



**East China Normal University
GEC International Summer School**

BUS25: Organizational Behavior

Term: June 17th to July 19th, 2024

Class Hours: Monday through Friday, 110 minutes each day (2,750 minutes in total)

Instructor: TBD

Home Institution: TBD

Office hours: TBD

Email: TBD

Course Description

Organizational Behavior (OB) is an interdisciplinary field drawing from numerous disciplines including psychology, sociology, anthropology, economics, organization theory, statistics, and many others. It focuses on how people behave in organizations and how their behavior and a variety of organizational characteristics impact organizational performance and effectiveness. Key topics covered in this course include: diversity, attitudes and job satisfaction, personality and values, perception and individual decision making, , motivation, group behavior and work teams, power and politics, communication, leadership, organization structure and culture, conflict and negotiation.

Prerequisite: BUS11 Introduction to Business and Management

Required Text

Organizational Behavior, updated 18th Global Edition, by Stephen P. Robbins and Timothy A. Judge

ISBN: 978-1-292-40306-9

There will be an additional case book distributed to students at the first day of class, containing the comprehensive cases that we are going to discuss throughout the semester.



Course Hours

The course has 25 class sessions in total. Each class session is 110 minutes in length, for a total of 2750 minutes of in-class time. The course meets from Monday to Friday. ECNU awards 3 credits for this course. Different universities may count course credits differently. Consult officials at your own home institution.

Attendance

Summer school is very intense and to be successful, students need to attend every class. Occasionally, due to illness or other unavoidable circumstance, a student may need to miss a class. ECNU policy requires a medical certificate to be excused. Any absence may impact on the student's grade. Moreover, ECNU policy is that a student who has more than 3 absences will fail the course. Arriving late or leaving early will count as a partial absence.

Grading Policy

ECNU awards grades of A, A-, B+, B, B-, C+, C, D, and F. Most colleges and universities do not award transfer credit for grades of D or F.

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

Attendance and participation	10%
Essays*3	10%*3=30%
Group presentation	15%
Midterm exam	20%
Final exam	25%

Attendance and participation

As the summer school is extremely intensive, students are expected to attend **ALL** classes. Active participation in in-class discussions will cultivate students' soft skills as future managers/entrepreneurs. Note that merely attending each lecture with NO participation will NOT get you full mark for this component!

Essays



There are 3 required essays during the semester. Each essay should be about the cases or chapters covered since last essay due (e.g, Essay 1 could cover any of Cases 1 to 3, or Chapters 1 to 5).

Requirements: 500 words max, Times New Roman, font 14, double-spaced, 1-inch margin, stapled (if printed) or converted to PDF (if electronic).

Submission: in-class at specified due dates

Exams

There will be 1 midterm and 1 final exam, scheduled in Week 3 and Week 5, respectively. The exams are non-cumulative and contain multiple choice questions, short answers, and written responses. The exams are OPENBOOK, but you must print all your notes. No electronic notes or textbooks are allowed. There is no make-up exam for this course.

Group Presentation

Group presentation is an essential part of business studies. In this course, students are expected to form groups in 4-5, choose a real-life organization, apply knowledge and techniques learned in this course to study the current situations of the business. Detail about the group presentation task will be shared in the first week of class.

General Expectations

Students are expected to:

- Attend all classes and be responsible for all material covered in class and otherwise assigned. Any unexcused absence may impact a student's grade.
- Arrive to class on-time: Late arrivals are disruptive to your fellow students and to the conduct of the class.
- Complete the day's required reading and assignments before class
- Review the previous day's notes before class; make notes about questions you have about the previous class or the day's reading
- Refrain from texting, phoning or engaging in computer activities unrelated to class during class (不要用手机) It is highly disrespectful to the professor and to the class.
- Participate in class discussions and complete required written work on time.



Course Schedule

The planned schedule sketched out below may be modified to suit the interests or abilities of the enrolled students or to take advantage of special opportunities or events that may arise during the term.

Week 1

- *Day 1*
 - *Course outline*
 - *What is Organizational Behavior? (Chapter 1)*
 - *Read: Textbook Chapter 2, Case#1*
- *Day 2*
 - *Diversity in Organizations (Chapter 2)*
 - *Case 1 discussion*
 - *Read: Textbook Chapter 3*
- *Day 3*
 - *Attitudes and Job Satisfaction (Chapter 3)*
 - *Read: Textbook Chapter 4, Case#2*
- *Day 4*
 - *Personality and Values (Chapter 4)*
 - *Case 2 discussion*
 - *Read: Textbook Chapter 5*
- *Day 5*
 - *Perception and Individual Decision Making (Chapter 5)*
 - *Case 3 discussion*
 - *Read: Textbook Chapter 6*

Week 2

- *Day 1*
 - ***Essay 1 due***
 - *Emotions and Moods (Chapter 6)*
 - *Read: Textbook Chapters 7&8*
- *Day 2*
 - *Motivation (Chapters 7&8)*
 - *Read: Textbook Chapters 7&8*
- *Day 3*
 - *Motivation (Chapters 7&8)*
 - *Read: Textbook Chapters 7&8*



- Day 4
 - o Motivation (Chapters 7&8, continued)
 - o Read: Case#4
- Day 5
 - o Case 4 discussion
 - o Midterm review session

Week 3

- Day 1
 - o **Midterm exam, covering chapters 1-8**
 - o Read: Textbook Chapters 9&10
- Day 2
 - o Foundations of Group Behavior (Chapter 9)
 - o Understanding Work Teams (Chapter 10)
 - o Read: Textbook Chapter 11
- Day 3
 - o Power and Politics (Chapter 11)
 - o Read: Textbook Chapter 12; Case #5
- Day 4
 - o Communication (Chapter 12)
 - o Case 5 discussion
 - o Read: Textbook Chapter 13
- Day 5
 - o Leadership (Chapter 13)
 - o Read: Textbook Chapter 14; Case #6

Week 4

- Day 1
 - o **Essay 2 due**
 - o Foundations of Organization Structure (Chapter 14)
 - o Case 6 discussion
 - o Read: Textbook Chapter 15
- Day 2
 - o Organizational Culture (Chapter 15)
 - o Read: Textbook Chapter 16
- Day 3
 - o Human Resources Policies and Practices (Chapter 16)
 - o Read: Chapter 17; Case#7
- Day 4



- *Organizational Change and Stress Management (Chapter 17)*
- *Case 7 discussion*
- *Read: Chapter 18*
- *Day 5*
 - *Conflict and Negotiation (Chapter 18)*
 - *Read: Case#8*

Week 5

- *Day 1*
 - *Conflict and Negotiation (Chapter 18, continued)*
 - *Case 8 discussion*
 - *Group presentation prep*
- *Day 2*
 - *Group presentation prep*
- *Day 3*
 - ***Group presentation***
- *Day 4*
 - ***Essay 3 due***
 - *Final review session*
- *Day 5*
 - ***Final exam, covering Chapters 9-18***

Academic Honesty

Students are expected to maintain high standards of academic honesty. Specifically, unless otherwise directed by the professor, students may not consult other students, books, notes, electronic devices or any other source, on examinations. Failure to abide by this may result in a zero on the examination, or even failure in the course.