

Syllabus for BUS 68

Managing People and Projects

Course Information

Semester & Year: Fall 2025

Course ID & Section #: D60658

Instructor's name: Dr. Laurie McKendry

In-Person (F2F) Course: **Tuesdays 5:30 – 8:40pm**

Course units: 3

Required Textbooks

- 1.) *Organizational Behavior: Managing People and Organizations*, 14th edition, 2024
Cengage
ISBN: 978-0-357-89907-6

Instructor Contact Information

Contact: Use Canvas Q & A Forum or “Ask CR” forms for questions outside of class. You will receive a much quicker response if you use Canvas!

Catalog Description

An overview of how to effectively work on teams, manage people, and successfully plan and execute projects in a business setting. The student will learn fundamental management skills related to team motivation, communication, persuasion, creativity, and managing change. In addition, the student will apply project management techniques and industry-standard software to in-class management projects. Students will also develop self-awareness strategies that will help them be a more effective member of a team, organization, and society.

Course Student Learning Outcomes

1. Conduct a self-awareness study and develop a Personal Assessment and Improvement Plan.
2. Understand and apply theories of diversity, ethics, communication, and group dynamics in business settings.
3. Utilize the VUCA model, change management frameworks, and industry-standard project management tools in real-world scenarios.
4. Demonstrate effective leadership and teamwork skills in project settings.

Who should take this class?

If you want to excel in a job you love and understand how your unique characteristics fit with different organizations, this class is for you. It covers essential skills for managing yourself and others, communicating effectively, and navigating workplace politics. You'll learn how to motivate and lead teams, making it critical for those aiming for promotions. The class also helps aspiring leaders understand people's thoughts and feelings, resolve conflicts, and foster cooperation, which are vital even in flat organizations. Organizational Behavior is fascinating and practical, offering insights into moods, emotions, communication, diversity, and decision-

making that apply to both personal and professional life. Effective managers stand out by mastering these topics, making this class invaluable for career and personal success.

Prerequisites/co-requisites/ recommended preparation

none

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor using an “Ask CR” sheet.

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges that might affect your participation in class. College of the Redwoods wants every student to be successful.

The following online resources are available to support your success as a student:

- Library Research – Use the “Ask a Librarian” sheet for research requests required for your classes.
- Counseling/Advising – Use the “Ask CR” for help with academic planning questions.
- PB Scholar’s Handbook – Contains important information about the program.
- Extended Opportunity Programs & Services (EOPS) provides services to eligible income disadvantaged students including: career academic and personal counseling, school supplies, workshops, and more! You may receive an invitation to apply sometime at the beginning of the semester.

Evaluation & Grading Policy

Below are the **grading points** for final course grade.

A	95%
A-	90%
B+	87%
B	83%
B-	80%
C+	77%
C	73%
D	63%
F	Less than 63%

Late Assignment Policy & Understanding Life's Challenges

Assignments submitted after the deadline may be subject to point deductions. I understand that life inside can be unpredictable and overwhelming, and you don’t need to apologize for late or missed assignments. Your education is a personal journey, and I trust you’re doing your best under the circumstances. Everyone faces unique challenges, from institutional demands to personal responsibilities.

As a business student, practicing time management and contacting your professor before an assignment is due demonstrates commitment and discipline. In line with professional standards, it's important to communicate in advance if you anticipate delays—just as you would in a workplace. Proactive communication can help you avoid late penalties and ensure a smoother academic experience.

Class Participation

This is a F2F class. What that means is that most of our instruction and engagement will happen in class (face to face) on **Tuesdays 5: 30 -8:40pm.** **To receive a passing grade, you must attend classes!**

The college environment is a place of scholarly and professional development. As such, in all our interactions, we should maintain an attitude of kindness, respect, and a core emphasis on acquiring knowledge. Dissent and differences of opinion are natural and encouraged, as long as they are centered on the subject matter and not the individuals involved. Higher education encourages us to explore diverse ways of thinking. By being receptive to novel viewpoints, you can enrich and enhance your educational journey.

Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct is available by request. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is also available in print, by request.

Disruptive Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. **Students and faculty will follow all behavior rules and regulations required by CDCR.**

AI Policy and Guidelines for This Course

- **AI Limitations:** Generative AI tools are not flawless. Always verify their accuracy and relevance.
- **AI Use in Research:** Do not rely solely on AI tools or accept their outputs without verification from multiple sources.
- **Reporting AI Use:** Include an "AI Use" section in assignments, specifying the tools and prompts used. Failure to report AI usage breaches academic integrity policies.
- **Original Work:** Do not copy AI outputs directly. Rephrase and process them in your own words.
- **Academic Integrity:** Suspected plagiarism from AI will lead to a meeting, and the assignment may receive a 0.

Developing these skills can be an excellent investment in your academic and professional future, but they must be use correctly!

Emergency procedures

College of the Redwoods staff, faculty and students will follow the direction of custody staff at PBSP in the event of an emergency.

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Fall SEMESTER 2025

Date	To Remember
August 22	Last day to register for classes (day before the first class meeting)
August 23	Classes begin
August 29	Last Day to add a class
September 1	Labor Day (All Campuses Closed)
September 5	Last Day to Drop & Receive a Refund
September 7	Last Day to Drop w/out a "W"
September 8	Census Date (20% of class)
October 30	Last Day to Petition to Graduate & Petition for Certificate
October 31	Last Day for Student/Faculty Withdrawal
Nov 11	Veterans Day (All Campuses Closed)
Nov 24-28	Fall Break
Dec 13-19	Final Examinations
Dec 19	Semester Ends

Course Assignments

Reading

We will cover 15 chapters from the Organizational Behavior textbook. All readings must be complete before class. In class, we will work on assignments related to the chapter we're studying that week.

Assessment Activities	Points Available	Percentage of Grade
In-Class Team Building Assignments (4x20)	80	31%
Knowledge Dives (6 with varying point values)	75	29%
Manage a Team Project (5 parts)	100	39%
TOTAL	255	100%

In Class Team Building Assignments

These activities are designed to help you build the skills needed for the team projects in this course. Be sure to come to class prepared—points for **these assignments are only awarded if you are present and ready to participate.**

- Available in Canvas and as a printed handout.

Knowledge Dives (75 points – 6 with varying point values): You will answer 5 questions per chapter.

- Available in Canvas and as a printed handout.

Manage a Team Project (5 parts with varying point values = 100 points).

- Available in Canvas and as a printed handout.

Course Schedule and Assignments

- Available in Canvas and as a printed handout.

Each week is one-week long beginning Monday 12:01 am and ending Sunday 11:59 pm