGS 3400 has the possible opportunity to earn extra credit throughout the semester that will count as extra points on his/her final course grade. **The deadline for earning extra credit is Friday, April 15, 2011 at 5p.m. There will be NO exceptions to this Managerial Sciences Department policy, so start planning very early in the semester.**
- The research experience will consist of either participating in faculty research project(s) or writing paper(s) about original empirical research article(s) published in peer-reviewed journals on the MGS department journal list (given below).
- The extra credit is awarded on a cumulative basis, so credits will be totaled based on experiments and/or papers you complete. You can participate in multiple studies to reach the maximum number of 5 credits.
- The research studies will be listed on-line and administered by researchers in the MGS department, and the instructor will have access to the total number of credits earned by each student.
- The opportunity will only be “open” when studies are posted in the system, giving students a choice between research participation or writing a paper. If there are no studies posted during any period throughout the semester, no papers will be accepted during that time either.

**Option 1: Research Study Participation**

*Please note: There will be NO guarantee that studies will be available. Studies are offered to students only as they become available in the MGS Department, so check the website frequently and start early!*  
- To participate in research studies, you must go to [http://gsu-management.sona-systems.com/](http://gsu-management.sona-systems.com/), create an account, and then sign up for the study or studies of your choice. Studies are worth between 1 and 5 credits and will be described on the website. (Additional instructions will be provided by your instructor)
- Extra credit will be awarded as follows: Each credit is worth an extra point on your final course grade.
- Extra credit is based on cumulative number earned, so you can participate in multiple studies.
  - 1 credit=1 extra point
  - 2 credits=2 extra points
  - 3 credits=3 extra points
  - 4 credits=4 extra points
  - 5 total credits=5 extra points = Maximum Amount Awarded.

**Option 2: Research Article Report**

- The research paper is worth 1 credit; DEVIATIONS FROM THE REQUIREMENTS GIVEN BELOW WILL RESULT IN THE PAPER BEING REJECTED FROM SATISFYING THE REQUIREMENT FOR EXTRA CREDIT.
- The research article reports should be 2 pages in length, single-spaced, 1 inch margins using 12 point font.
Applied Psychology, Personnel Psychology. These journals are readily available to students in the library, and so NO exceptions will be made in accepting papers based on journals that do not appear on this list.

- An original empirical research article is one based on a study in which data of some kind were collected from human participants and then analyzed, leading to conclusions or findings. The article may NOT be a theory, concept or review paper that does not involve data collection of some kind from human participants.
- At the top of the first page of your paper, you must put your name, the instructor’s name and the class meeting time & day, the names of all the authors of the article reviewed, the title of the article, the name of the journal in which it was published, the volume number and the page numbers.
- Your paper should include the following headings and content: Objective of the Study, Research Method Used, What the Data Showed, Importance of the Study Findings and Your Thoughts about the Study.
- The completed paper should be sent as an MS Word document attachment to: ResearchParticipant@gsu.edu.
- A faculty researcher will review the paper to determine whether you have met the requirement.
- This paper must be written independently by each student (no collaboration of papers is allowed.) Also, all university rules about plagiarism apply. Students should NOT cut and paste text from the article to make up a significant portion of their papers. No student may use a paper written by another student, in part or in its entirety, as a means to fulfill this requirement. A database of all papers written to date will be maintained by the department and students’ submissions may be compared to the data base and to each other to ensure original work.
- After the researcher determines you have satisfied the requirements, the instructor will be notified that you have completed the requirement and have earned 1 credit.
- Questions can be sent to: ResearchParticipant@gsu.edu

PARTICIPATION AND ATTENDANCE:
Due to the experiential style of this class and to the subject matter involved, students are expected to attend class and to participate in class. Throughout the semester, lectures and discussions will incorporate exercises to be completed both in class and out of class, as individuals and as groups. In order to get credit for participation you must be prepared for class with assignments and readings. You will earn up to 11 participation points per class or you will lose 11 participation points per class, dependent upon attendance and participation.

Attendance Policy:
Any absence will result in an attendance grade of zero for that particular class, unless the absence is pre-approved. Another zero will be accumulated for the group activity for that day. (That means 11 participation points subtracted for each absence). Your absence can only be approved by contacting me prior to your absence, preferably by e-mail. (Just contacting me does not equate to an excused absence.)

Participation points are calculated as follows: (99 points possible for the semester)
1) Come to class and be on time: One (1) point is earned for attendance each class
2) Be involved in class discussions and activities. Most of the experiential exercises and cases assigned are to be completed as group experiential exercises during the class period. Each exercise or case will result in a possibility of obtaining up to ten (10) participation points, depending on the quality of the work completed. It is important to have 100% of the group participating in the effort.

It is impossible to earn participation points if you are not in class. It is possible to earn a failing grade in participation points.

