



**University of the Philippines Baguio
College of Social Sciences, Institute of Management**

Bachelor of Science in Management Economics (BSME)

COURSE SYLLABUS

1st Semester, School Year 2016-2017

WF: 4:30-6:00pm; IDR 302

COURSE NO.: BA 151

COURSE TITLE: Human Behavior in Organizations; 3 units

Pre-req.: JS; JS, COI (for non BSME students)

Course Description: The concepts and principles of behavior in business organizations. 3u.

Course Objectives: At the end of the semester, the participants will be able to:

1. Explain the concepts, theories, models and principles of human behavior in relation to the individual, group and organizational levels.
2. Discuss the factors that affect an individual's personal development in an organization.
3. Gain a better understanding of their own behavior and that of others and how it affects the organizational goals and effectiveness.
4. Develop "soft skills" to effectively deal with interpersonal and management challenges.
5. Expose students to the realities and challenges of working in an organization.
6. Derive learning insights and vis-à-vis future career.

Course Methodology

Interactive/Participatory, student-centered mode or learning strategies will be employed such as lecture-discussions, workshops, small group/round table discussions, sharing, case analyses, simulation games, group dynamics. Activities shall be used along with the lectures to illustrate concepts and to encourage class participation. Students are required to present a case analysis of human behavior in the organization (individual, group/team or organizational level) and submit a paper on the same case at the end of the semester. The students will be encouraged to interview, utilize various methods to gather information about the case. The course requirements will guide the performance evaluation of the student.

Course Content

Topic	Activity	Date/Session No.
Orientation to the course Contract Setting/Expectation Check Course objectives, content, methods, evaluation and requirements Overview of the Course	Workshop/Didactics	Sessions 1
Overview of Organizational Behavior - Introductions and course overview - What is Human Behavior in Organization? - The Nature of People - The nature of Organizations - Foundations of Individual Behavior	Lecture Discussion & Workshop References: Chapter 1: Colquitt, J.A.; Lepine, J.A. & Wesson, M.J. 2015. <i>Organizational Behavior: Improving Performance and Commitment in the Workplace</i> . McGraw Hill, NY, USA Part 1: Robbins, S.P. & Judge, T. A. 2013. <i>Organizational Behavior</i> . USA: Prentice Hall, Inc.	Session 2 and 3
Individual Human Behavior Personality, Values, and Individual Differences Attitudes, Perceptions and Emotions Motivation	Self-discovery through personality tests and sharing Lecture/Group Discussion/Workshop Case Discussion References: Chapter 8: 3G Elearning FZ LLC. 2013. <i>Organizational Behavior</i> . UAE, International Institute of Management and Technology Studies	Session 4, 5, 6, & 7

