

IDEAL PROGRAM COURSE SYLLABUS ONLINE

Dear Student,

Please read the following course syllabus carefully, especially the course expectations and activities. If you have any questions, please do not hesitate to communicate with the IDEAL office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in our courses build on the shared experience of all learners in each class. This is why each student's preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount of time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend a minimum of ten-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:

1. Participate in and complete the online orientation prior to your first online course.
2. Obtain the required course materials prior to the course start date.
3. **If you do not participate during the first week of the course, you will be dropped one letter grade. If a student doesn't participate for two or more weeks a grade of "F" will be entered for a final grade..**
4. Login to your course a minimum of three times per week.
5. Complete all assignments to the best of your ability.
6. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
7. If you have any technical difficulties, you must contact the Office of Distance Education immediately at ubonline@bridgeport.edu.

It is the student's responsibility to familiarize himself or herself with and adhere to the standards set forth in the policies on cheating and plagiarism as defined in Chapters 2 and 5 of the Key to UB <http://www.bridgeport.edu/pages/2623.asp> or the appropriate graduate program handbook.

E-mail correspondence

It is imperative that you check your UB e-mail on a regular basis. All written correspondence, to include IDEAL and the University will be sent to you through his e-mail. **The University can no longer correspond to your personal e-mail account(s).**

Have questions about taking an online course? Go to:

"Instructions for Taking a UB Online Course"

[<http://www.bridgeport.edu/academics/online/yourfirstcourse.aspx>]

The IDEAL Program

Course No. & Title

MGMT 300 INTERPERSONAL AND GROUP BEHAVIORS IN ORGANIZATIONS

Summer 2013 Online

July 1 – August 24, 2013

Course Description:

Students will be introduced to behavior in organizations on interpersonal, group and inter-group levels. Group process is examined on concept and experiential levels to enhance understanding of interpersonal and group processes. Theories of Social Psychology and Group Psychology are reviewed and applied to current situations in the business environment

Instructor & contact information

Instructor: **Walt Dabek**

Telephone:

Email: wdabek@bridgeport.edu (preferred contact method)

Required Textbook:

Developing Management Skills, 8th/edition, DA Whetten & KS Cameron , Prentice Hall

ISBN: 9780136121008

To order textbooks, go to the bookstore website at: <http://www.bridgeportbookstore.com>

Select IDEAL Campus and login to the bookstore. Select the course and follow instructions.

Learning Outcomes:

Learning Goals: The goal of the course is to provide current and prospective managers with the interpersonal and group skills necessary. Skillful performance in many business settings is documented by studies of the foundations of effective management practices. Business schools have recognized the need to place emphasis on the development of human relations skills through experiential learning techniques.

Specific Learning Objectives: The emphasis in this course will be on active learning through the skills development steps: Skill assessment, Skill learning and analysis, Skill practice and Skill application. Ten Fundamental skills are identified within the Personal Behavior Skills, the Interpersonal Skills, and Group Skills.

Upon completion of this course the student should be able to:

- Apply skills involving interpersonal behaviors to typical and actual situations in management
- Practice management skills necessary in a variety of organizational situations
- Integrate management theory into best practices and applications of teams and interpersonal behaviors

Assignments and Grading Criteria:

Active discussion and participation in weekly postings: 30%
Completed weekly HW assignments: 30 %
Final project: 40 %

Letter Grading Scale:

% of Points Earned	Letter Grade	% of Points Earned	Letter Grade
100-94	A	76-74	C
93-90	A-	73-70	C-
89-87	B+	69-67	D+
86-84	B	66-64	D
83-80	B-	63-60	D-
79-77	C+	Below 60	F

Information on the final project/paper will be explained in Week 1. It will be due on Friday August 23, 2013. Paper will be a minimum of five pages.

Weekly assignments to be submitted by the Friday of each week, lateness on assignments will impact your grade. These assignments will be part of discussion thread so participation is critical in the threads. A discussion is not a single posting you must be in the threads at least three different days per week.

Session topics to include: Self Awareness and Managing Stress, Solving Problems, Coaching, Counseling, Supportive communication, Motivating and gaining power and influence, Managing Conflict, Empowering and Delegation, Building teams, Leading Positive Change.

Course Outline and Assignments

Interpersonal and Group Management

Summer 2013

June 30-august 23, 2013

Week 1 Developing Self Awareness and Managing Personal Stress

Read Introduction and Chapters 1 and 2

For Discussion: Read “The Escaped Prisoner” on page 49 and complete the Defining Issues Test –on pages 47-50. Discuss the results in your post in the on line Discussion.

HW: Submit answer to Discussion question # 3 on page 85 and question # 1 on page 161

Week 2 Solving Problems, Coaching, Counseling, Supportive Communication

Read Chapters 3 and 4

For Discussion: Read Bryon vs. Thomas on pages 271-72. In the on-line discussion post how you (as Hal Bryon) would handle communicate with Judy Thomas

HW: Submit answers to Discussion Questions # 2 & 3 on page 213

Week 3 Motivating and gaining power and interest

Read Chapters 5 and 6

For Discussion: Read the case: River Woods Plant Manager, on page 310. Use the 3 discussion questions at the bottom of the page in you on-line posting

HW: Read Electo Logic on pages 354-359 and submit answer question # 2 on page 360

Week 4

Managing Conflicts

Read Chapter 7

For Discussion: Read Case: Educational Pension Investments on pages 405-409. Use the 3 discussion questions on page 409 in your on-line posting

HW: Read case: Avocado Computers on page 419. Submit answer the two questions on top of page 420

Week 5

Empowering and Delegating

Read Chapter 8

For Discussion In the on line post, share a time with the class when you effectively delegated a task. What were your objectives and were they met? How did you delegate this task? Was the outcome positive or negative and why?

