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**Beijing Jiaotong University**

**2020 Summer Program**

**BUS 310 Organizational Behavior**

**Course Outline**

**Term: June 01-July 03,2020**

**Course Code: BUS 310**

**Instructor: Sanal Mazhavancheryl**

**Home Institution: American University, Washington DC.**

**Office Hours: TBA and by appointment**

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**Credit: 4**

**Course Description:** Organizational behavior is a field of study that seeks to understand, explain, and improve human behavior in organizations. This course explores the behavior of people in organizations as individual actors and also as groups. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees work life. Topics include motivation, rewarding behavior, stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, decision-making, communication and organizational change and development. Most organizations focus their efforts on improving two aspects of human behavior: (1) job performance—the degree to which individuals perform the behaviors needed for the organization to achieve its goals; and (2) organizational commitment—the degree to which employees remain loyal to the organization rather than seeking employment elsewhere. This course will guide you through a model that seeks to explain these two areas of organizational behavior.

## COURSE OBJECTIVES

After completing this course, you will be able to:

1. Identify and define organizational behavior (OB) concepts.
2. Be able to understand and analyze how organizations and the people within them work.
3. Be able to apply OB concepts to real-world problems faced by managers.
4. Understand individual behavior in organizations, including diversity, attitudes, job satisfaction, emotions, moods, personality, values, perception, decision making, and motivational theories.
5. Understand group behavior in organizations, including communication, leadership, power and politics, conflict, and negotiations.
6. Understand the organizational system, including organizational structures, culture, human resources, and change.

## Required Textbook:

McShane, Steven and Mary Von Glinow, *Organizational Behavior* 8<sup>th</sup> edition, McGraw-Hill.

You should also purchase this coursebook to access to the case studies to be covered in the class:

<https://hbsp.harvard.edu/coursepacks/XXXXX>

## Grading & Evaluation:

You will be evaluated as follows:

Form of Evaluation	Total Points
Midterm Exam	25
Final Exam	25
Group Project	30
Participation	20
<b>TOTAL</b>	<b>100</b>

### Grading scale:

94% – 100% = A	76% – 79% = C+
90% – 93% = A-	73% – 75% = C
86% – 89% = B+	70% – 72% = C-
82% – 85% = B	60% – 69% = D
80% – 82% = B-	0% – 59% = F

**Exams:** There will be a midterm and a final exam on the dates indicated in the syllabus. Exams will **not be cumulative**. Each exam will make 25% of your grade, so two exams together will make 50% of your grade.

**Group Term Project:** The Term Project will make 30% of your grade. The purpose of the project is to give your team an opportunity to apply what has been learned in the course to problems in an organization of your team's choice. Class members will work in teams of four people. Your team should answer the following questions in the assignments detailed below.

1. What are the issues or problems facing the organization?
2. What course concepts can be applied to understand why this problem is occurring?
3. What recommendations can you offer to help improve organizational functioning?

**Class Discussions:** Summer classes are intensive and require hard work and diligence. Attending classes is essential for mastering the concepts presented during lectures and actively participate during class discussion. Class participation will be 20% of the student grade

### Course Schedule:

#### Week1

**Chapter 1: Introduction to the Field of Organizational Behavior**

**Chapter 2: Individual Behavior, Personality, and Values**

**Chapter 3: Perceiving Ourselves and Others in Organizations**

**Discussion: HBR Case 1**



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## **Week2**

**Chapter 4: Workplace Emotions, Attitudes, and Stress**

**Chapter 5: Foundations of Employee Motivation**

**Chapter 7: Decision Making and Creativity Discussion:**

**HBR Case 2, Midterm Exam Review**

## **Week3**

**Midterm Exam**

**Chapter 8: Team Dynamics**

**Chapter 9: Communicating in Teams and Organizations**

**Chapter 10: Power and Influence in the Workplace**

## **Week 4**

**Monday: Chapter 11: Conflict and Negotiation in the Workplace**

**Tuesday: Chapter 12: Leadership in Organizational Settings**

**Wednesday: Chapter 13: Designing Organizational Structures**

**Thursday: Chapter 14: Organizational Culture**

## **Week 5**

**Chapter 15: Organizational Change,**

**Final Exam Review**

**Final Exam**

**Group Project Submission**