

**SYLLABUS
ORGANIZATIONAL BEHAVIOR
ECMU604013
ODD SEMESTER 2021/2022**

Lecturers

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Tutors

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Subject Code	ECMU604013
Subject Name	Organizational Behavior
Credit	3 Credit
Semester/Year	Odd Semester 2021/2022
Day/Time	Thursday, 08.00-10.30
Subject Type	Degree Program Compulsory
Prerequisite Subject	Introduction to Business and Introduction to Management
Subject Objectives	<p>After taking this subject, students are expected to:</p> <ol style="list-style-type: none"> 1. Able to analyze various phenomena or problems surrounding organizational behavior using concepts and theories that have been studied in three levels of analysis, namely individual, group, and organizational 2. Able to explain the basic concepts of organizational behavior 3. Able to explain individual aspects in organizational behavior

	<p>4. Able to explain group aspects in organizational behavior</p> <p>5. Able to explain organizational aspects in organizational behavior</p> <p>6. Able to explain the impact of these various aspects on organizational effectiveness</p> <p>Learning Goal (LG) and Learning Objective (LO) for AACSB Assessment</p> <p>LG 7 : General Management Knowledge – Students are competent in basic theories of management</p> <p>LO 7.5: Students are able to demonstrate understanding in basic theories of organization behavior (This LO will be assessed through Final Exam)</p>
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Class Schedule and Lecture Materials	Session	Topics	Sub Topics	Reading Materials (R&J, 17th ed)
	1 (2-9-2021)	<ul style="list-style-type: none"> • Introduction to Organizational Behavior Course • Syllabus Explanation • Learning Contract • Group Formation & Presentation Schedule <p>Methods : Interactive Lecturing</p>	<ul style="list-style-type: none"> • The important role of interpersonal skills in the working world • Functions, roles and skills that must be possessed by a manager • Definition of organizational behavior and the science of organizational behavior • Situational variables in organizational behavior • Challenges and opportunities that a manager has in applying the concepts of organizational behavior • Three levels of analysis in organizational behavior (Organizational Behavior Model) 	Ch. 01
	2 (9-9-2021)	<ul style="list-style-type: none"> • Diversity in Organization • Attitude and Job Satisfaction <p>Methods : Group Presentation & Discussion (Group 1)</p>	<ul style="list-style-type: none"> • Various kinds of diversity in the organization • How organizations can manage diversity effectively • Understanding attitude and the three components that make up an attitude • Relationship between attitude and behavior 	Ch. 02 & 03

			<ul style="list-style-type: none"> • Comparing various attitudes in the working world • Job satisfaction, its measurement and antecedents • The effect of job satisfaction and dissatisfaction on the organization 	
	<p>3 (16-9-2021)</p>	<ul style="list-style-type: none"> • Emotions and Moods • Personality and Values <p>Methods : Group Presentation & Discussion (Group 2)</p>	<ul style="list-style-type: none"> • Definition of emotions and moods • The relationship between emotions and rationality and their functions • Sources of emotion and mood • The influence of emotional labor on employees • Affective Event Theory and its application • Emotional Intelligence pros and cons • Applying the concepts of emotion and mood in organizational behavior issues • Definition of personality, personality measurement and factors that determine individual personality • Myers-Briggs Type Indicator Personality Framework & Big Five Personality Model • The relationship between personality and behavior in the working world • Personality characteristics related to organizational behavior • Understanding values, the influence of values on behavior in the working world, as well as differences in terminal and instrumental values • Differences in values from various generations (cohorts) and dominant 	<p>Ch. 04 & 05</p>

			<p>values that exist in today's world of work</p> <ul style="list-style-type: none"> ●Dimensions of Hofstede's national cultural values 	
	<p>4 (23-9-2021)</p>	<p>Individual Perception and Decision Making</p> <p>Methods : Group Presentation & Discussion (Group 3)</p>	<ul style="list-style-type: none"> ●Understanding perception and the factors that influence perception ●Attribution Theory ●Shortcuts in judging others ●The link between perception and decision making ●Rational decision-making model ●Bias and errors in decision making ●Individual differences and organizational limitations that can influence decision making 	Ch. 06
	<p>5 (30-9-2021)</p>	<p>Motivational Concepts</p> <p>Methods : Group Presentation & Discussion (Group 4)</p>	<ul style="list-style-type: none"> ●Understanding motivation and the 3 main elements of motivation ●Early theories of motivation and their application today ●Contemporary motivation theory: Self Determination Theory and Cognitive Determination Theory ●Comparing Goal Setting Theory with Management by objectives ●Comparing reinforcement theory with goal setting theory ●Equity Theory/organizational justice ●Expectancy theory 	Ch. 07
	<p>6 (7-10-2021)</p>	<p>Motivation: Concepts and Applications</p> <p>Methods: Group Presentation & Discussion (Group 5)</p>	<ul style="list-style-type: none"> ●The Job Characteristic Model ●Job Redesign: Job Rotation & Job Enrichment ●Work Arrangements and their relation to employee motivation ●Employee involvement and its relation to employee motivation ●Using rewards to motivate employees 	Ch. 08

