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Office Hours: TuThu 2:00-3:00 and by appointment

Course Objectives

Organizational Behavior is concerned with explaining, predicting and enhancing the effectiveness of individuals and groups in work organizations. In this course, we will discuss this knowledge and use it to: (1) develop self-insight and your ability to understand others, (2) develop interpersonal and leadership skills, and (3) diagnose and intervene on organizational problems.

Course website

The website for this course on Blackboard, http://blackboard.sc.edu/. All materials for this course -- syllabus, readings, assignments, lecture slides, and exam reviews -- are located on the website.

Assignments


Additional Readings. Additional readings can be accessed from links in course outline and from the assignments tab on blackboard. The full citations for all additional readings are listed on the last page of the web site.

Surveys and homework. There are several on-line surveys and homework assignments. These can be accessed from the assignments tab on blackboard

Course Grades

Exams (30% each, 60% total). There are two non-cumulative exams covering the material from both readings and lectures. Exams are composed of a combination of multiple choice and short essays. Each exam is worth 30% of your final grade. Make-ups for exams require a legitimate, prior excuse.

Class Discussion Leadership (20%). Students will participate in groups of three as class discussion leaders for one class period. For the discussion, the team must prepare at least 5 questions for the class, manage class discussion and be prepared to answer questions raised by the class. The discussion should last a minimum of 30 minutes and a maximum of 45. The questions must relate to the assigned readings but, within the scope of the assigned readings, but you are encouraged to bring in other media or information to stimulate discussion or make your point. You must hand in your questions on the day of class along with a brief explanation (maximum of one page double spaced 12 point font) of why these questions were important and what you expect the class to learn from the discussion. You will be evaluated on: (1) quality of questions asked (relevance and importance of questions to understanding the assigned readings, do the questions stimulate discussion, do the questions require thought and preparation on the part of students), (2) ability to engage the class in a discussion (i.e., have high participation, class is animated and the topics of discussion are relevant) (3) ability to effectively respond to questions and comments, and (4) wrap up and takeaways.
Class participation class (10%). Your in-class participation is important, for it stimulates your own learning and that of the other students. I therefore expect you to be prepared, attend, and be actively involved in all class activities and discussions. Perfect attendance but no participation will earn you only 5 out of 10 points in this category. Five non-crisis incidents of absence result in an automatic 0 on Participation. Crises are defined by involvement of deans or medical personnel. Beyond attendance, participation includes: (1) completion of written assignments and surveys in advance of class (online surveys must be completed by 5 pm the afternoon before the class meeting) and (2) informed participation in class discussion. Remember, you are relying on each others’ participation for your class discussion leadership grades.

Discussion forum (10%). There is a discussion forum for each class period, and you are required to contribute to at least 4 classes before the midterm and to 4 after the midterm. The comment must be posted before class. Entries will be assessed as poor (1) acceptable (2) above average (3). Your postings should be at least one full paragraph, well thought-out, and free of grammatical and spelling errors.

Letter grades are determined on the following scale: A = 90 and above; B+ = 87 – 89; B = 80 – 86; C+ = 77 – 79; C = 70 - 76, D = 60 – 69; F = 59 and below.

Other Items

Academic Integrity. This course adheres to the policies associated with the USC Honor Code (see below). You are expected to practice the highest possible standards of academic integrity. Any deviation from this expectation will result in a minimum of your failing the assignment, and may result in additional, more severe disciplinary measures. Please This includes improper citation of sources, using another student’s work, and any other form of academic misrepresentation.

Use of electronics. Students should turn off all phones, pagers, etc. during class. Laptop computers will be allowed ONLY for taking notes. If you are not taking notes, your laptop should be closed. Audio and video recording will not be permitted unless you request permission in advance.

Please talk with me in advance about any accommodations that you require in order to participate in this class.
## Course Outline and Assignments

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<th>Date</th>
<th>Topic</th>
<th>Assignments</th>
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<td>8/19</td>
<td>Introduction, overview</td>
<td>Chapter 1</td>
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<td>8/24</td>
<td>Diversity</td>
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| 8/26  | Perception, affect and behavior               | Chapter 3 pp. 70-78  
Survey: [IAT on gender and Asians](#)  
**Discussion leadership 1**  
Goal Survey *You must start today* |
| 8/31  | Individual differences                        | Chapter 3. pp. 60-70  
Survey: [The Big 5](#) |
| 9/2   | Individual differences, cont.                 | Chapters 3 , cont  
Survey: [Work values](#)  
**Discussion Leadership 2** |
| 9/7   | Stress and Time management                    | pp. 73-76  
[Mayo Clinic Time Management tips](#)  
[Resilience](#)  
[Learn to Say No](#)  
[Work-Life Balance](#)  
[A Get-Real Guide to Time Management](#)  
Homework: Time diary |
| 9/9   | Decision making                               | Ch. 12 pp. 306-322  
[The Hidden Traps in Decision Making](#)  
Survey: Decision making (Even # ID / Odd # ID)  
**Discussion Leadership 3** |
| 9/14  | Decision making                               | Ch. 3 pp. 76-77  
[The Tyranny of Choice](#)  
Survey: [Maximizing](#)  
**Discussion Leadership 3** |
| 9/16  | Ethics                                        | In class: Panalba case |
| 9/21  | Ethics, continued                             | [How (Un)Ethical Are You?](#)  
[Managing to be ethical: Debunking five business ethics myths](#)  
[Ethics and Anguish](#)  
**Discussion leadership 4** |
| 9/23  | Motivation                                    | Ch 4 |
| 9/28  | Motivation, continued                         | **Discussion Leadership 5** |
| 9/30  | Job design                                    | Ch. 5  
**Discussion Leadership 6** |
| 10/5  | Performance Management: goal setting and evaluation | Ch. 6  
Homework: Goal setting exercise completed |
| 10/7  | Performance Management: pay for performance   | Ch. 6  
**Discussion leadership 7** |
<p>| 10/12 | Exam                                          | <strong>Discussion Leadership 7</strong> |
| 10/14 | Fall Break                                    |            |</p>
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<td>12/2</td>
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Full Citations for Outside Readings


University of South Carolina Honor Code

It is the responsibility of every student at the University of South Carolina Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this Honor Code or who knowingly assists another to violate this Honor Code shall be subject to discipline.

The Honor Code is intended to prohibit all forms of academic dishonesty and should be interpreted broadly to carry out that purpose. The following examples illustrate conduct that violates this Honor Code, but this list is not intended to be an exhaustive compilation of conduct prohibited by the Honor Code:

1. Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.

2. Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.

3. Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.

4. Use of another person’s work or ideas without proper acknowledgment of source.

5. Intentional misrepresentation by word or action of any situation of fact, or intentional omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).

6. Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.

7. Conduct intended to interfere with an instructor’s ability to evaluate accurately a student’s competency or performance in an academic program.

Whenever a student is uncertain as to whether conduct would violate this Honor Code, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record prior to engaging in such conduct.
The Darla Moore School of Business is recognized globally for educating students who are prepared to become responsible business and civic leaders. An effective learning environment where students and faculty value integrity, professionalism and diligence is foundational to this mission. Consistent with these values, the Student Leadership Council and the faculty of the Darla Moore School of Business expect students to:

- spend a minimum of two hours outside of class studying for each hour of classroom time;
- exhibit classroom behavior that is respectful to faculty and fellow students;
- refrain from the use of phones and other electronic equipment during class, unless permitted by the instructor;
- arrive at class on time, actively participate in class, and not leave class early;
- keep up with assigned readings and complete assignments on time;
- contribute fully to team assignments;
- respect the university’s staff and be responsible stewards of its facilities; and
- abide by the University of South Carolina Honor Code

Approved by the Undergraduate Student Leadership Council and the Faculty of the Darla Moore School of Business

Terms of the syllabus are subject to revision