УКРАЇНСЬКО-АМЕРИКАНСЬКИЙ
УНІВЕРСИТЕТ КОНКОРДІЯ

UKRAINIAN-AMERICAN
CONCORDIA UNIVERSITY

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Organizational Behavior
Syllabus
ПП 2.10
ОВЕН-321
Specialty: 073 "Management"
Educational program "Information Technology Management"

Quarter/Year: Fall/2023   ECTS Credits: 6
Instructor: Olga Verkhohlyad, PhD   US Credits: 3
Contact
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Prerequisites: -

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

Course Outcomes

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.

Competencies

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

The OB course has strong international component due to importance of globalization in the labor market. As such, the course utilizes case studies with international context. Home-work assignments deal with OB areas in different countries. Students are also encouraged to learn more about each other's cultures and countries. Students are encouraged to form study teams and assignments teams with students who come from different countries. This will help everyone learn and appreciate different world cultures.

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.

Attention! Official and only language used for assessment activities is English. Official and only languages used for communication within the University are Ukrainian and English.

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

Maximum total possible points – 100 points incl. (Midterm and Final exam are 60% of the overall evaluation, where Midterm – 20% and Final – 40%)
Tests / Assignments / Projects – 40 points (several times during the course)

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 all the effort that a student invests to master the course (reading, watching videos related to the subject, talking with classmates on the subject matter, team work, etc.)

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 covers topics from previous lectures (weeks 1-7). It includes multiple choice questions and cases (essays) and takes about 1.5 hours to complete.
• The Final exam covers all course material and includes 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.
• After the Midterm and Final is graded a student has access to the grade only. Access to the attempt, corrects answers and information whether the answer is correct cannot be granted.
Personal Presentation Topic: Analyze UACU in terms of the Organizational Behavior factors present there as viewed by a student. Analyze UACU's culture, approach to motivation of students, organizational communication, group and intergroup relations, handling of individual differences, human capital development, EQ development.
Presentation Requirements
ü Personal presentation must be prepared by the student him/herself.
ü A student may choose a form of the presentation by him/herself. It may be presented in two ways:
a). Oral presentation. The presentation may be conducted with/without a power-point. The length of the presentation is about 15-20 minutes. The presentation must be recorded and loaded to Moodle before/on the due date.
b). Written paper. The length of the paper: 6-7 pages (Times New Roman 12, spacing 1.5). The paper must be loaded to Moodle before/on the due date.

Academic dishonesty
Academic integrity is submitting one's own work and properly acknowledging the contributions of others. 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. Including the use of artificial intelligence and pre-prepared answers to the questions of tasks is prohibited (unless otherwise specified in the task itself or allowed by the instructor).
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.
· Any violation of these rules constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. In case of any academic dishonesty a student is not allowed to continue or retake the assessment activity and for the Final the unsatisfactory

grade ("0") is assigned for the course total. Cases of the academic dishonesty are not considered by the Academic Council.

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

Class Session	Topics	Assignments Due	Points
Lecture 1.	*Topic presented during the class session:* Introduction to the class. Introduction to the OB field.	Read Ch 1 in the textbook	
Lecture 2.	*Topic presented during the class session:* Understanding people at work. Individual differences and perceptions. Keirsey Assessment	Read Ch 2 in the textbook	
Lecture 3.	*Topic presented during the class session:* Theories of motivation	Read Ch 7 in the textbook	
Lecture 4.	*Topic presented during the class session:* Communication Communication in multinational/multicultural groups.	Read Ch 11 in the textbook	
Lecture 5.	*Topic presented during the class:* Non-verbal communication	Read Ch 11 in the textbook	
Lecture 6.	*Topic presented during the class:* Organizational Culture	Read Ch 15 in the textbook	Quiz 1

			Includes Topics 1-5 10 points
Lecture 7.	*Topic presented during the class:* Group and intergroup relations	Read Chs 9-10 in the textbook	
Lecture 8.	Midterm Exam	Includes Topics 1-7	20 points
Lecture 9.	*Topic presented during the class:* Overview of the results of the Midterm Exam Emotional Intelligence	Study the materials loaded in Moodle	
Lecture 10.	*Topic presented during the class:* Perception and job attitudes DISC Assessment	Read Ch 3 in the textbook	
Lecture 11.	*Topic presented during the class:* Human Capital	Study the materials loaded in Moodle	
Lecture 12.	*Topic presented during the class:* Leadership	Read Ch 12 in the textbook	
Lecture 13.	*Topic presented during the class:* Organizational power and politics	Read Ch 13 in the textbook	Quiz 2 Includes Topics 9-12 10 points
Lecture 14.	*Topic presented during the class:* Organizational structure and change.	Read Ch 16 in the textbook	
Lecture 15.	*Topic presented during the class:* Stress and Wellbeing Studying during challenging times	Read Chs. 4 and 18 in the textbook	
Lecture 16.	*Topic presented during the class:* Overview of the topics studied during the second part of the semester		Personal Presentation due (it must be loaded in Moodle) 20 points

Lecture 17.	Final Exam	Includes all topics studied during the semester with the emphasis on the topics studied after the Midterm Exam	40 points

Recommended Materials

Required Resources:

1.   Multiple Authors (2019). Organizational Behavior. Rice University Publishing.
https://open.umn.edu/opentextbooks/textbooks/organizational-behavior-2019
 https://openstax.org/details/books/organizational-behavior

Optional Resources:

2.   Buchanan, David A; Huczynski, Andrzej A. (2020). *Organizational Behavior*. Pearson Education Limited.

3.   Payne, W. (2020). Human Behavior and the Social Environment II. University of Arkansas Publishing.

https://open.umn.edu/opentextbooks/textbooks/human-behavior-and-the-social-environment-ii-payne
 https://uark.pressbooks.pub/humanbehaviorandthesocialenvironment2/

 4.   O'Neill, T., Salas, E. (2018). *Creating High Performance Teams in Organizations*, Human resource Management Review, 28 (4), 325-331.

5.   Choudhury, R. (2020). *Why Work-From-Anywhere is Here to Stay*. HBR, October, 2020

6.   Chamorro, T., Clark, D. (2020). *Navigating Office Politics When There is no Office*. HBR, October 2020.

7.   World Economic Forum (2020). *The Future of Jobs.*
http://www3.weforum.org/docs/WEF_Future_of_Jobs_2020.pdf

* The above schedule and procedures are subject to change in the event of extenuating circumstances

Протокол засідання кафедр № 4 від 22.08.2023 року

Проректор з навчально-методичної
роботи   Л.І.Кондратенко

Завідувач кафедри   Г.А.Бевзо

Викладач   О.О.Верхогляд