	7* (14-10-2021)	<ul style="list-style-type: none"> Fundamentals of Group Behavior Understanding Teamwork <p>Methods: <i>Group Presentation & Discussion (Group 6)</i></p>	<ul style="list-style-type: none"> Definition and classification of groups Stages of group formation Group properties Group decision making Difference between group and team Types of work teams Creating an effective team Turning individualists into team players 	Ch. 09 & 10
	Midterm Exam (14--25 October 2021)			
	8 (28-10-2021)	<p>Communication</p> <p>Methods : <i>Group Presentation & Discussion (Group 1)</i></p>	<ul style="list-style-type: none"> Communication functions and processes Communication direction Communication within the organization Communication channel Barriers to effective communication 	Ch. 11
	9 (4-11-2021)	<p>Leadership</p> <p>Methods: <i>Group Presentation & Discussion (Group 2)</i></p>	<ul style="list-style-type: none"> Definition of leadership Trait theories of Leadership Behavioral Theories of Leadership Contingency Theories of Leadership Charismatic & Transformational Leadership Authentic Leadership Leadership in the future and challenges to the leadership construct Finding and creating effective leaders 	Ch. 12
	10 (11-11-2021)	<ul style="list-style-type: none"> Power and Politics Conflict and Negotiation <p>Methods: <i>Group Presentation & Discussion (Group 3)</i></p>	<ul style="list-style-type: none"> Understanding power and sources of power in organizations Power tactics Politics in organizations Causes and consequences of political behavior Ethics in political behavior Definition of conflict The process of conflict Negotiation Negotiation Process 	Ch. 13 & 14

	11 (18-11-2021)	The Basics of Organizational Structure Methods: Group Presentation & Discussion (Group 4)	<ul style="list-style-type: none"> • Elements of Organizational Structure • Organization Design • Why are organizational structures different? • Organizational design and employee behavior 	Ch. 15
	12 (25-11-2021)	Organizational culture Methods: Group Presentation & Discussion (Group 5)	<ul style="list-style-type: none"> • Understanding organizational culture • Functions of organizational culture • Create and maintain organizational culture • How employees learn the culture of an organization • Creating an ethical culture within the organization • Spirituality and organizational culture 	Ch. 16
	13 (2-12-2021)	Human Resource Management Policies and Practices Methods: Group Presentation & Discussion (Group 6)	<ul style="list-style-type: none"> • Selection • Training and development • Performance evaluation • Managing work-life conflicts within the organization 	Ch. 17
	14* *Tentative implementation date	Organizational Change and Stress Management Methods: <i>Guest Lecturing</i>	<ul style="list-style-type: none"> • The urge to make changes • Sources of resistance to change • Different approaches to managing change • Creating a culture of change in the organization • Job stress: Definition, sources and effects • Stress Management 	Ch. 18
	Final Exams (14--23 December 2021)			
Teaching / learning Methods	<p>The delivery method in this course uses the following methods:</p> <ol style="list-style-type: none"> 1. Interactive Lecturing : (1st Meeting) <ul style="list-style-type: none"> • Lecturers provide explanations about the subject and other things needed interactively 2. Group Presentations & Discussions: <ul style="list-style-type: none"> • Students (in group) will take turns to present certain topics in class according to the learning schedule, followed by class discussions • The group who gets a turn for a presentation must prepare presentation materials (in the form of presentation slides) and submit 			

