



University of International Business and Economics International Summer School

MGT 302 Organizational Behavior

Term: July 2 – August 2, 2018

Instructor: Naixiang Feng

Home Institution: University of International Business and Economics

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Class Hours: Monday through Thursday, 120 minutes each day

Office Hours: TBD

Discussion Session: 2 hours each week

Total Contact Hours: 66 contact hours (45 minutes each)

Credit: 4 units

Course Description:

Organizational behavior is a field of study devoted to understanding, explaining, and ultimately improving the attitudes and behaviors of individuals and groups in organizations. This course will examine theory and practice of interpersonal, group process and organizational behavior. Attention will be paid to private and public companies as well as non-government organizations. Students will learn to diagnose complex, multi-dimensional situations and decide upon courses of action. Students will also learn to develop and employ the perspectives of management and leadership roles as they do so. As such, the course will stretch students to think as business professionals, and, to the extent that they do so, it will provide a foundation for their future growth.

Course Goals:

- ✧ Demonstrate analytical skills and utilize these analytical skills to resolve business problems.
- ✧ Identify and define organizational behavior concepts.
- ✧ Apply those concepts to improve understanding of individual work attitudes and behaviors.
- ✧ Apply those concepts to improve the functioning of individual organizational unit.
- ✧ Demonstrate an understanding of cultural differences that relate to managing in a global context.
- ✧ Understand the effects of technology and change on managing individuals

Course Content:

Job Performance and Satisfaction

Stress

Trust, Justice and Ethics

Personality and Cultural Values

Teams: Characteristics and Diversity

Organization Structure and Culture

Organizational Commitment

Motivation

Learning and Decision Making

Ability

Leadership: Power and Negotiation

Leadership: Styles and Behavior

Required Textbook:

Colquitt, J. A., LePine, J. A., & Wesson, M. J. (2017). *Organizational behavior: Improving performance and commitment in the workplace (5th ed)*. Burr Ridge, IL: McGraw-Hill Irwin.

Supplementary Readings:

Electronic resources and all major business and current event newspapers, journals and magazines represent a great source of material on OB issues

Class Format and Policies:

This course is taught using a combination of the lecture and student participation methods. The class will participate in several in-class exercises intended to reinforce the concepts discussed in the lectures and in the text. It is imperative that you actively participate in these discussions. Every student is required to attend class punctually each time. In case of absence, students should notify the instructor beforehand. Absence from class will adversely affect your final score.

Course Evaluation:

A. Class participation :	20%
B. Tests + Midterm:	40%
C. Final projects:	40%

About course evaluation:

- A) Excellent classroom discussion the topics covered in the course, supported by adequate preparation, is an important component of the class participation grade. Class participation accounts for 20% for final grades.
- B) The three tests and midterm exam are inclusive of textbook material, supplementary readings. Every test is 10%, midterm exam is also 10%, making up for 40% of the final grades in total. Tests 1-3 are multiple choices + short answers in format; each test covers 4 chapters, 2 hours in length (each). Students are responsible for material covered in the lectures as well as the text. All tests and midterm exam will be closed book – no books, intelligent cell phones, notes, calculators, electronic dictionaries, or aids of any type will be allowed.
- C) Final projects will constitute 40% of the final grades. A group can be formed with 4-6 students. If you want to form groups with someone you know, prospective group lists should be given to me prior to the second week of class.

The project will involve a presentation on a topic relating to a course concept addressed in class, found in the text, or other topic relating to Organizational Behavior. A list of potential topics as well as further information about the group project will be given the first day that groups meet.

Each group should notify me of your choice of topics prior to the first exam. In the event that more than one group chooses the same topic, the topic will be assigned on a first-come, first-served basis.

Guidelines for presentations:

1. Do not read verbatim. Use only bulleted note cards. This is more like an informative presentation than a presidential address.

2. Presentations should last an average of 5 minutes per presenter or 20 minutes for a four-person group. Practice at least once before class to find out how the time plays out.
3. Dress professionally and show pride of workmanship.
4. Final projects constitute 40% of the final grades, grade will be given on the group basis, but may vary in accordance with performance of each speaker. This is your opportunity to be creative with visual aids and charts. The use of PowerPoint is strongly encouraged. If you will use PowerPoint - show up early to set up the computer equipment and volunteer, if possible, for the first presentation on that day. You can create advertising, new packaging, a video, or something else (be innovative) to make your presentation interesting.

Grading Scale:

Assignments and examinations will be graded according to the following grade scale:

A	90-100	C+	72-74
A-	85-89	C	68-71
B+	82-84	C-	64-67
B	78-81	D	60-63
B-	75-77	F	below 60

Academic Integrity:

Students are responsible for knowing policy regarding academic honesty.

The University of International Business and Economics (UIBE) expects students to be honest in their academic work. Academic dishonesty is viewed as a serious violation of university rules and such misconduct is not accepted by academic community. In particular, students must refrain from plagiarism, cheating and collusion in connection with examinations, submitting substantially the same piece of work to different classes and must fully acknowledge all the sources of ideas and all assistance received in work submitted to the instructor for evaluation. Violation of the rules of academic honesty may lead to suspension or disqualification of the student from further study at UIBE.

Attendance Policy:

Summer school is very intense and students need to attend every class to be successful. Occasionally, due to illness or other unavoidable circumstance, a student may need to miss a class. UIBE policy requires a medical certificate to be excused. Any unexcused absence may affect the student's grade. Moreover, UIBE policy is that a student who has more than 1/3 of the class in unexcused absences will fail the course.

Tentative Course Schedule:

Note: The following are approximate topics and dates. I reserve the right to make changes as necessary.

DATE	TOPICS	CHAPTER	REMARKS
Day 1	Syllabus, Course overview	1	
Day 2	Chapter 1. Introduction to Organizational Behavior	2	Final projects groups formed
Day 3	Chapter 2. Job Performance	3	
Day 4	Chapter 3. Organizational Commitment	4	

Day 5	Chapter 4. Job Satisfaction		
Day 6	Test 1 (Chapter 1-4)	5	
Day 7	Chapter 5. Stress	6	Test 1 returned
Day 8	Chapter 6. Motivation	7	Final projects topics selected
Day 9	Chapter 7. Trust, Justice and Ethics		
Day 10	Midterm Exam	8	
Day 11	Chapter 8. Learning and Decision Making	9	Midterm exam
Day 12	Chapter 9. Personality and Cultural Values		
Day 13	Test 2 (Chapter 5-8)	10	First draft for final projects due
Day 14	Chapter 10. Ability	11-12	Test 2 returned
Day 15	Chapters 11&12. Teams: Characteristics and		
Day 16	Test 3 (Chapter 9-12)	13	Second draft for final projects due
Day 17	Leadership: Power and Negotiation	14	Test 3 returned
Day 18	Chapter 14. Leadership: Styles and Behavior	15-16	Final draft for final projects due
Day 19	Chapters 15 & 16. Organizational Structure & Organizational Culture		
Day 20	Final projects presented and wrapping up		