

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

Year and Semester	2024 Spring					
Course Name	Organizational Behavior					
Course Code	BC304					
Course Type	<input type="checkbox"/> General Education (Required)		<input type="checkbox"/> General Education (Elective)			
	<input type="checkbox"/> Basic Disciplinary Course		<input type="checkbox"/> Professional Course (Required)			
	<input checked="" type="checkbox"/> Professional Course (Elective)		<input type="checkbox"/> Professional Course (Expanded)			
	<input type="checkbox"/> Professional Course (Advanced)					
Course Credits	3					
Course Hours	Total Class Hours	48	Lecture Hours	48	Experiment (Computer) Hours	0
Applicable object	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input type="checkbox"/> Senior					
	<input type="checkbox"/> Business Administration (Accounting)					
	<input type="checkbox"/> Information Management and Information Systems (Finance)					
Prerequisites	None					
Instructor	Yue Wang					
Contact Information	Office: C203					
	Tele: (010) 83951085					
	Email: wangyue@cueb.edu.cn					
Office Hour	T 15:25-17:00 W 10:45-12:20 15:25-17:00					
Learning Centre	M 18:00-20:00 (online) Th 10:45-12:20					
Grade/Section	21BA					
Course Time/Place	Week 5-16 MT 13:30-15:05					
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)					

Reference Book

协同：数字化时代组织效率的本质

作者:陈春花出版社:机械工业出版社

Course Description

This course's aim is to introduce students to the different aspects of organizational behavior. The course covers topics about how to define organizations, behaviors of individual and teams in the workplace. Students will be expected to understand functions of organizations and how to manage others as well as themselves whatever in the study field and future business careers. Real-life cases about individuals in organizations, teams and organizations will be given to students to help them apply textbook theories and concepts to the real business world and human society.

Student Learning Objectives

On successful completion of this exam, candidates should be able to:

Knowledge	<ul style="list-style-type: none"> ➤ Explain the meaning of organization and organizational behavior ➤ Identify different aspects of individual behavior and processes in organizations ➤ Illustrate the importance of motivation and how to motivate people in organizations ➤ Clarify the process of making decisions and compare ideal rational choices vs. realistic choices-making process ➤ Explore relationships in organizations and how to manage conflicts ➤ Demonstrate the importance of good leadership and outstanding organization culture
Capability	<ul style="list-style-type: none"> ➤ Be able 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. ➤ Be able to tell how effective management can influence the employees and the whole organization ➤ Be able to analyze what kind of organizations students themselves are suited to work with based on their personal perceptions, values etc. ➤ Be able to identify real organization cultures besides their clarified ones.
Mindset	<ul style="list-style-type: none"> ➤ Establish the integrity and objectivity in and around organizations, avoid unethical working activities and immoral social activities. ➤ Be logical, ethical, methodical, consistent, and accurate. ➤ Be able to apply critical thinking to organizations' activities in the daily life.

Teaching Methods

In class, textbook content will be introduced first; real cases and practice questions will be delivered to students to test their understanding of the knowledge before or after classes. This will require individual or group assignments in or after class.

Grade Criterion (全球考课程可以根据自己课程要求修改)

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, and essay questions. Students should rely primarily on course PPTs and homework assignments to give them a sense of what they may see for material on exams.
Final Group Project and Presentation	30%	Group projects and presentations to be determined.
Personal Paper	10%	A personal paper about the topic of "What is an Organization?" is due on Week 4.

Midterm	20%	An individual research project should be completed. The details will be announced by the professor.
Participation	10%	Individuals will be asked to participate individually in the APP Xuexitong 学习通 during the semester. The performances should be counted in their participation. Case studies according to various chapter contexts will be given to students to help them better understand textbook theories and real-world applications of those theories.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Personal Paper	10%	
Mid-Term	20%	
Group Project		30%
Final exam		20%
Total	40%	60%

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 (original)

Week	Date	Topics	Homework
5	4 Hours	Introduction : Chapter 1&Chapter 2 Define organizational behavior and organizations and discuss the importance of this field of inquiry 1. Diagram an organization from an open-systems perspectives 2. Explain how the stakeholder perspective emphasizes the importance of values, ethics, and corporate social responsibility	First Paper (personal) instructions will be given
		First personal paper instructions	
6	4 Hours	Chapter 2 Individual Behavior, Personality, and Values 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 4. 4. Distinguished personal, shared, espoused, and enacted values and explain why value congruence is important	
		In-class activity	
		思政切入点：如何树立符合当代中国国情和国际形势的正确价值观、人生观 How to form the right world view, life perceptions and values under the current internal and international circumstances?	