HW: Read Case: Minding the Store on pages 474-475. Submit answer to Questions 1, 3, &4 on page 475

Week 6

Building Teams and Teamwork

Read Chapter 9

For Discussion: After reading this chapter discuss why it is difficult for people to work effectively as a team.

HW: Using the rating scale on page 490, complete the assessment on pages 490-491 (just complete the PRE column). Based on the number of 1's, 2's,3's etc submit a summary of what this tells you about the skills you will need to master to be an effective team leader. How do you think you will learn these skills?

Week 7

Leading Positive Change

Read Chapter 10

For Discussion: Post your answer to the following question:

“Why is it necessary to foster positive change in an organization?”

For Discussion: Two postings this week:

- 1) **Discuss the course and one thing you learned that you did not know before you took this course.**
- 2) **Post a very brief summary of your final paper...this is to give others in the class an opportunity to learn more about the subject of your paper.**

NOTE: Final Paper Due by Friday August 23, 2013

ACADEMIC POLICIES

Ethics Statement of Confidentiality

An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

Attendance Policy

Course attendance, especially in an online course, is an integral part of the academic experience; therefore, students are expected to be participative in all course activities and discussions. If you do not participate during the first week of the course, you will be dropped from the course. If you cannot participate in all the course activities you should consider dropping the course.

Drop Procedures

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the following web page:

<http://www.bridgeport.edu/pages/2595.asp>

Starting Fall 2012

- Drop a course after the start date.....\$30.00 per transaction
- Drop prior to the start date.....100% Tuition Refund
- Drop prior to the second week of the course.....75% Tuition Refund
- Drop prior to the third week of the course.....50% Tuition Refund
- Drop during/after the third week of the course.....0% Tuition Refund

****Please note students will not be automatically dropped for not participating during the first week. Lack of participation for one week will reduce the final grade by one letter**

grade. If you have to miss the first week of the online course, *you must contact your instructor* in writing before the first week. However, a grade reduction will apply.

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the Academic Calendar to see the fees for a drop and the impact on tuition. The Academic Calendar can be found at: <http://www.bridgeport.edu/pages/2595.asp>

Academic Dishonesty

We are committed to intellectual integrity in our academic pursuits; therefore, the IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory computer-programming course. He has co-workers who program in the same language as his final project. As the end of the term approaches, he wonders how he will find the time to get the project finished, and asks one of his co-workers for help. His co-worker hands him a disk with a complete program similar to the kind required for the course project. The student makes minor modifications to the program, and submits it under his own name.

Case #2: A student enrolled in a religious studies course has never taken a humanities or history course, and is unsure about how to structure a research paper. She is doing research on the World Wide Web, and comes across a paper written by a student from another university. Using her computer mouse, she copies and pastes the document into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet as well as in the library. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic

dishonesty in their own classes; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site:
http://www.indiana.edu/~istd/plagiarism_test.html

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: <http://myub.bridgeport.edu/academics/academicrescenter/Pages/default.aspx> The Center is located in the Wahlstrom Library, Room 506. Hours of operation are Mondays –Thursday 9am – 6pm and Fridays 9am – 1pm. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account

Every registered student should obtain a UBNet Account. The account allows you to access your grades, access library services, access online tutoring, access the computers in computer labs, and provides an email account in which the University sends out information. Go to: <http://www.bridgeport.edu/ubnet> - Click on “New UBNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your Bridgeport.edu email forwarded to any other email account you use. Following the activation of your UBNet account (takes 24 hours), login at: <http://www.bridgeport.edu/email> and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

Accessing Your Grades & Schedule Online

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. Information on WebAdvisor is password protected and requires you to use your UBNet username and password. To access WebAdvisor, go to: <http://www.bridgeport.edu/webadvisor>

1. Login in with your UBNet username and password.
2. Click on “Student Menu.”
3. Click on “My Grades.”

If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library

You can access the library through the library’s website: <http://www.bridgeport.edu/library>.

Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

To access the online journals for research purposes, you will need a UBNet account (see above).

IMPORTANT CONTACT INFORMATION

Office	Contact	Telephone	Email
Bridgeport Campus Security		(203) 576-4911	ubsecurity@bridgeport.edu
Bursar	Robinson Hernandez	(203) 576-4692	bursar@bridgeport.edu
Cashier	Lana Mistry	(203) 576-4682	cashier@bridgeport.edu
Financial Aid		(203) 576-4568	sfs@bridgeport.eud
Registrar		(203) 576-4642	registrar@bridgeport.edu
Emergency Notification Phone		(203) 576-4159	
Distance Education Office		(203) 576-4853	ubonline@bridgeport.edu
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu

CAMPUS CONTACT INFORMATION

Campus	Address	Telephone	Email
Bridgeport	126 Park Avenue Bridgeport, CT 06604	(203) 576-4800	idealinfo@bridgeport.edu
Stamford	5 Riverbend Drive Stamford, CT 06750	(203) 358-0700	ubstamford@bridgeport.edu
Waterbury	84 Progress Lane Waterbury, CT 06705	(203) 573-8501	ubwaterbury@bridgeport.edu
Woodbridge	6 Lunar Drive Woodbridge, CT 06525	(203) 576-4800	idealinfo@bridgeport.edu
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu

Directions to IDEAL Campus locations	http://www.bridgeport.edu/pages/2260.asp
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To fill out your financial aid report to the Federal Government, please go online to www.fafsa.ed.gov. The school code for the University of Bridgeport is **001416**.
Federal Student Aid Information: 1-800-433-3243.