	<p>them after the presentation, while the group of students who do not get a presentation must prepare at least 1 question to be asked to the group presenting.</p> <ul style="list-style-type: none"> • Each presentation will be assessed using a presentation assessment form that has been determined by the respective lecturer • During the assistance class, students will discuss cases in case incidents from the chapters discussed in the previous class and review the lecture material in class. <p>3. Guest Lecture: Conducted once at the 14th meeting according to the material at the meeting. Students are required to submit guest lecture summaries. The assessment of guest lecture summaries will be adjusted according to how detailed the content of the summary made by students is. Summaries are made by handwriting and scanned to be sent to the class assistant lecturers each maximum of 15 minutes after the guest lecture session ends.</p> <p>Participation: Every student is required to actively participate in teaching and learning activities, namely in the form of:</p> <ol style="list-style-type: none"> 1. Ask questions according to the topic of discussion. 2. Be prepared to answer questions. 3. Discuss issues related to the topic of discussion. <p>Students must read materials from reading books and other supporting materials provided to engage in participation.</p> <p>Attendance : Attendance of students at least 80% of the number of meetings:</p> <ol style="list-style-type: none"> 1. Maximum 3 times absent without reason. 2. Students who are present 15 minutes after class starts are considered absent. 																				
Assessment Method according to Assessed Learning Outcomes	<table border="1"> <thead> <tr> <th>Description</th><th>Evaluation Percentage (%)</th></tr> </thead> <tbody> <tr> <td>Weekly Group Presentation Before Midterm Exam</td><td>10</td></tr> <tr> <td>Weekly Group Presentation After Midterm Exam</td><td>10</td></tr> <tr> <td>Teaching Assistant</td><td>10</td></tr> <tr> <td>Quizzes</td><td>10</td></tr> <tr> <td>Participation</td><td>15</td></tr> <tr> <td>Guest Lecture Summary</td><td>5</td></tr> <tr> <td>Midterm Exam</td><td>20</td></tr> <tr> <td>Final Exam</td><td>20</td></tr> <tr> <td>Total</td><td>100</td></tr> </tbody> </table>	Description	Evaluation Percentage (%)	Weekly Group Presentation Before Midterm Exam	10	Weekly Group Presentation After Midterm Exam	10	Teaching Assistant	10	Quizzes	10	Participation	15	Guest Lecture Summary	5	Midterm Exam	20	Final Exam	20	Total	100
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Expected Student Learning Effort	<table border="1"> <tr> <td>Class Contract:</td><td></td></tr> </table>	Class Contract:																			
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	Lecture	5 hours
	Participation	2.5 hours
	Presentation	25 hours
	Teaching Assistant Class	18 hours
	Other student study effort:	
	Project/task/test preparation	14 hours
Reading List and Reference	Required Reading: Robbins, Stephen P., and Timothy A Judge, <i>Organizational Behavior</i> , 17th edition (2017), New Jersey, Pearson Prentice Hall. (R&J)	
Plagiarism	<p>Plagiarism is defined as inserting words/sentences/ideas belonging to other author/s in part or in whole without referring to the sources. Students must indicate the source of any words/sentences from other author/s in his/her writing.</p> <p>Plagiarism also refers to copying in part or in whole other student's assignments, or copying from books, journals, web, magazines, newspapers, etc.</p> <p>Plagiarism includes also the act of auto-plagiarism defined as the use of one's own words/sentences/ ideas taken from other assignments/papers that have been submitted for grading in another or the same course without any reference to its/their source/s. In accordance with the disciplinary rules and code of ethics for students as indicated on the Guidebook of FEBUI, students are prohibited to conduct plagiarism, and will be sanctioned/punished accordingly.</p> <ul style="list-style-type: none"> ▪ First time offense, the minimum sanction is a Zero (0) grade for the assignment at maximum an F ▪ Second time offense, the grade for the course will be an F. ▪ Third time offense, the student will be expelled from Department of Management, FEB UI. 	
Statement of Authorship	<p>It is mandatory that a Statement of Authorship must be included and posted on the front page of the assigned paper.</p> <p style="text-align: center;">Statement of Authorship</p> <p>I/Wethe undersigned declare to the best of my/our ability that the paper/assignment here with is an authentic writing carried out by myself./ourselves. No other authors or work of other authors have been used without any reference to its sources.</p> <p>This paper/assignment has never been presented or used as paper' assignment for other courses except if I/we clearly stated otherwise. I/We fully understand that this assignment can be reproduced and/or communicated for the purpose of detecting plagiarism.</p> <p>Name : Student's ID Number : Signature: Course:</p>	

	<p>Paper/Assignment: Title: Date: Lecturer: (signed by all and every single student if it's a group assignment)</p>
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