7		<p>Chapter 3 Perceiving Ourselves and Others in Organizations</p> <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 <p>Explain how halo, primacy, recency, and false-consensus effects bias our perceptions</p> <p>In-class activity</p>	
8		<p>Chapter 4 Foundations of Employee motivation</p> <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 characteristics of effective goal setting and feedback <p>Summarize equity theory and describe how to improve procedural justice</p> <p>Case Study</p>	
		<p>思政切入点：如何正确对待不同层级的需求，正确的金钱观、爱情观等。</p> <p>How to answer different needs with our rationality? How to fulfill our needs for money, reputation, love...legally and reasonably?</p>	
9		<p>Chapter 5 Decision Making and Creativity</p> <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 <p>Describe three ways in which emotions influence the selection of alternatives</p> <p>Review Chap 1-5</p>	<i>First Personal Paper Due</i>
10		Midterm Week-Prsonal Project	<i>Personal Project Due</i>
11		<p>Chapter 6 Team Dynamics</p> <ol style="list-style-type: none"> 1. Define teams and discuss their benefits and limitations 2. Explain why people are motivated to join informal 	

		<p>groups</p> <p>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</p> <p>Identify four constraints on team decision making</p> <p>In-class activity</p>	
		<p>思政切入点：创新与团队合作的重要性</p> <p>The importance of creativity and teamwork spirit.</p>	
12		<p>Chap 7 Communicating in Teams and Organizations</p> <p>1. The importance of communication</p> <p>2. Communication barriers</p> <p>3. Effective communication and choosing the best channel</p> <p>In-class activity</p>	
13		<p>Chapter 8 Power and Influence in the Workplace</p> <p>1. Describe the five sources of power in organizations</p> <p>2. Discuss the four contingencies of power</p> <p>3. Summarize the effects of power on the power holder's own performance and well-being</p> <p>4. Discuss three contingencies to consider when deciding which influence tactic to use</p> <p>Distinguish influence from organizational politics</p> <p>思政切入点：树立正确的权力观念，学习如何不盲目服从权威者</p> <p>How to gain power properly? Do not submit to authority without destination.</p> <p>Final Group Project Instructions</p>	
14		<p>Chapter 9 Conflict and Negotiation in the Workplace</p> <p>1. Debate the positive and negative consequences of conflict in the workplace</p> <p>2. Distinguish constructive conflict from relationship conflict</p> <p>3. Describe three strategies from minimizing relationship conflict during constructive-conflict episodes</p>	

		Identify six structural sources of conflict in organizations	
		<p>Guest Speaker-A middle to top-level manager of one organization will be invited to give a speech on OB.</p> <p>Details will be noticed.</p>	
15		<p>Chapter 10 Leadership in Organizational Settings</p> <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 <p>Final Project Group Discussions and Q&A</p>	
		<p>思政切入点：如何避免组织中的官僚主义、形式主义等</p> <p>Learn how to effectively avoid and minimize organizational politics, bureaucratism and formalism.</p>	
16		<p>Chapter 11 Designing Organizational Structures</p> <ol style="list-style-type: none"> 1. Describe three types of coordination in organizational structures. 2. Discuss the advantages and disadvantages of centralization and formalization. 3. Identify and evaluate the six pure types of departmentalization. 4. Describe three variations of divisional structure and explain which one should be adopted in a particular situation. 5. Diagram the matrix structure and discuss its advantages and disadvantages. 6. Compare and contrast network structures with other forms of departmentalization. <p><i>Final Project Group Presentations</i></p>	

Self-studied	Chapter 12 Organizational Culture 1. Describe the elements of organizational culture. 2. Discuss the importance of organizational subcultures. 3. List four categories of artifacts through which corporate culture is deciphered. 4. Identify three functions of organizational culture. 5. Discuss the conditions under which organizational culture strength improves organizational performance. 6. Compare and contrast four strategies for merging organizational cultures. 7. Identify the four strategies for changing or strengthening an organization's culture. 8. Explain how realistic job previews assist the socialization process.	
	In-class activities	
	思政切入点：新时代背景下值得提倡与弘扬的管理模式与组织文化 Organizational structure and organizational culture that can help to develop our country in the new era.	

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

Midterm Test	Week 9 or 10
Final Exam	Week 18 or 19 (Refer to the notice of the Academic

Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.

Instructor: _____

Department Head: _____

