



Shanghai University of Finance & Economics

2020 Summer Program

BUS 310 Organizational Behavior

Course Outline

Term: June 1 – June 26, 2020

Class Hours: 16:00-17:50

Course Code: BUS 310

Instructor: Dr. Joanne Jung-Eun Yoo

Home Institution: University of Delaware, Newark, Delaware, USA

Office Hours: TBA and by appointment

Email: jyoo@udel.edu

Credit: 4

Class Hours: This course will have 52 class hours, including 32 lecture hours, professor 8 office hours, 8-hour TA discussion sessions, 4-hour review sessions.

Course Description

Organizational leadership requires a deep understanding of how individuals behave in organizational settings; effective leaders create environments that are consistent with the fundamentals of 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 learning, perception, leadership, motivation, groups and teams, diversity, communication and culture.

Course Objectives

Upon completion of this course, students should be able to:

- Understand and analyze how organizations and the people within them work.
- Apply OB concepts to real-world problems faced by managers.
- Develop leadership and management potentials.
- Work in teams and gain experience in teamwork and cooperation.



Textbook

Elsback, Kayes, and Kayes (2015). *Contemporary Organizational Behavior: From Ideas to Action*, Pearson Education.

ISBN-10: 0132555883; ISBN-13: 978-0132555883

The book is available in e-textbook and paperback. The e-textbook can be rented for less than \$40. Students are expected to complete each day's chapter and reading assignments prior to the start of a class so that they can discuss the material in an informed manner.

Grading and Evaluation

Attendance (10%) – Participation (10%) – Project (20%) – Exams I, II, III (60%)

Grades will be distributed as 95-100%=A+, 90-94%=A, 85-89%=B+, 80-84%=B, 75-79%=C+, 70-74%=C, 65-69%=D+, 60-64%=D, and below 60%=F.

Students are expected to attend all classes and the attendance will be checked in every class. If a student needs to miss a class due to sickness or other unavoidable major crises, s/he should let the professor know in advance and have appropriate documentation.

Class participation is required for this course. Participation points are not free points and must be earned. The grade will be calculated to reflect students' participation in class discussions and their capacity to introduce ideas and thoughts with class. Final grades will be determined by the extent and quality of contributions to class discussions.

Three exams will be administered during the semester. Each exam is stand-alone; there is no comprehensive final exam for this course. Questions in exams will come from the textbook, lecture notes, and class discussions.

For the class project, students will learn more in depth about a management topic and develop their teamwork skills as well. Students will be formed into teams by the instructor and prepare a 20-30 minute class presentation. A detailed overview of this assignment will be given in the first week of the semester. Grading of the assignment will be based upon 1) organization coherence, 2) content completeness, 3) knowledge and effort, and 4) style of presentation.

Academic Honesty Policy

All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another, to cheat on a test, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance.

Class Rules

1. Students are expected to be punctual to the class and stay until the professor dismisses the class.
2. All personal electronic devices (e.g., cellular phone, tablet, etc.) must be turned off while the class is in session.



3. Side conversations or other distractions to the professor and fellow students are inappropriate and disgraceful. A recurring problem will result in being asked to leave the classroom or being dropped from the class.
4. Do not suffer in silence. For any problems or issues with related to the course, students are expected to meet and discuss with the professor during office hours or make an appointment for a meeting.

Course Schedule

Week 1

- Session 1: Course Introduction and Project Overview
- Session 2: Introduction to Organizational Behavior
- Session 3: Individual Characteristics
- Session 4: Learning
- Session 5: TA Session

Week 2

- Session 1: Exam I
- Session 2: Leadership
- Session 3: Motivation
- Session 4: Decision-Making
- Session 5: TA Session

Week 3

- Session 1: Exam II
- Session 2: Groups and Teams
- Session 3: Diversity and Communication
- Session 4: Culture
- Session 5: TA Session

Week 4

- Session 1: Change, Innovation, and Stress
- Session 2: Exam III
- Session 3: Group Presentations
- Session 4: Group Presentations
- Session 5: Class Review