

Course Syllabus
HRPO 2307 - Organizational Behavior

1. **Class:** HRPO 2307 - Organizational Behavior
Semester: Fall 2018
2. **Instructor:** Tran Anh Tung, MBA
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Office: R.604
Office telephone: (028) 3715 5033 (ext. 1619)
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Office hours: by appointment
3. **Campus and Room Location with Days and Times:**
R604 SaigonTech Tower, from Tuesday to Friday 07:30am - 9:00am
4. **Course Semester Credit Hours (SCH):** 3
5. **Total Course Contact Hours:** 48 hours
6. **Textbook:** Organizational Behavior: A Practical, Problem-Solving Approach, Kinicki & Fugate, 1ed, McGraw-Hill
7. **Course Description:** The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.
8. **Program Learning Outcomes**
 1. To learn the various research methodologies of the field of Organizational Behavior.
 2. To learn how Organizational Behavior varies in different cultures
 3. To learn about power in organizations, including theories of how it is gained and wielded. To learn different theories and styles of leadership in organizations.
 4. To learn about the changing nature of organizational structure and be able to identify different structures.
9. **Course Student Learning Outcomes (SLOs):**
 1. Explain the theoretical foundations and basic facts of organizational behavior, including those associated with motivation, job satisfaction, power, leadership, communication, stress, and organizational structure.
 2. Articulate well-justified personal stances regarding ethical behavior, cultural diversity and other important issues in organizations.
 3. Be able to apply knowledge of organizational phenomena to various real-life organizational situations. Show progress in developing skills in presenting ideas to others, both orally and in writing.s

10. Grading policy

Items	%
Attendance and participation	10%
Mini case write-up * 2	10%
Group article presentation	10%
Group case study analysis (presentation and written report)	20%
Mid-term exam	25%
Final exam	25%
Total	100%

The replacement of score is applied in this course, which can be described as the final exam score could replace the Mid-term exam score, in case, student has higher performance in final than mid-term exam.

11. Explanation of grade components and requirements

Attendance and participation (10%)

Regular attendance is required. If you miss class, you will be responsible for any work missed during your absence and will have your class participation grade reduced. You are also highly encouraged to join in class discussion by giving questions, answers or comments. Your grade will be given based on your regular attendance and quality of contribution to class discussion.

Mini case write-up (10%)

You personally have to make 02 write-ups for 02 pre-assigned mini cases. Each write-up must present situation summary and answers for all case questions and be at least 250 words long. Extra sources (if any) must always be cited in your paper. All reports must be sent to my email before deadline for grading. Only soft copies are needed.

Group article presentation (10%)

Each group of 3 - 4 students will make a presentation for a pre-assigned article relating to the theory you learn in class. Your group presentation must summarize theory discussed in the article and integrate self-experience reflection. Group presentation should last 20 - 30 minutes not including Q & A section and must contain PowerPoint slides.

Group case study analysis (presentation and written report) (20%)

Each group will write a report and present a pre-assigned case study to the class. Your group written report and presentation must give situation summary, disclose thoughtful answers for all case questions and discuss further managerial insights if any. Group presentation should last 20 - 30 minutes not including Q & A section and must contain PowerPoint slides. Group written report must be at least 1000 words long. Extra sources (if any) must always be cited in your paper. PowerPoint slides and report must be sent to my email before deadline for grading. Only soft copies are needed. At the end of the course, I will ask group members to evaluate the contribution of their peers, and I will consider remarks when giving you final grade.

Mid-term and Final Exam (50%)

Exam	Type	Open/close book	No. of questions	Duration	Points

Mid-term	MC	Close	40	60 minutes	60
	Short Answer Questions	Close	1	30 minutes	40
Final	MC	Close	50	60 minutes	50
	Short Answer Questions	Close	2	30 minutes	50

12. Grading Scale

Percentage Grade	Letter Grade
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

The passing grade is **D**.

