

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2019 Fall (Sep 2, 2019 – Jan 13, 2020)
<u>Course Name</u>	Management and Organization
<u>Course Code</u>	EMAG315
<u>Course Type</u>	<input type="checkbox"/> General Education(Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input checked="" type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Basic Disciplinary Course
<u>Course Credits</u>	3
<u>Course Hours</u>	48
<u>Prerequisites</u>	None
<u>Instructor</u>	Luna Wang
<u>Contact Information</u>	Office: B109 Tele: (010) 83951109 Email: wangyue@cueb.edu.cn
<u>Office Hour</u>	M 9:30-11:30 T 15:00-17:00 W 14:30-16:30 T 18:00-20:00 Th. 9:00-11:00
<u>Learning Centre</u>	T 18:00-20:00 Th. 9:00-11:00
<u>Grade/Section</u>	2017BA
<u>Course Time/Place</u>	W: 10:10-12:00 TH: 11:10-12:00 5#204

Textbook

Organizational Behavior, 组织行为学 (英文版·原书第七版) [加]史蒂文 L. 麦克沙恩 (Steven L. McShane) [美]玛丽·安·冯·格利诺 (Mary Ann Von Glinow)

Course Description

This course's aim is to familiarize students with the different aspects of organizational behavior. The course covers topics about behaviors of individual and teams in the workplace. This is a course to help students understanding and managing others and also themselves whatever in study field and business careers.

Learning Objectives

Through the class, students are expected to gain an increasing awareness of organizational behavior, such as individual behavior and process, perception and learning in organizations, workplace emotions, attitudes, and stress, etc. By the end of the semester students should have a good overall idea of the different aspects of organizational behavior, with a special understanding on how a manager manages the employees on the

concern of their behavior.

Teaching Methods

This course contains lectures, class discussions, homework, quizzes, presentation and exams. Textbook content will be introduced first. Then real case and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment in or after class.

Grade Criterion

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, short answer questions, essay questions, problems, and preparation of financial statements. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Mid-Term Presentation	15%	A personal presentation will be given on a chosen Organizational Behavior topic.
Personal Reflection Paper	20%	A personal paper reflecting students' thoughts and analyses on a chosen Organizational Behavior case.
Group Project and Presentation	25%	The students will be divided into several groups to write a final group report and prepare a presentation. Each student is required to be involved in the presentation. One group needs to write only one report. The topics will be given and chosen in class.
Participation	10%	Frequency and quality of class participation including answering questions, asking questions, lead group discussions, and so on.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	BeforeMidterm	AfterMidterm
Attendance	5%	5%
Participation	5%	5%
Paper	20%	
Midterm test	15%	
Group Project		25%
Final exam		20%
Total	45%	55%

Grading Policy

A+ 97-100 A 93-96 A- 90-92 B+ 87-89 B 83-86 B- 80-82
 C+ 75-79 C 70-74 C- 67-69 D+ 63-66 D 62-60 F 0-59

Exam Schedule

Midterm Presentation: October 30-31

Final Exam: January 1-10

Assessment of Student Performance

Self-Study and Reading ability Practice

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

Homework

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

Attendance

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ◆ **Being late for 15 minutes or more is considered an absence.**
- ◆ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ◆ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly. but students are welcome to continue attending classes.
- ◆ An incomplete grade (I) will be considered in case of medical or family emergencies.

Participation

- ◆ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ◆ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ◆ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ◆ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ◆ All above behaviors will be solely evaluated by the instructor for scoring.

Textbook

Students must bring the textbook to class.

Topical Course Outline

Week	Date	Topics	Homework
1	Sep 4	<ul style="list-style-type: none"> ● Syllabus ● Chapter 1 Introduction to the Field of Organizational Behavior 	—

		<ol style="list-style-type: none"> 1. Define organizational behavior and organizations and discuss the importance of this field of inquiry 2. Diagram an organization from an open-systems perspectives 3. Explain how the stakeholder perspective emphasizes the importance of values, ethics, and corporate social responsibility 	
	Sep 5	<ol style="list-style-type: none"> 4. Summarize the five types of individual behavior in organizations 5. Discuss how employment relationships are changing and explain why these changes are occurring 	—
2	Sep 11	<ul style="list-style-type: none"> ● Chapter 2 Individual Behavior, Personality, and Values <ol style="list-style-type: none"> 1. Describe the four factors that directly influence voluntary individual behavior and performance 2. Define personality and discuss what determines an individual's personality characteristics 3. Describe self-concept in terms of self-enhancement, self-verification, and self-evaluation 	Value Auction Game
	Sep 12	<ol style="list-style-type: none"> 4. Distinguished personal, shared, espoused, and enacted values and explain why value congruence is important 5. Summarize five values commonly studied across cultures 	—
3	Sep 18	<ul style="list-style-type: none"> ● Chapter 3 Perceiving Ourselves and Others in Organizations <ol style="list-style-type: none"> 1. Explain how social identity and stereotyping influence the perceptual process 2. Describe the attribution process and two attribution errors 3. Explain how halo, primacy, recency, and false-consensus effects bias our perceptions 	—
	Sep 19	<ol style="list-style-type: none"> 1. In-class activity-Value Auction Game 2. Instructions on the personal Paper 	—
4	Sep 25	<ul style="list-style-type: none"> ● Chapter 4 Workplace Emotions, Attitudes, and Stress <ol style="list-style-type: none"> 1. Explain how emotions and cognition influence attitudes and behavior 2. Identify the conditions that require, and the problems associated with, emotional labor 3. Describe the four dimensions of emotional intelligence 	—
	Sep 26	<ol style="list-style-type: none"> 4. Discuss the effects of job satisfaction on job performance and customer service 5. Define stress and describe the stress experience 	—
5	Oct 9	<ul style="list-style-type: none"> ● Chapter 5 Foundations of Employee motivation <ol style="list-style-type: none"> 1. Diagram and discuss the relationship between human drives, needs, and behavior 2. Summarize Maslow's needs hierarchy and discuss Maslow's contribution to the field of motivation 3. Summarize McClelland's learned needs theory 	Paper Due
	Oct 10	<ol style="list-style-type: none"> 4. Summarize characteristics of effective goal setting and feedback 5. Summarize equity theory and describe how to improve procedural justice 	—
6	Oct 16	<ul style="list-style-type: none"> ● Chapter 6 Applied Performance Practice 	—