MGS 3400 COURSE GRADE: Your grade will be determined as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>Exam 1</td>
<td>12.5%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>12.5%</td>
</tr>
<tr>
<td>Exam 3</td>
<td>12.5%</td>
</tr>
<tr>
<td>Exam 4</td>
<td>12.5%</td>
</tr>
<tr>
<td>Total Exams</td>
<td>50%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
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<tr>
<td>Individual Assignment</td>
<td>15%</td>
</tr>
<tr>
<td>Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Total grade</td>
<td>100%</td>
</tr>
</tbody>
</table>

(After one grade is dropped, each exam= 16.66%)
**Grading Structure:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Score</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97.5</td>
<td>100</td>
</tr>
<tr>
<td>A</td>
<td>92.5</td>
<td>97.4</td>
</tr>
<tr>
<td>A-</td>
<td>89.5</td>
<td>92.4</td>
</tr>
<tr>
<td>B+</td>
<td>87.5</td>
<td>89.4</td>
</tr>
<tr>
<td>B</td>
<td>82.5</td>
<td>87.4</td>
</tr>
<tr>
<td>B-</td>
<td>79.5</td>
<td>82.4</td>
</tr>
<tr>
<td>C+</td>
<td>77.5</td>
<td>79.4</td>
</tr>
<tr>
<td>C</td>
<td>72.5</td>
<td>77.4</td>
</tr>
<tr>
<td>C-</td>
<td>69.5</td>
<td>72.4</td>
</tr>
<tr>
<td>D</td>
<td>59.5</td>
<td>69.4</td>
</tr>
<tr>
<td>F</td>
<td>59.4 &amp; Below</td>
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</tr>
</tbody>
</table>

**COURSE EVALUATION:**
Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take the time to fill out the online course evaluation.
# MGS 3400 COURSE SCHEDULE  
(Monday 4:30-7:00 p.m.)

**THE COURSE SYLLABUS PROVIDES A GENERAL PLAN FOR THE COURSE; DEVIATIONS MAY BE NECESSARY.**

EX=Exercise (available on either MyRobinson or in the textbook); (11)= possible participation points

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/10</td>
<td>Introduction, Syllabus &lt;br&gt;   • (11 participation points for attendance)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>CANCELED!!!!</strong></td>
<td></td>
</tr>
<tr>
<td>1/24</td>
<td>Introduction, Syllabus &lt;br&gt;   • (11 participation points for attendance)</td>
<td>1/31 &lt;br&gt; What is Organizational Behavior? (Chapter 1) &lt;br&gt; Job Performance (Chapter 2) &lt;br&gt;   • Team formation and Activity 1: Icebreaker &amp; Cases: Cases p. 27 &amp; 57</td>
</tr>
<tr>
<td></td>
<td>1/17 Holiday (MLK)</td>
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<tr>
<td>1/27</td>
<td>Organizational Commitment (Chapter 3) &lt;br&gt; Job Satisfaction (Chapter 4)</td>
<td>2/14 &lt;br&gt; EXAM 1: Chp. 1-4 &lt;br&gt; Exam 1 will be in class-closed notes/book.</td>
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<tr>
<td>2/7</td>
<td>(11)</td>
<td></td>
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<tr>
<td>2/21*</td>
<td>Stress (Chapter 5) &lt;br&gt; Motivation (Chapter 6) &lt;br&gt; Team Activity 4: EX: pp. 168-169, Q. 1-4; EX: Chp. 6</td>
<td>2/28 Spring Break</td>
</tr>
<tr>
<td>2/28</td>
<td></td>
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<tr>
<td>3/7</td>
<td>Trust, Justice, Ethics (Chapter 7) &lt;br&gt; Learning &amp; Decision Making (Chapter 8) &lt;br&gt; Team Activity 5: EX: Chp. 7; EX: p. 283, Q. 1A-1G.</td>
<td>3/14 &lt;br&gt; EXAM 2: Chp. 5-8 &lt;br&gt; Exam 2 will be available will be in class-closed notes/book.</td>
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<td></td>
<td>(11)</td>
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<tr>
<td>3/21</td>
<td>Personality &amp; Cultural Values (Chapter 9) &lt;br&gt; Ability (Chapter 10) &lt;br&gt; Team Activity 6: Case p. 324-325, Q. 1-3; EX: Chp. 10</td>
<td>3/28 &lt;br&gt; Team Characteristics (Chapter 11) &lt;br&gt; Team Processes (Chapter 12) &lt;br&gt;   • Team Activity 7: EX Chp. 11 &amp; 12 <strong>INDIVIDUAL ASSIGNMENT DUE: Article Synopses</strong></td>
</tr>
<tr>
<td></td>
<td>(11)</td>
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</tbody>
</table>
| 4/4     | EXAM 3: Chp. 9-12 <br> Exam 3 will be available will be in class-closed notes/book. | 4/11 Leadership: Power & Influence (Chapter 13) <br> Leadership: Models (Chapter 14)  
Team Activity 8: Cases p. 474 & 510 |
|         | (11)                                                                  |                                                                      |
| 4/18    | Organizational Structure (Chp. 15) <br> Organizational Culture (Chp. 16) <br> Team Activity 9: EX Chp. 15 & 16 | 4/25 EXAM 4: Chp. 13-16 <br> Exam 4 will be available will be in class-closed notes/book. |
|         | (11)                                                                  |                                                                      |
| 5/2     | FINAL EXAM: 4:15-6:45 pm; Chp. 1-16 (Meets in our regular classroom)   | 5/5 Grades DUE TO REGISTRAR at 5 p.m.                                 |

*2/25/2011: Midpoint of Semester. Last day to withdraw with a possible grade of “W”.*