<p>Long Exam 1</p> <p>Group Dynamics and Teamwork in Organization</p> <ul style="list-style-type: none"> - Groups and Group Dynamics - Understanding Work teams Development: Decision Making in Groups, Foundations of Group Performance - Team Building and Team Performance, Teamwork, Team building, improving team processes 	<p>Chapter 2: McShane, S. L. and Von Glinow, M. 2012. <i>Organizational Behavior: Emerging Realities for the Workplace Revolution</i>. McGraw Hill, NY, USA</p> <p>Part 2: Robbins, S.P. & Judge, T. A. 2013. <i>Organizational Behavior</i>. USA: Prentice Hall, Inc.</p> <p>Team Building/group dynamics activities; Processing of activities; Lecture Discussion Case Study References: Chapters 7 & 8: 3G Elearning FZ LLC. 2013. <i>Principles of Management and Organizational Behavior</i>. UAE, International Institute of Management and Technology Studies.</p> <p>Chapters 11 12: Colquitt, J.A.; Lepine, J.A. & Wesson, M.J. 2015. <i>Organizational Behavior: Improving Performance and Commitment in the Workplace</i>. McGraw Hill, NY, USA</p> <p>Part 3 4: Robbins, S.P. & Judge, T. A. 2013. <i>Organizational Behavior</i>. USA: Prentice Hall, Inc.</p>	<p>Session 8</p> <p>Sessions 9, 10, 11, &12</p>
<p>Long Exam 2</p> <p>Leadership and Organizational Processes</p> <p>Basic Approaches to Leadership</p> <p><i>Power and Decision Making</i></p> <p>Conflict and Negotiation</p> <p><i>Organizational Change</i></p> <p>Stress Management</p> <p><i>Organizational Culture</i></p> <p>Human Resource Policies and Practices</p>	<p>Lecture-Discussion; Case Study; Group Dynamics Self-Evaluation; Workshop/Group Discussion References: Chapter 9&10: 3G Elearning FZ LLC. 2013. <i>Principles of Management and Organizational Behavior</i>. UAE, International Institute of Management and Technology Studies.</p> <p>Chapter 17, 18, 19 & 20: 3G Elearning FZ LLC. 2013. <i>Organizational Behavior</i>. UAE, International Institute of Management and Technology Studies</p> <p>Capter 13, 14, 15,&16: Colquitt, J.A.; Lepine, J.A. & Wesson, M.J. 2015. <i>Organizational Behavior: Improving Performance and Commitment in the Workplace</i>. McGraw Hill, NY, USA</p> <p>Chapter 7: Lane, H,W. Maznevski, M.L. 2914. <i>International Management Behavior: Global and Sustainable Leadership</i>. NY, USA John Wiley and Sons, Inc.</p>	<p>Session 13</p> <p>Session 14 and 15</p> <p>Session 16</p> <p>Session 17</p> <p>Session 18</p> <p>Session 19</p> <p>Session 20</p> <p>Session 21</p>
<p>LONG EXAM 3</p> <p>Research Break</p> <p>Case Presentation 1 Case Presentation 2</p> <p><i>Case Presentation 3</i> <i>Case Presentation 4</i></p> <p>Case Presentation 5 Case Presentation 6</p> <p>LONG EXAM 4</p>	<p>Chapter 17: Robbins, S.P. & Judge, T. A. 2013. <i>Organizational Behavior</i>. USA: Prentice Hall, Inc.</p> <p>Students will be divided into groups of 4-5. Each group will work on a case related to individual, group/team or organization. Each group will prepare a 30 minute presentation (20 mins presentation and 10 minutes open forum) of the case chosen.</p>	<p>Session 22</p> <p>Session 23 & 24</p> <p>Session 25</p> <p>Session 26</p> <p>Session 27</p> <p>Session 28</p>

Integration Meetings		Preparation: Session 29 and 30 Presentation: Session 31
Organizational Visit (Field Trip)	The class will come up with a presentation/production (through song/s,dance and drama) as a culminating, depicting major insights on the course with the theme, "Wy do people behave the way they do". This serves as the final examination.	Session 32 and 33
Evaluation - Learning Insights and Recommendations	This will be towards the end of the semester when students have a better grasp of concepts related HBO.	Session 34
Submission of Paper	Integration/Tying up session	November 25

Course Requirements and Bases for Evaluation:

Written Examinations:	
Long Exam 1, 2, 3 ,4	40%
Final Exam (Creative Presentation)	20%
Case Analyses + Presentation (Group)	20%
Essay	10%
Class Participation (including peer evaluation)	10 %
	TOTAL 100 %

Bases for Evaluating Paper Requirements:

Responsiveness (Quality of Content)	60%
Organization (Logical Flow of Content)	20%
Form and Style (Includes Grammar)	15%
Timeliness (Submitted on time)	5%

Bases for Evaluating Reports (Topic Presentation; Peers and Faculty)

Comprehensiveness/Responsiveness:	50%
Organization/Logic:	10%
Clarity:	10%
Stimulating (use of AVAs; manner of delivery)	15%
Encouraged Participation:	10%
Time Management	5%

Basis for Class Participation (Peer and Faculty Evaluation)

