

# 1102M300

## Organizational Behavior

**Instructor:** Baizhou Chen, MBA, CPA

**Time:** Monday through Friday (June 15, 2020 - July 17, 2020)

**Office Hours:** 2 hours (according to the teaching schedule)

**Contact Hours:** 60 (50 minutes each)

**Credits:** 4

**Location:** Huiquan Building

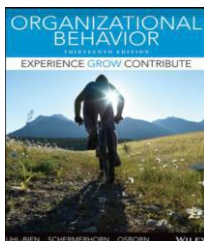
**Office:** Huiquan Building 518

### 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 Textbook(s)

*Organizational Behavior*, 13th Edition, Mary Uhl-Bien, John R. Schermerhorn, Jr., Richard N. Osborn, ISBN – 9781118517376, John Wiley & Sons, Inc.



## **Course Hours**

The course has 25 sessions in total. Each class session is 120 minutes in length. The course meets from Monday to Friday.

## **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. Analysis and Communication**

Students will complete some case analyses involving the topics covered in the class. These cases are designed to enhance students' understanding and applications of the concepts, theories, and skills related to Organizational Behavior.

### **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.

## **Course Schedule**

Please note that the schedule is meant to give an overview of the major concepts this course. Changes may occur in this calendar as needed to aid in the student's development.

### ***Week 1***

Monday - Introducing Organizational Behavior (Ch1)  
Tuesday – Diversity, Personality, and Values (Ch2)  
Wednesday – Perception, Attribution, and Learning (Ch3)  
Thursday - Emotions Attitudes, and Job Satisfaction (Ch4)  
Friday - Case Study for Week 1

### ***Week 2***

Monday - Motivational Theories (Ch5)  
Tuesday – Motivation and Performance (Ch6)  
Wednesday – The Nature of Teams (Ch7)  
Thursday - Teamwork and Team Performance (Ch8)  
Friday - Case Study for Week 2

### ***Week 3***

Monday – Mid-term Exam  
Tuesday – Making Decisions (Ch9)  
Wednesday - Conflict & Negotiation (Ch10)  
Thursday - Communication & Collaboration (Ch11)  
Friday - Case Study for Week 3

### ***Week 4***

Monday - Power & Politics (Ch12)  
Tuesday – Leadership Process (Ch13)  
Wednesday - Leader Traits and Behavioral Styles (Ch14)  
Thursday – Organizational Culture (Ch15)  
Friday – Case Study for Week 4

### ***Week 5***

Monday - Organizational Structures (Ch16)  
Tuesday – Review  
Wednesday – Review  
Thursday – Final Exam  
Friday – Grading and individual Feedback for Final Exam

## **Course Requirements**

### ***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) 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 or as a group determined by the instructor. Student may consult with their group members, but all work must be original! All students within the group will be required to participate. Students 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.

## Grading Policy

Class attendance/participation	5%
Tests/Exams (2)	40%
Case Study Project (4)	15%
In-class Quizzes	20%
Homework Assignments	20%

## Grading Scale

The instructor will use the grading system as applied by JNU:

Definition	Letter Grade	Score
Excellent	A	90~100
Good	B	80~89
Satisfactory	C	70~79
Poor	D	60~69
Failed	E	Below 60

## Attendance

Attendance is mandatory in the class. It would be recorded each class and forms part of students' participation record. Students should inform the instructor at the earliest opportunity if they need to ask for a leave. All absences may have negative effect on students' final grades. Any students with more than three unexcused absences will automatically fail the course.

## Academic Integrity

As members of the Jinan University academic community, students are expected to be honest in all of their academic coursework and activities. Academic dishonesty, 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 a substantially similar paper, to meet the requirements of more than one course without the approval and consent of the instructors concerned; or sabotaging other students' work within these general definitions. Instructors, however, determine what constitutes academic misconduct in the courses they teach. Students found guilty of academic misconduct in any portion of the academic work face

penalties that range from the lowering of their course grade to awarding a grade of E for the entire course.