JINAN UNIVERSITY
Organizational Behaviour

Note: A syllabus is a living document. The instructor reserves the right to change or update this syllabus as needed.

Lecturer: Baizhou Chen
Time: Monday through Friday (6/29/2015-7/31/2015);
Teaching hours: 50 hours
Location: Management School
Office: Management School 518
Office Hours: By Appointment
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Course Description:
This course provides an opportunity for student to discover the realities of organizations in contemporary situation, emphasizing the functional approach; understanding the managerial environment: Knowledge required evaluating organizations effectively and adjusting to the rapid changes in the global managerial world.

Required Text
Organizational Behavior, 12th Edition, John Willey & Sons, Dr. John Schermerhorn, Ohio University
Assessment/Evaluation Methods/Grading

Class attendance/participation  5%
Tests/Exams (5)  40%
Case Study Project (4)  15%
In-class Quizzes  20%
Homework Assignments  20%

TOTAL  100%

Grading Scale

A  92.51% or above
A-  90% to 92.5%
B+  87.51% to 89.9%
B   82.51% to 87.5%
B-  80% to 82.5%
C+  77.51% to 79.9%
C   72.51% to 77.5%
C-  70% to 72.5%
D   60% to 69.9%
F   59.9% or less

Course learning objectives:

1. Terminology - Students should learn to understand and use the language and terminology used in academia regarding organizations. In addition to the language, students will learn various management concepts that are helpful in managing and developing organizations. To some extent, students learn to apply those concepts.
2. **Theory** – Students should learn various organizational concepts and theories such as leadership, motivation, organization design, strategic management, and change management. By the end of this course, students will know how to deal with problems in designing and structuring organizations, providing for appropriate controls in organizations, and in helping organizations to grow and change with the environment. In some cases students learn how to apply those theories.

3. **Attitude** - Students should finish the course with a realistic attitude towards organizations. For example, students may find out that business and management is not inherently unethical. On the other hand, the course will not try to convince students that firms are great humanitarian or democratic institutions, either. Thus, this course is also meant to shape the attitudes of students towards business.

4. **Teamwork** – Students should have the opportunity to work in teams and gain experience in teamwork and cooperation. Most businesses now manage their work using teams and this course will set students on the right track to learning about teamwork. When students search for a job, most employers will ask about teamwork experiences. This course will provide in-Class team exposure

5. **Writing & Analysis** Students will complete some case analysis and write reports for case analyses. These cases are designed to improve writing skills by learning to write a concise analysis of management cases. This also involves an analytical component. Both writing and analysis should prepare students for higher level classes.

6. **Internet** Students need to further develop internet skills to identify various resources available for organizations and to use them in enhancing decision-making and analytical skills.

**Academic Dishonesty:**

I diligently pursue all cases of academic dishonesty. Please see the student conduct code if you do not understand this issue. Academic dishonesty includes representing the work of another as one’s own work or cheating by any means. Academic dishonesty also includes aiding, abetting,
concealing or attempting such activity. The usual penalty is an F in the course and possible suspension from the University

Structure: The class will meet daily at the assigned time and location. Class meetings will involve lectures, videos, and discussion of management issues, case studies, in-class quizzes, and five exams/tests.

Tests

(40% of total grade) 5 multiple choice or True/False exams will be given.

Case Studies

(15% of total grade) 4 short answer / essay case studies will be assigned. Case studies may require significant readings and will be done individually. Student may consult with their group members but all work must be original! All students within the group will be required to submit their own work. Cases must be typed and Must use terminology found in the text or used in the course. Late work will not be accepted.

In-class quizzes

(20% of total grade) There will be in class quizzes randomly given in the course. These quizzes are to be completed individually.

Homework Assignment

(20% of total grade) Homework assignment will be completed. They are due at the beginning of class on the due date.

Attendance

Attendance is expected for all lectures and in class activities. Attendance will be taken every day.

Extra Credit:

Extra credit is normally not available. However if opportunities come available, all students will have the same access to the extra credit if so desired.

Missing or Late Assignments:

Late assignments will NOT be accepted. There is NO makeup work allowed for missed assignments.
Changes: The professor reserves the right to improve the materials and requirements at any time, with sufficient warning concerning assessments, exams, and assignments.

Course Schedule

Week 1

Chapter 1 – Introducing Organizational Behavior
Chapter 2 - Individual differences
Chapter 3 – Emotion Attitudes and Job Satisfaction
Chapter 4 - Perception

Week 2

Chapter 5 – Motivational Theories
Chapter 6 – Performance & Rewards
Chapter 7 - Teams in organizations
Chapter 8 - Teamwork and performance

Week 3

Chapter 9 – Making decisions
Chapter 10 - Conflict & Negotiation
Chapter 11 - Communication & Collaboration
Chapter 12 – Power & Politics

Week 4

Chapter 13 - Leadership
Chapter 14 – Leadership Continued
Chapter 15 - Culture
Chapter 16 -Organizational Structures
Week 5

Chapter 17 – Strategy, Technology, and Organizational Design

Review and Final Exam

Academic Honesty

Jinan University defines academic misconduct as any act by a student that misrepresents the students’ own academic work or compromises the academic work of another. Scholastic misconduct includes (but is not limited to) cheating on assignments or examinations; plagiarizing (i.e. misrepresenting as one’s own work any work done by another); submitting the same paper or substantially similar papers to meet the requirements of more than one course without the approval and consent of the instructors concerned; or sabotaging another’s work. Within these general definitions, however, instructors determine what constitutes academic misconduct in the courses they teach. Students found guilty of academic misconduct in any portion of the academic work will face penalties ranging from lowering of their course grade to awarding a grade of F for the entire course.