Active participation in class discussion	30%
Critical-minded in her/his analysis of issues	30%
Asked relevant questions	10%
Relates to current events/own organization	20%
Treats colleagues with respect	10%

References/Readings:

Perhaps the most valuable result of all education is the ability to make yourself do what you have to do, when you have to do it, whether you like it or not. This is the first lesson to be learned. - Thomas Huxley

List is indicative of the nature of topics that the course covers and should by no means be construed as limiting. Appropriate electronic-based information, journals, periodicals; newspaper articles should supplement these books. Fortune Magazine, Major daily newspapers are available in the GRC (3rd Floor, IDR).

Other References:

3G Elearning FZ LLC. 2013. *Organizational Behavior*. UAE, International Institute of Management and Technology Studies.

3G Elearning FZ LLC. 2013. *Principles of Management and Organizational Behavior*. UAE, International Institute of Management and Technology Studies.

- 3G Elearning FZ LLC. 2013. *Organizational Development and Change*. UAE, International Institute of Management and Technology Studies.
- Adler, N. 2008. *International Dimensions of Organizational Behavior*. Canada: South-Western Thomson Learning.
- Anderson, D. 2010. *Organizational Development: The Process of Leading Organizational Change*. Sage Publication, CA, USA.
- Carnall, C.A. 2006. *Managing Change in Organizations*. Prentice Hall, International, UK.
- Cichocki, P. with Irwin, C. 2014. *Organizational Design: A guide to building effective organizations*. Philadelphia, USA.
- Champoux, J. 2010. *Organizational Behavior: Essential Tenets*. Canada: South-Western Thomson Learning.
- Colquitt, J.A.; Lepine, J.A. & Wesson, M.J. 2015. *Organizational Behavior: Improving Performance and Commitment in the Workplace*. McGraw Hill, NY, USA.
- Cummings, T. & Worley, C.G. 2009. *Organizational Development and Change*. South-Western CENGAGE Learning, Canada.
- Greenberg, J. 2013. *Managing Behavior in Organizations*. NJ, USA: Pearson Education Inc.
- Guirdaham, M. 2002. *Interactive Behavior at Work*. London: Pearson Education Limited.
- Hartley, R.F. 2011. *Management Mistakes and Successes*. NY, USA: John Wiley and Sons, Inc.
- Huber, G.P. 2012. *The Necessary Nature of Future Firms: Attributes of Survivors in a Changing World*. Sage Publication, CA, USA.
- Ivancevich, J.M. and Matteson, M.T. 2011.. *Organizational Behavior and Management*. McGraw Hill, NY, USA.
- Kreitner, R. and Kinicki, A. 2012. *Organizational Behavior*. McGraw Hill, NY, USA.
- Lane, H.W. Maznevski, M.L. 2014. *International Management Behavior: Global and Sustainable Leadership*. NY, USA John Wiley and Sons, Inc.
- Luthans, F. 2011. *Organizational Behavior*. McGraw Hill, NY, USA.
- Marcic, D.; Seltzer, J.; Vaill, P. 2001. *Organizational Behavior: Experiences and Cases*. USA: South-Western College Publishing.
- McShane, S. L. and Von Glinow, M. 2012. *Organizational Behavior: Emerging Realities for the Workplace Revolution*. McGraw Hill, NY, USA.
- Moorhead, G. & Griffin, R. 2014. *Organizational Behavior*. USA: Houghton Mifflin Company.
- Newstrom, J.W. 2010. *Organizational Behavior: Human Behavior at Work*. McGraw Hill, NY, USA.
- Quick & Nelson. (2009). *Principles of Organizational Behavior: Realities and Challenges*. South-Western CENGAGE Learning, Canada.
- Robbins, Stephen. 2015.(13th Ed). *Essentials of Organizational Behavior*. USA: Prentice Hall, Inc.
- Robbins, S.P. & Judge, T. A. 2013. *Organizational Behavior*. USA: Prentice Hall, Inc.
- Schermerhorn, J. R., Hunt, J.G. and Osborn, R.N. 2015. *Organizational Behavior*. John Wiley and Sons, Inc., NJ, USA.
- Slocum, Jr. J.W. & Hellriegel, D. 2011. *Principles of Organizational Behavior*. South-Western CENGAGE Learning, Mason, USA.
- Staber, U. 2013. *Understanding Organizations: Theories & Images*. Sage Publications, Thousand Oaks, California, USA.

