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Academic Inquiries: Portland State University

**BA 302: Organizational Behavior (4 quarter hours)**

**BA 299-SPST: Organizational Behavior (2 quarter hours)**

**A transcript for this course will be issued by the host university, Shanghai International Studies University. The syllabus and instructor have also been approved as equivalent to BA 302 and BA 299-SPST (6 quarter hours in total) by Portland State University, serving as US University of Record, as many universities require to transfer courses taken as study abroad. Portland State University will provide a transcript at the student's request.**

**Basic Information:**

<b>Instructor Name</b>	TBD
<b>E- Mail</b>	
<b>Office</b>	TBD
<b>Office Hours</b>	TBD, and by appointment

**Course Description:**

This course offers a study of the behavior of individuals in organizational settings using a lecture/discussion format. General categories of study include the individual, the individual-organization interface, and the organization itself.

Introduces various concepts and tools that will assist in understanding behaviour and enhancing effectiveness in organizations at individual, group and organization-wide levels. Topics include attitudes, values and ethics; motivation and rewards; leadership, communication and change. Also provides an applied foundation for work group effectiveness.

**Required Course Materials:**

<b>Textbook</b>	<b>Edition</b>	<b>Author</b>	<b>Publisher</b>	<b>ISBN-10</b>
Canadian Organizational Behaviour	9 <sup>th</sup> Edition	McShane, Steven L. and Tasa, K. (2015)	Toronto:McGraw Hill Ryerson.	1259030539
Link to e-book: <a href="https://www.amazon.ca/Canadian-Organizational-Behaviour-Steven-McShane/dp/1259030539">https://www.amazon.ca/Canadian-Organizational-Behaviour-Steven-McShane/dp/1259030539</a>				

**Course Hours:**

The course has 19 class sessions and a 5-hour field trip. Each class session is 160 minutes in length. The course normally meets from Monday to Friday. This course has a total of 67 contact hours including a final exam. Final exams are scheduled on July 29 and 30, 2019.

**Prerequisite:**

None

**Course Schedule:**

<b>Week</b>	<b>Session</b>	<b>Day</b>	<b>Topic (s)</b>	<b>Chapter(s)</b>
Week 1	July 2	T	School Orientation	
	July 3	W	Course Intro, History of OB Individual Behaviour, Personality, and Values	Ch. 1-2

	July 4	TH	Perception and Learning	Ch. 3
	July 5	F	Attitudes, Emotions and Stress	Ch. 4
Week 2	July 8	M	<b>Quiz #1</b> Motivation	Ch. 5
	July 9	T	Performance Practices Decision Making and Creativity	Ch. 6-7
	July 10	W	Team Dynamics	Ch. 8
	July 11	TH	Communication	Ch. 9
	July 12	F	Power	Ch. 10
Week 3	July 15	M	<b>Quiz #2</b>	
	July 16	T	Conflict and Negotiation	Ch. 11
	July 17	W	Leadership	Ch. 12
	July 18	TH	Culture <b>Individual Project Due</b>	Ch. 14
	July 19	F	<b>Field Trip (5-Hour)</b> Company Visit of Industrial Bank Co.,LTD  Industrial Bank is one of the first batch of joint-stock commercial banks in China and represents a time of change. Industrial Bank will arrange their HR manager and Business manager to introduce key elements of their bank operations.	
Week 4	July 22	M	<b>Quiz #3</b>	
	July 23	T	Change	Ch. 15
	July 24	W	Class Presentations	
	July 25	TH	Class Presentations	
	July 26	F	Final Exam Review	
Week 5	July 28	Sta	Reading Day	
	July 29	M	<b>Final Exam</b>	
	July 30	T	<b>Final Exam</b>	

### **Evaluation:**

#### **Individual Assignment**

Details of the individual project will be announced in class.

#### **Group Project and Presentation**

The group projects are case studies and will be marked on the application of course concepts to the case, and professional style. More specific expectations will be given in class. A portion of your grade will be based on a 10 minutes presentation of the case completed for the group project.

#### **Quizzes**

The quizzes are closed-book. Students are not permitted to use dictionaries (paper or electronic), calculators, cheat sheets or other materials or devices during the exam. All course material is subject for examination (i.e. activities, videos, cases, readings, textbook material, supplemental handouts, etc.)

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## Final Exam

The final exam is closed-book. Students are not permitted to use dictionaries (paper or electronic), calculators, cheat sheets or other materials or devices during the exam. All course material is subject for examination (i.e. activities, videos, cases, readings, textbook material, supplemental handouts, etc.)

### **Grading Policies:**

<b><u>Part</u></b>	<b><u>Percentage</u></b>	<b><u>Points</u></b>
Group Project and Presentation	25%	25
Individual Assignment	20%	20
Quizzes	10%	10
Final	45%	45
Total	<b>100%</b>	<b>100</b>

### **Grade Distribution:**

<b><u>Percentage</u></b>	<b><u>Letter Grade</u></b>	<b><u>Grade Points</u></b>
100-90	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59 or below	F	0.0

### **Academic Integrity**

School expects honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles of scholarly research and writing in all academic work.

Academic dishonesty or cheating includes acts of plagiarism, forgery, fabrication or misrepresentation, such as the following:

- claiming the work or thoughts of others as your own
- copying the writing of others into your written work without appropriate attribution
- writing papers for other students or allowing them to submit your work as their own
- buying papers and turning them in as your own
- having someone else write or create all or part of the content of your assignments
- submitting the same paper for more than one study or class without explicit permission from the faculty members

### **General Principles**

This program is committed to principles of trust, accountability, clear expectations and consequences. It is also committed to redemptive efforts, which are meaningful only in light of these principles. Students will be granted due process and the opportunity for an appeal.

Academic dishonesty offenses generally are subject to incremental disciplinary actions. Some first offenses, however, receive severe penalties, including dismissal from the program.

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## **General Disciplinary**

The following is a non-comprehensive list of possible actions apart from dismissal from the program: warning from a professor, program director; a lower or failing grade on an assignment, test or course; suspension or dismissal from the course; suspension or dismissal from the program.

## **Disciplinary Actions for Specific Offenses**

Some academic dishonesty offenses call for specific disciplinary actions. The following have been identified:

Falsification of documents: Students who falsify or present falsified documents may be dismissed. Prospective students who are discovered to have presented falsified admission documents prior to admission shall be denied admission to the program. Should it be discovered after admission that a student had presented falsified documents for admission, such admission may be annulled and the record of academic achievement removed from the academic record, with appropriate notations. Such annulments or denials may be reviewed after one year.

Dishonesty in course requirements: Course work (a quiz, assignment, report, mid-term examination, research paper, etc.) in which a student has been dishonest generally will receive zero points towards the grade in fulfillment of a course requirement, and/or the student may receive a failing grade for the course. The professor of the course determines the appropriate consequence.

Final assignment: When a student cheats in a major or final assignment such as a comprehensive examination or presents plagiarized material in a major or final assignment, that student shall receive an F in that particular subject. Student cheats on more than two exams shall be dismissed from this program.