

JINAN UNIVERSITY

Organizational Behavior

Lecturer: Baizhou Chen

Time: Monday through Friday (June 18, 2018-July 20, 2018)

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

Contact Hours: 60 (50 minutes each)

Credits: 4

Location: Huiquan Building

Office: Huiquan Building 518

E-mail: bxc349@psu.edu

Course Description:

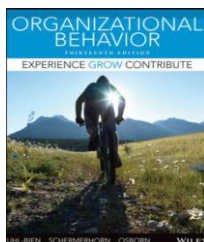
This course provides an opportunity for student to discover the realities of organizations in contemporary situation, emphasizing the functional approach; understanding the managerial environment: Knowledge required evaluating organizations effectively and adjusting to the rapid changes in the global managerial world.

Required Text

Organizational Behavior, 13th Edition

Mary Uhl-Bien, John R. Schermerhorn, Jr., Richard N. Osborn

ISBN – 9781118517376



John Wiley & Sons, Inc.

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

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

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.

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

Case Study for Week 1

Week 2

Chapter 5 – Motivational Theories

Chapter 6 – Performance & Rewards

Chapter 7 - Teams in organizations

Chapter 8 - Teamwork and performance

Case Study for Week 2

Week 3

Chapter 9 – Making decisions

Chapter 10 - Conflict & Negotiation

Chapter 11 - Communication & Collaboration

Chapter 12 – Power & Politics

Case Study for Week 3

Week 4

Chapter 13 - Leadership

Chapter 14 – Leadership Continued

Chapter 15 - Culture

Chapter 16 -Organizational Structures

Case Study for Week 4

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