		<ol style="list-style-type: none"> 1. Discuss the advantages and disadvantages of the four reward objectives 2. Identify several team-and organizational-level performance-based rewarded 3. Describe five ways to improve reward effectiveness 4. Identify three strategies for improving employee motivation through job design 5. Describe the five elements of self-leadership 	
	Oct 17	Instructions on midterm personal presentation	—
7	Oct 23	<ul style="list-style-type: none"> ● Chapter 7 Decision Making and Creativity <ol style="list-style-type: none"> 1. Describe the six stages in the rational choice decision process 2. Explain why people have difficulty identifying problems and opportunities 3. Describe three ways in which emotions influence the selection of alternatives 	—
	Oct 24	<ol style="list-style-type: none"> 4. Describe three ways in which emotions influence the selection of alternatives 5. Describe four benefits of employee involvement in decision making 	—
8	Oct 30	● <u>Midterm Personal Presentation</u>	Analyze team performance in a selected company
	Oct 31	● <u>Midterm Personal Presentation</u>	Analyze team performance in a selected company
9	Nov 6	<ul style="list-style-type: none"> ● Chapter 8 Team Dynamics <ol style="list-style-type: none"> 1. Define teams and discuss their benefits and limitations 2. Explain why people are motivated to join informal groups 3. Discuss how task characteristics, team size, and team composition influence team effectiveness Describe the three foundations of trust in teams and other interpersonal relationship 4. Identify four constraints on team decision making 	—
	Nov 7	<i>Seminar-Conversations with a big company's employer</i>	The date maybe adjusted to the guest speaker's schedule
10	Nov 13	<ul style="list-style-type: none"> ● Chapter 9 Communicating in Teams and Organizations <ol style="list-style-type: none"> 1. Explain why communication is important in organizations 2. Discuss problems with communicating through electronic mail 3. Identify four common communication barriers 	—
	Nov 14	<ol style="list-style-type: none"> 4. Discuss the degree to which men and women communicate differently 5. Summarize three communication strategies 	—
11	Nov 20	<ul style="list-style-type: none"> ● Chapter 10 Power and Influence in the Workplace <ol style="list-style-type: none"> 1. Describe the five sources of power in organizations 	—

		<ol style="list-style-type: none"> 2. Discuss the four contingencies of power 3. Summarize the effects of power on the power holder's own performance and well-being 4. Discuss three contingencies to consider when deciding which influence tactic to use 5. Distinguish influence from organizational politics 	
	Nov 21	Documentary Watching	—
12	Nov 27	<ul style="list-style-type: none"> ● Chapter 11 Conflict and Negotiation in the Workplace <ol style="list-style-type: none"> 1. Debate the positive and negative consequences of conflict in the workplace 2. Distinguish constructive conflict from relationship conflict 3. Describe three strategies from minimizing relationship conflict during constructive-conflict episodes 4. Identify six structural sources of conflict in organizations 5. Summarize six structural approaches to managing conflicts 	—
	Nov 28	Instructions on the final group project	Forming groups for the final group project
13	Dec 4	<ul style="list-style-type: none"> ● Chapter 12 Leadership in Organizational Settings <ol style="list-style-type: none"> 1. Define leadership and shared leadership 2. Describe the people-oriented and task-oriented leadership styles 3. Outline the path-goal theory of leadership 4. Distinguished transformational leadership from transactional and charismatic leadership 5. Describe the four elements of transformational leadership 	—
	Dec 5	In-class activity-Leadership Game	—
14	Dec 11	<ul style="list-style-type: none"> ● Chapter 14 Organizational culture <ol style="list-style-type: none"> 1. Describe the elements of organizational culture 2. Identify three functions of organizational culture 3. Discuss the conditions under which organizational culture strength improves organizational performance 4. Identify the four strategies for changing or strengthening an organization's culture 5. Describe the stages of organizational socialization 	
	Dec 12	<i>Seminar-Conversations with a big company's employer</i>	The date maybe adjusted to the guest speaker's schedule
15	Dec 18	Presentation	—
	Dec 19	Presentation	—
16	Dec 25	Presentation	—
	Dec 26	Review	—
17		Final Exam	—

***Note:** Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams.*

A review in Chinese may be held during L.C. and O.H. in the semester.

Teacher's Office Hour

- ♦The instructor's office hour is shown in the front of the office door.
- ♦Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- ♦The time can be scheduled by instructors or students, or both.

Cheating and Plagiarism

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

Important Dates

Fall Semester, 2019	Sep 2, 2019— Jan 13, 2020
August 30	Registration
September 2	Classes Begin
September 6	Last Day to Drop or Add a course
September 13	Mid-Autumn Festival
October 1	National Day
October 28-November 1	Midterm Test
July 1, 2020	New Year's Day
Jan 1-10	Final Exam Period
Jan 13	Winter Vacation Begins

***Note:** Over the course of the semester, every attempt will be made to follow the daily schedule listed in the syllabus. However, depending on overall class progress, the syllabus may be adjusted. Any departures from the syllabus will be announced in class.*

Instructor:

Department Head:

