

E/M 261 Organizational Behavior Daily Syllabus

Spring, 2016 (Monday, Tuesday, Wednesday, Friday)

OB 1 - 10:30 – Beck Hall 221

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You are responsible for all assignments in bold and are due that day as listed.

<u>Week</u>	<u>Day</u>	<u>Month</u>	<u>Date</u>	<u>Topic</u>
1	M	Feb	08	Introductions and Expectations; What is OB, anyway? Resume due After class: Read through both syllabi documents carefully and put all the due dates on your calendar; do backward planning; Google Peter Drucker and be prepared to share with a classmate who he was and what he contributed to the field of Management
	T	Feb	09	Mini #1 due; Chapter 1; Interview Kathi – Onboarding Exercise – bring two interview questions to ask her in front of the class
	W	Feb	10	Take the Strengthfinder Assessment Tool; Chapter 5 – Self-Concept; Giftedness and Vocation; Johari’s Window/Managing Oneself articles; Interview Kathi; Practice interviewing via STAR Behavioral Questions
	F	Feb	12	Guest Speaker about Recruitment and Interviewing; Kathi is gone to Seattle benchmarking another E/M Department at President Bergmann’s request; Take the DiSC Profile and Multiple Intelligences Inventory (MII)
2	M	Feb	15	Understanding the DiSC Profile, StrengthFinder and MII
	T	Feb	16	Finish interviewing Kathi – practice interviewing
	W	Feb	17	Kathi gone to Job Fair at the Minneapolis Convention Center – No class - I recommend that you attend also – worth 10 points
	F	Feb	19	Debrief Job and Internship Fair Experience; Public Presentation #1 – 8 students

3	M	Feb	22	Public Presentation #1 – 12 students
	T	Feb	23	Public Presentation #1 – 12 students
	W	Feb	24	Introduce the Semester Long Group Project – see previous class examples; Peter Block’s Consulting Model; Explain Review of the Literature, Methodology, Findings and all else needed for the final project written paper
	F	Feb	26	Five Clients pitch their five-minute proposals to the class – clients attend if possible; divide into groups by choice and DiSC style for balance
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4	M	Feb	29	Public Presentation #1 – finish up if needed
	T	Mar	01	Chapter 15 – Effective Organizations
	W	Mar	02	Chapter 2 – Culture; values activity; hand out Peter Drucker article
	F	Mar	04	Chapter 3 – Globalization; Student Panel; assign Mini #2
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5	M	Mar	07	Chapter 4 – Diversity; Order your own business cards online
	T	Mar	08	Guest Speaker on Diversity – Bruce Gray
	W	Mar	09	Peter Drucker Article; Select a manager to interview; Business Writing and APA Writing Instruction Day
	F	Mar	11	Introduce SMART Goals; Quantitative and Qualitative Data Collection
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6	M	Mar	14	Chapter 6 – Motivation I; ask manager for copy of perf evaluation
	T	Mar	15	Chapter 7 – Motivation II; group reflection circle about motivation in past jobs
	W	Mar	16	Kathi gone to the Concordia College Offutt Business School Breakfast introducing Gustavus Distinguished Alumni Award Winner, Christine Morse ‘80 - Group Project Work Day in class
	F	Mar	18	Chapter 8 – Performance Management Process (PMP); Group SMART Goal due; Mini #2 due

	M	Mar	21	PMP Exercise; bring in copy of a performance evaluation form; Review of Literature due from each group
	T	Mar	22	Study Guide Review – come to class having it all filled out
	W	Mar	23	Exam #1 – Chapters 1-7 and 15
	F	Mar	25	No class – Spring Break
8	M	Mar	28	No class - Spring Break
	T	Mar	29	No class - Spring Break
	W	Mar	30	No class - Spring Break
	F	Apr	01	No class - Spring Break
9	M	Apr	04	Chapter 9 – Teams and Groups
	T	Apr	05	Team/Group Activity
	W	Apr	06	Chapter 10 – Decision Making; conduct Power Interviews
	F	Apr	08	Guest Speaker
10	M	Apr	11	Chapter 11 – Managing Conflict; Project Methodology Section due
	T	Apr	12	Chapter 12 – Communication – Linda Reding '81 Medica, guest speaker
	W	Apr	13	Tips on Leading Effective Meetings
	F	Apr	15	Kathi gone to Augsburg College to conduct an External Review
11	M	Apr	18	Fish Bowl Activity; Sign up for Leadership Theory
	T	Apr	19	Chapter 13 – Power; discussion of Power Interview learnings
	W	Apr	20	Chapter 14 – Leadership - Leadership Theory Assigned
	F	Apr	22	Women in Business Leadership Day
12	M	Apr	25	Leadership Theories Sharing Day
	T	Apr	26	Chapter 16 – Managing Change; assign Reflection Paper
	W	Apr	27	May Day – shortened class period – Group Work Day in class
	Th	Apr	28	Gustavus Women in Leadership Conference at ASI – 10 speaker points

	F	Apr	29	Change Management Exercise – Dr. Kathy Lund Dean, facilitator
13	M	May	02	Go over Study Guide for Exam #2
	T	May	03	Exam #2 – Chapters 9 – 16 (minus 15)
	W	May	04	Group Work Day
	F	May	06	Guest Speaker
14	M	May	09	Group Work Day
	T	May	10	Dress Rehearsal for Final Group Presentation
	W	May	11	Group Presentation #1
	F	May	13	Group Presentation #2
15	M	May	16	Group Presentation #3
	T	May	17	Group Presentation #4
	W	May	18	Group Presentation #5 – all written projects are due today
	F	May	20	Final Exam Time – 1:00 – 2:00 p.m. – meet in classroom
				Final Exam Period: Reflection Paper Due; Peer Evaluation Forms due; Final Class Reflection Activity

Organizational Behavior Course

Kathi's Strategic Plan

Vision (aspiration) – OB is the best class you will take at Gustavus

Mission (purpose, reason for being) – to learn how to manage people effectively at work

Strategies (how this will get accomplished):

1. Writing
2. Speaking
3. Group Work

Values: TBD in class on March 2nd

- 1.
- 2.
- 3.
- 4.
- 5.

Goals: (quantitative measurement of these *professional* strategies):

1. Attend each and every class period
2. Attend as many outside activities as possible
3. Receive a rating of x or higher from your peers in the group project
4. Receive a grade of x or higher in the course

(qualitative measurement of these *personal* strategies):

1. Bring your best to the learning community/class each day
2. Show up as a business professional as you would on the job
3. Commit to growing as an individual, team player and a student of behavior in organizations

