



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

Master of Management

MM 202 - Organizational Behavior

COURSE SYLLABUS

1st Semester, School Year 2016-2017
Saturdays: 4:30pm-7:30pm, ICR Conf Rm

Course Title: ORGANIZATIONAL BEHAVIOR

Course Description: Concepts, theories, models, processes, approaches and practices in describing, understanding and explaining the dynamics of human behavior, interactions and relationships in organizations.

Course Credit: 3 units

Objectives:

General:

The course aims to provide the learning participants with the fundamental knowledge needed in understanding, interpreting and attempting to predict human behavior in individual, group and organizational levels. The course also aims to further develop and enhance the interpersonal skills of the learning participants who are either presently performing management functions or will be future managers in interacting and interrelating with people given any type or form of organizational situations.

Specific: At the end of the semester, the learning participants shall be able to:

At the end of the course, the students will be able to:

1. Discuss concepts, theories, models and principles of human behavior in relation to the individual, group and organizational levels.
2. Relate the significance of understanding human behavior in individual, group and organizational levels in the attainment of organizational goals and effectiveness;
3. Analyze situations/concerns/issues/problems involving individuals, groups and organizations;
4. Formulate appropriate, realistic and practical alternative actions to respond to their own organizational experiences concerning individual, group and/or organizational behaviors.
5. Formulate a conceptual model for organizational behavior integrating learnings and insights.

Course Requirements and Bases for Evaluation:

Written Examinations:	
Midterm exams	15 %
Final Exam	15%
Paper Requirements	
Case Analyses	15 %
Work Place Assessment	20%
Topic Presentation	15%
Organizational Visit (Individual)	10%
Class Participation (including peer evaluation)	10 %
TOTAL	<u>100 %</u>

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%

Learning Methods:

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, observation trips (whenever feasible)

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	FGD/Group Discussion	Sessions 1
Overview of Organizational Behavior Introductions and course overview What is Organizational Behavior? Foundations of Individual Behavior	Lecture-Discussion Group Discussion/Workshop Paper: Importance of OB to managers/future managers.	Session 2
Individual Behavior and Performance in Organization and Implications to managers Values, Attitudes, and Job Satisfaction Personality and Emotions Perception and Individual Decision Making Basic Motivation Concepts	Lecture Discussion Case Study Case Presentation and Analysis Case Study	Session 3, 4, and 5
Group Dynamics and Teamwork in Organization and Implications to Managers Understanding Work teams Development; Decision Making in Groups, Foundations of Group Performance Team Building and Team Performance Teamwork, Team building, improving team processes	Lecture Discussion Group Dynamics/Group Processing	Session 6 and 7

Leadership and Organizational Processes and Implication to Managers		
Basic Approaches to Leadership Contemporary Issues in Leadership	Lecture-Discussion Case Studies	Session 8 and 9
Power and Politics		
MIDTERMS	SIT IN EXAM	Session 10
Information and Communication Decision Making	Lecture Discussion Case Presentation	Session 11 and 12
Conflict and Negotiation Organizational Culture and Development	Self-Evaluation	
Organizational Structure and Design and Implication to Managers		
Foundations of Organization Structure Technology and Work Design	Lecture-Discussion	Session 13, 14 and 15
Human Resource Policies and Practices	Workshop/Group Discussion	
Organizational Change, Innovation and Stress Management	Lecture Discussion; Case Analysis	
Contemporary and Emerging Trends/Issues/Challenges and Implication to Managers		
Global and Future Directions of OB	Workshops/Group Work Individual Sharing of Derived Insights/Learning, Applications and Recommendations	(Session 16) December 3
Integration Meeting Evaluation		
- Learning Insights and Recommendations		November 28- December 2
Submission of Paper		December 10
Final Exam		

References/Readings:

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.

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.
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- DuBrin, A.J. 2009. *Political Behavior in Organizations*. Sage Publications, Thousand Oaks, CA, USA.
- Gibson, J.L., Ivancevich, J.M, Donnelly, Jr. J.H & Konopaske, R. 2009. *Organizations: Behavior, Structure, Processes*. McGraw Hill, USA.
- Greenberg, J. 2013. *Managing Behavior in Organizations*. NJ, USA: Pearson Education Inc.
- 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 Publications, Thousand Oaks, California, 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.
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- Martires, Concepcion and Fule, Galileo. 1993. *Management of Human behavior in Organizations*. Manila: National Book Store.
- McShane, S. L. and Von Glinow, M. 2014. *Organizational Behavior: Emerging Realities for the Workplace Revolution*. McGraw Hill, NY, USA.
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- Quick, J.C. & Nelson, D.L. 2009. *Principles of Organizational Behavior*. South-Western CENGAGE Learning, Mason, USA.
- 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.
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- 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.

Journals/Newspapers: The GRC has wealth of resources (Daily Newspaper Clippings, Harvard Business Review, Fortune Magazine, World's Executive Digest)

Points for Leveling Off:

1. The first meeting is a very important. This is when I lay down the foundation of the course and we both spell out our expectations of each other. Agreements reached on this day will guide the conduct of the course throughout the semester.
2. 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 (3) 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".
3. 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. This is one form of RESPECT.
4. 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.

5. 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 for 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/e-mail 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 maybe 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

6. Leave messages at the IM Office Ms Thea Montalban.
7. 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.
8. Important dates to remember:
- ☞ Midterm Examinations starts 1 October 2016
 - ☞ Deadline for dropping subjects: 2 November 2016
 - ☞ Deadline for filing LOA: 17 November 2016
 - ☞ Last Day of Classes: 3 December 2016
 - ☞ Final Examination Period: 10 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)
9. 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:


Erlinda Castro-Palaganas, PhD
 Research Mentor

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
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