Points for Leveling Off:

1. I highly appreciate punctuality much as I consider it a virtue. We will start classes on time. Tardiness is defined as being late by at least fifteen (15) minutes for a class session. Being tardy for three times during the semester is equivalent to one (1) absence. Incurring more than three (6) session-absences (with legitimate excuses e.g. sickness, emergencies, etc) would mean being dropped from the course. Students who dropped or are dropped from the course, but failed to accomplish the required **dropping** form by **2 November , 2016** will automatically get a grade of "5.0".
2. Cell phones must be put off or put on silent mode during classes. Absolutely no texting. Please leave the room if you need to make an urgent call or if you are to respond to a call. No opening of laptops except when required/requested. This is one form of RESPECT.
3. Come to class to participate, open-minded, with maturity and respectful of your classmates and facilitators/mentors/teachers. Let the classroom be a vibrant venue for learning and growing.
4. I expect promptness in submitting seat works/exercises/case studies/group outputs. Late requirements automatically lose the 5% allotted for timeliness as one criteria for evaluating paper requirements. Late requirements whose answers/approaches/solutions will be discussed in class on their due dates, will not be accepted. However in some cases found to be meritorious, there will be an additional 5% deduction for every day that passed until the receipt of the requirements. You can send the requirements through your classmate/s, or through fax/email if you cannot make it in class. (Note: Hard copies of requirement/s sent through email must be submitted as soon as possible or within the same week of expected submission)

Grading system: (Based on computed grades, results may be adjusted using Measures of Central Tendency and Standard Deviation)

1.0	97-100	2.25	75-79
1.25	93-96	2.5	70-74
1.5	89-92	2.75	65-69
1.75	85-88	3.0	60-64
2.0	80-84	5.0	Below 60

5. Leave messages at the IM Office or c/o Ms. Thea Montalban.
6. You may text/call for urgent inquiries or messages. The use of the landline is highly preferred over cell phone (text messages). Emails are even better.
7. Important dates to remember:
 - ☞ Midterm Examinations starts 29 September 2016
 - ☞ Deadline for dropping subjects: 2 November 2016
 - ☞ Deadline for filing LOA: 17 November 2016
 - ☞ Last Day of Classes: 1 December 2016
 - ☞ Final Examination Period: 5-8 December 2016
 - ☞ Deadline for submitting grades: 19 December 2016
 - ☞ Lantern Parade and Pasiklaban: 9 December 2016
 - ☞ Holidays:
 - Ninoy Aquino Day: 21 August (Sun)
 - National heroes Day: 29 August (Mon)
 - Baguio Day: 1 September (Thu)
 - Additional special (non-working) day: 31 October (Mon)
 - All Saints day: 1 November (Tue)
 - Bonifacio Day: 30 November (Wed)
8. Make-up session/s shall be mutually agreed upon by faculty and students for sessions that will be missed due to: "force majeure" and/or inability of the faculty member to conduct classes attributed to attendance to activities on official business, sick leave or personal leave.

Prepared by:


 Prof. Erlinda Castro-Palaganas PhD

Consultation Hours:

Tuesdays and Thursdays: 3:00-5:00: IM-FR/ODSA (Sarmiento Building)
 Wednesdays and Fridays: 1:30-4:30 p.m. IM-FR
 By Appointment: Phone: 442-5703; 446-5230/ 09209531292/ 09175335341
 e-mail: ecpalaganas@up.edu.ph or caster.palaganas@gmail.com