



## Shanghai Jiao Tong University

### AM103 Introduction to Organizational Behavior (Online)

<b>Instructor Information:</b>	Jun Zhan Home Institution: Shanghai Maritime University Email: eurogent@163.com Office Hours: Determined by Instructor		
<b>Term:</b>	June 29, 2020 - July 24, 2020	<b>Credits:</b>	4 units
<b>Class Hours:</b>	Monday through Friday, 120 minutes per teaching day		
<b>Discussion Sessions:</b>	2 hours each week, conducted by teaching assistant(s)		
<b>Total Contact Hours:</b>	66 contact hours (1 contact hour = 45 mins, 3000 mins in total)		
<b>Required Texts (with ISBN):</b>	Essentials of Organizational Behavior (Global Edition, 13e) by Robbins and Judge, ISBN: 9781292090078, Pearson, 2017.		
<b>Prerequisite:</b>	N/A		



## Course Overview

Introduction to Organizational Behavior is an important course in business schools. This course presents an overall introduction on analyzing and managing individual and group behaviors within organizations, provides a body of knowledge that is significant to enhancing workforce performance. The purpose of this course is to assist the learners to understand and achieve effective management of the human resources within organizations. Conceptual frameworks, case discussions, and skill-oriented activities are included in course instruction, which are applied to motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture. Class sessions and assignments are provided intending to help participants acquire skills and analytic concepts to improve organizational relationships and effectiveness.

## Course Goals

This course aims to improve learners' understanding of human behavior in organizations and the ability to lead people to achieve more effectively toward increased organizational performance.

1. Understand individual behavior in organizations, including diversity, attitudes, job satisfaction, emotions, moods, personality, values, perception, decision making, and motivational theories;
2. Understand group behavior in organizations, including communication, leadership, power and politics, conflict, and negotiations;
3. Understand the organizational system, including organizational structures, culture, human resources, and change.

## Grading Policy

### Exams

There will be three exams. Exam 1 will cover chapters 1-10. Exam 2 will cover chapters 11-18. Exam 3 will cover all chapters.

### Personal Strategic Plan

You will apply what you're learning with a course project where you create a strategic plan for yourself, personally. You will present your personal strategic plan to the class during the last week of class. Your oral strategic plan presentation will be graded on two parts: Content and Delivery.

Content includes whether your presentation was complete, specific, detailed, and error free. Were appropriate analytical tools included? Were they correct? Were your recommendations specific? Did you show clearly how your recommendations could be implemented? You need to be specific and tell exactly when, how, where, and why your recommendations are appropriate!

Delivery includes whether your presentation was interesting, lively, special, upbeat, and clear. Did you use state-of-the-art presentation technology? Were your visual aids readable from



the back of the class? Did you use color to highlight points? Were your nonverbal communication such as voice tone, eye contact, posture, and appearance good? Were transparencies, handouts, slides, the blackboard, or flip charts used to make your oral presentation as interesting and informative as possible?

### Preparation/Participation and In-class Activities

Throughout the course, we will complete various in class activities. These exercises are tailored towards helping you further understand and apply the key concepts covered in the textbook. Class attendance and participation in session activities are required and rated. There is much more material in your reading assignments than we have time to discuss in class. In-class activities will delve into the most important issues. No makeup assignments are allowed.

Exam 1 (Chap 1-10)	20%
Exam 2 (Chap 11-18)	20%
Final Exam	25%
Personal Presentation	15%
Participation and session performance	20%

### Grading Scale

Number grade	Letter grade	GPA
90-100	A	4.0
85-89	A-	3.7
80-84	B+	3.3
75-79	B	3.0
70-74	B-	2.7
67-69	C+	2.3
65-66	C	2.0
62-64	C-	1.7
60-61	D	1.0
≤59	F (Failure)	0



### Class Schedule

Date	Lecture
Day 1	What Is Organizational Behavior & Foundations of Individual Behavior
Day 2	Attitudes and Job Satisfaction
Day 3	Personality and Values
Day 4	Perception and Individual Decision Making
Day 5	Motivation Concepts
Day 6	Motivation: From Concepts to Applications
Day 7	Emotions and Moods
Day 8	Foundations of Group Behavior
Day 9	Understanding Work Teams
Day 10	<b>Exam 1 (Chapter 1-10) Personal presentation(1)</b>
Day 11	Communication
Day 12	Contemporary Issues in Leadership
Day 13	Power and Politics
Day 14	Conflict and Negotiation
Day 15	Foundations of Organizational Structure
Day 16	Organizational Culture
Day 17	Human Resource Policies and Practices
Day 18	Organizational Change and Stress Management
Day 19	<b>Exam 2 ( Chapter 11-18) Personal presentation(2)</b>
Day 20	<b>Exam 3 ( Chapter 1-18)</b>