13. Course calendar

Week	Date	Topic
1	20/09/2018	- Syllabus clarification, project/ tasks assignment & discussion - Chapter 1: MAKING OB WORK FOR ME
	22/09/2018	- Chapter 1: MAKING OB WORK FOR ME - Mini case discussion
2	27/09/2018	- Chapter 2: VALUES AND ATTITUDES
	29/09/2018	- Chapter 2: VALUES AND ATTITUDES (cont.) - Mini case discussion - 1 st mini case write-up is due at 10:40am.
3	04/10/2018	- Chapter 3: INDIVIDUAL DIFFERENCES AND EMOTIONS
	06/10/2018	- Chapter 3: INDIVIDUAL DIFFERENCES AND EMOTIONS (cont.) - Mini case discussion
4	11/10/2018	- Chapter 4: SOCIAL PERCEPTION AND MANAGING DIVERSITY
	13/10/2018	- Chapter 4: SOCIAL PERCEPTION AND MANAGING DIVERSITY (cont.) - Mini case discussion - 2 nd mini case write-up is due at 10:40am.

5	18/10/2018	- Chapter 5: FOUNDATIONS OF EMPLOYEE MOTIVATION
	20/10/2018	- Chapter 5: FOUNDATIONS OF EMPLOYEE MOTIVATION (cont.) - Mini case discussion
6	25/10/2108	- Chapter 6: PERFORMANCE MANAGEMENT
	27/10/2018	- Chapter 6: PERFORMANCE MANAGEMENT (cont.) - Article presentation: Goal setting – A motivational technique that works (G. Latham and E. Locke): Group 1
7	01/11/2018	- Mid-term exam review
	03/11/2018	- Mid-term exam (chapter 1, 2, 3, 4, 5, 6, 8)
8	08/11/2018	- Chapter 8. GROUPS AND TEAMS
	10/11/2018	- Chapter 8. GROUPS AND TEAMS (cont.)
9	15/11/2018	- Chapter 10: MANAGING CONFLICT AND NEGOTIATIONS
	17/11/2018	- Chapter 10: MANAGING CONFLICT AND NEGOTIATIONS (cont.) - Article presentation: Why teams don't work? (D. Coutu): Group 2
10	22/11/2018	- Chapter 11. DECISION MAKING AND CREATIVITY
	24/11/2018	- Chapter 11. DECISION MAKING AND CREATIVITY (cont.) - Mini case discussion
11	29/11/2018	- Chapter 12. POWER, INFLUENCE, AND POLITICS
	01/12/2018	- Chapter 12. POWER, INFLUENCE, AND POLITICS (cont.)
12	06/12/2018	- Chapter 13: LEADERSHIP EFFECTIVENESS
	08/12/2018	- Chapter 13: LEADERSHIP EFFECTIVENESS (cont.)
13	13/12/2018	- Final exam review
	15/12/2018	- Final exam (chapter 10, 11, 12, 13)
14	20/12/2018	Case study presentation
	22/12/2018	Case study presentation

14. Classroom Policy

- Late work will **NOT** be accepted. I will deduct 10% from that late work's score per every day after due date.
- Always come to class on time.

- No cellphone use is allowed during lectures.
- Students are expected to take exam on the scheduled dates. Make-up exams are not guaranteed.
- I will ask for your permission if I need to use Vietnamese to explain difficult terms or concepts for you, and vice versa.

15. Cheating and Plagiarism Policy

Please read my PowerPoint on “Cheating and Plagiarism” and the following policies for more details about Academic Dishonesty Policy:

Acts of plagiarism include but are not limited to:

- Submit other people’s works to get points.
- Copy words or ideas without citing source and author’s name.
- Do not use quotation marks for direct citation.
- Cite the wrong source.
- Change the wording but sentence structure without citing author’s name.
- Borrow words/ phrases from a source without using quotation marks or with making negligible change.
- Copy too many words or ideas that make up the most of personal work, regardless of whether source and author’s name are cited.
- Copy information from Internet such as company information, market information etc.
- Use Google Translation to write up papers, regardless of whether you use your own ideas or borrow ideas.
- Use Google Translation to write up papers by translating Vietnamese from existing Vietnamese study materials/ sources into English.

*** If you are caught red-handed, you will receive a zero on the assignment. F grade for the course will be applied in case such violation continues.**

Signature of Dean

Signature of Instructor