Organizational Behavior
Syllabus
ПП 2.10
Specialty: 073 "Management"
Educational program "Information Technology Management"

Quarter/Year: <u>Fall/2022</u>   ECTS Credits: 6
Instructor: Olga Verkhohlyad, Ph.D., Professor   US Credits: 3
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Prerequisites: Psychology

Course Description

Organizational behavior (OB) is the study of how people behave in an organization. It is the study of what people think, feel, and do in organizations. Organizational behavior field teaches how to understand, influence and predict organizational events.

OB is a field of study that researches the impact that individuals, groups and structure have on behavior within organization with the aim of improving the effectiveness of the organization.

Through their research, OB scholars help companies and organizations succeed.

Learning Outcomes

By the end of the course the students will have acquired the following knowledge, skills and competencies:

PH2. Keep the moral, cultural, scientific value and increase the achievements of society, using different types and forms of physical activity for maintaining a healthy lifestyle.

PH3. Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.

PH4. Demonstrate skills to identify problems and justify management decisions.

PH6. Identify skills of search , collection and analysis of information , calculation of indicators to justify management decisions.

PH9. Demonstrate skills of interaction, leadership, teamwork.

PH10. Have the skills to justify effective tools to motivate the staff of the organization.

PH12. Assess the legal, social and economic consequences of the organization.

PH14. Identify the causes of stress , adapt yourself and the members of the team to the stressful situation, finding ways to neutralize it.

PH15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism.

PH16. Demonstrate skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical.

Competences:

3K2. Ability to preserve and multiply moral, cultural, scientific values and achievements of society based on understanding the history and patterns of development of the subject area, its place in the general system of knowledge about nature and society and in the development of society, technology, use different types and forms of motor activities for active recreation and a healthy lifestyle.

3K11. Ability to adapt and act in a new situation.

3K12. Ability to generate new ideas (creativity).

CK10. Ability to evaluate the work performed, ensure their quality and motivate the staff of the organization.

CK12. Ability to analyze and structure the problems of the organization, to form sound decisions.

CK15. Ability to form and demonstrate leadership qualities and behavioral skills.

Internationality: international textbooks, solving international case-studies.

Communications

For individual issues, students should contact the professor ONLY by given e-mail or by Moodle. In the Subject line they should put: UACUFirstNameLastName. E-mail messages will normally be answered within 24 hours.

Note! Only emails sent from the student's corporate email address will be answered.

Student Responsibilities

Time Commitment

The study of technical courses is cumulative (i.e., an understanding of earlier material is necessary to grasp concepts covered later). Past experience has shown a high correlation between procrastination and low grades. Students must be committed to completing tasks on time.

Technical Aspects

The student is obliged to provide himself/herself with all the necessary technical equipment for the educational process (laptop or computer, webcam, headsets or headphones and microphone), as well as access to the Internet.

Only students signed-in with their own first and last name are allowed into video lectures in Zoom.

Grading Policy

The course is based on mastery of course outcomes. Student grades for this course will be calculated based on performance.

Note: the minimal grade to pass a subject is 60%.

Graduate Grading Guidelines

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Student work is assessed according to the guidelines below.

Course-level Grading guidelines:

Grade	ECTS Grade	International Grade
90% - 100%	A	5 (Excellent)

83% - 89%	B	4 (Very Good)
75% - 82%	C	4 (Good)
70% - 74%	D	3 (Good)
60% - 69%	E	3 (Acceptable)
35% - 59%	FX	Not acceptable, possible repetition of course

Criteria for grading:

ECTS grade	Requirements for the student
A	The student demonstrated a comprehensive systemic and in-depth knowledge of program material; processed basic and additional literature; obtained a solid grasp of the conceptual apparatus, methods, techniques and tools provided by the program; found creative abilities in the presentation of the educational program material both on this issue and on related modules of the course and related courses, or the student had a current control of 90-100 points
B	The student demonstrated good knowledge of program material; processed the basic literature, mastered the conceptual apparatus, methods, techniques and tools provided by the program, but with some inaccuracies
C	
D	The student showed mediocre knowledge of the core program material; learned information mainly from a lecture course or just one textbook; mastered only certain methods, techniques and tools provided by the program
E	
FX	The student has significant gaps in knowledge of the main program material; fragmentary mastered the basic concepts, techniques and tools; significant mistakes are made when using them

Course Requirements

Students are required to write a Midterm exam and a Final exam in this course. Class quizzes will take place almost every class.

