



University of International Business and Economics International Summer School

MGT 302 Organizational Behavior

Term: July 10 – August 4, 2017

Instructor: Feng Naixiang

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Class Hours: Monday through Friday, 120 minutes each day (2,400 minutes in total)

Office Hours: TBD

Teaching Assistant: TBD

Email: TBD

Discussion session: 2 hours each week

Total Contact Hours: 64 contact hours (45 minutes each, 48 hours in total)

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. Topics include job performance and satisfaction, organizational commitment, stress, motivation, trust, justice and ethics, personality and cultural values, ability, leadership, organizational structure and culture, communication and leadership.

Course Goals

After completing this course, students will be able to:

- ✧ 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

Required Text

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.

Attendance

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.

Class Formats

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 students actively participate in these discussions. Approximately 1 chapter will be covered in each class, plus supplementary readings as listed and augmented as the course progresses.

Course Hours

The course has 20 class sessions in total. Each class session is 120 minutes in length for a total of 2,400 minutes of class time. The course meets from Monday to Friday.

Grading Policy

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

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

In this course, grading will be based on the following:

Attendance + class participation	20
*Tests	30
Midterm exam	20
**Final presentations	30
TOTAL	100

*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 exams will be closed book – no books, intelligent cell phones, notes, calculators, electronic dictionaries, or aids of any type will be allowed.

**Final presentations will be done on team basis. A team consists of 2-4 students give a presentation on topics relevant to what is covered in *organizational behavior*, topics should be agreed with the instructor

beforehand. The presentation should be 15-minute long (strictly enforced). This is your opportunity to be creative with visual aids and charts. The use of PowerPoint is strongly encouraged. You can create a video, or something else (be innovative) to make your presentations interesting.

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.

Class Rules

- ✧ Class starts on time. It is in your best interest to be punctual. Late arrivals to class will not be admitted. Nor are you allowed to leave the class early.
- ✧ Class attendance is required. Students may miss no more than 3 classes for the entire course. Only valid medical or family emergencies qualify as an absence, and documentation of the same must be presented to the professor no later than the next class meeting. Any missed class without authorized reason (such as a documented health problem) beyond the allowed 3 sessions will lead to the exclusion of the student from the class, and a failing grade.

Course Schedule

DATE	TOPICS	CHAPTER TO READ	REMARKS
July 10	Syllabus, Course overview	1	
July 11	Chapter 1. Introduction to Organizational Behavior	2	
July 12	Chapter 2. Job Performance	3	
July 13	Chapter 3. Organizational Commitment	4	
July 14	Chapter 4. Job Satisfaction		
July 17	Test 1 (Chapter 1-4)	5	
July 18	Chapter 5. Stress	6	Test 1 returned
July 19	Chapter 6. Motivation	7	
July 20	Chapter 7. Trust, Justice and Ethics		
July 21	Midterm Exam	8	
July 24	Chapter 8. Learning and Decision Making	9	Midterm exam returned
July 25	Chapter 9. Personality and Cultural Values		
July 26	Test 2 (Chapter 5-8)	10	

July 27	Chapter 10. Ability	11-12	Test 2 returned
July 28	Chapters 11&12. Teams: Characteristics and Diversity & Teams: Processes and Communication		Teams and topics selection for final presentations due
July 31	Test 3 (Chapter 9-12)	13	
August 1	Leadership: Power and Negotiation	14	Test 3 returned
August 2	Chapter 14. Leadership: Styles and Behavior	15-16	
August 3	Chapters 15 & 16. Organizational Structure & Organizational Culture		
August 4	Final presentations and wrapping up		

*While this syllabus should provide you with an outline of the course, grading criteria and a tentative schedule, please note that the instructor reserves the right to modify this syllabus and schedule as deemed necessary.