Midterm exam:	100 points max
Final exam:	200 points max
Class quizzes	140 points max
Class Work Activity (performance)	60 points
Total	500

Student Workload

It is assumed that for each out of 17 class sessions a student spends about 10.5 academic hours of work. This includes 3.5 academic hours of lectures with the instructor and 7 academic hours of personal work. Personal work includes homework assignments, tests and working on the course materials.

Please pay attention that 1 academic hour equals to 40 minutes.

Assignment Format

•All work should be shown in time. If the student misses the deadline – the task is failed.

•Midterm covered topics from previous lectures (weeks 1-6). It included multiple choice questions and cases (essays) and took about 1 hour.

•The Final exam covered all course material and included multiple choice questions and cases (essays). It lasts for 1.5 hours. Admission to the Final exam is possible only if all the tasks of the curriculum are covered.

Academic dishonesty

·Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Forms of academic dishonesty include:

1. Plagiarism — submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.
2. Cheating — using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
3. Facilitating Academic Dishonesty — helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
4. Fabrication — altering or transmitting, without authorization, academic information or records.

·Midterm and Final are valid only if they are taken on-campus (room defined by the dean's office) and on UACU's computer/laptop or online on the student's computer/laptop using Zoom and other conditions defined by the dean's office to avoid the cases of academic dishonesty. Students who will not meet this requirement will be expelled from the course with grade "0".

·In case of missed Midterm or Final exam (for a valid reason like sickness or an emergency) a request to repeat the exam is possible. Permit to repeat a midterm or final exam is done through a letter to the dean's office with request and approval of subject lecturer.

·Submission or retaking of any assessment activities after deadlines are forbidden.

Submission & Return Policy

Assignments must be submitted to the professor on or before the due date indicated in the Course Schedule. The assignments submitted after the due dates receive zero points.

**** NO MAKE –UP QUIZZES AND EXAMS****

Schedule

Week #	Research Projects	Assignments Due	Points
Lecture 1	Introduction to the Class Introduction to the Organizational Behavior field	Review Lecture	
Lecture 2	• Motivation and Behavior Modification. • Designing Motivating Work Environment.	Quiz 1	10 points
Lecture 3	• Organizational Communication	Quiz 2	10 points
Lecture 4	• Assessment Center • Assessment Center Exercise	Quiz 3	10 points
Lecture 5	• Group Dynamics • Networking • Organizational Cohesion	Quiz 4	10 points
Lecture 6	Mid Term (20%)		100 points
Lecture 7	• Human Capital	Quiz 5	10 points
Lecture 8	• Organizational Commitment	Quiz 6	10 points
Lecture 9	• Individual differences and perceptions (Keirsey)	Quiz 7	10 points
Lecture 10	• Organizational Culture	Quiz 8	10 points
Lecture 11	• Organizational Power and Politics	Quiz 9	10 points

Lecture 12	• Different generations at a work-place	Quiz 10	10 points
Lecture 13	• Individual differences and perceptions (Adizes Theory)	Quiz 11	10 points
Lecture 14	• Conflict management	Quiz 12	10 points
Lecture 15	• Solving case-studies	Quiz 13	10 points
Lecture 16	• Final Exam review	Quiz 14	10 points
Lecture 17 December 20	Final Exam (40%)		200 points
	Class Work Activity (performance)		60 points
Total			500

Syllabus Modification

The instructor reserves the right to change the class schedule, course requirements, or grading criteria based on changing circumstances and events, College policies, and/or class input.

Learning Resources

1. Open Textbook library: "*Organizational Behavior*" textbook: https://open.umn.edu/opentextbooks/textbooks/organizational-behavior
2. O'Neill, T., Salas, E. (2018). *Creating High Performance Teams in Organizations*, Human resource Management Review, 28 (4), 325-331.
3. Choudhury, R. (2020). *Why Work-From-Anywhere is Here to Stay*. HBR, October, 2020
4. Chamorro, T., Clark, D. (2020). *Navigating Office Politics When There is no Office*. HBR, October 2020.
5. World Economic Forum (2020). *The Future of Jobs.*
6. https://open.umn.edu/opentextbooks/textbooks/organizational-behavior
7. http://www3.weforum.org/docs/WEF_Future_of_Jobs_2020.pdf

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Проректор з навчально-методичної роботи   Л.І.Кондратенко

Завідувач кафедри   Г.А.Бевзо

Викладач   О.О.Верхогляд