

King Saud University
College of Business Administration
Department of Management

Organizational Behavior

Syllabus – 1st Semester 2017 – 2018.

Instructor Information

Instructor

Mostafa M. Kamel, Ph.D.

e-mail

mkamel@ksu.edu.sa

Office Location & Hours

Building 67, 2nd floor, office S95.
MON and WED 12 - 1 pm.

Office Phone

01146-93927

Website

fac.ksu.edu.sa/mkamel

Class Information

Section Number

28996

Location

Men Campus
Ground Floor
Room No: 24

Class Times

MON – 08:00 to 08:50 am
WED – 08:00 to 09:40 am

Course Information

Course Description

Organizational Behavior (OB) is a field of study that explores the influence that individuals, groups, and organizational structures have on human behavior within organizations. OB course helps students to develop analytical skills necessary for identifying, diagnosing and solving behavioral problems at the workplace. Through this course, you will study behavior at the individual level in terms of perception, personality, motivation, learning, creativity, values, and attitude. You will also study the human behavior at the collective level in terms of group dynamics, conflict, leadership and communication. In addition, the course covers the study of behavior at the level of the organization as a whole to cover topics such as organizational design, culture, and change. This course is designed to review key concepts, theories, and practices of OB, helping you to understand the role that OB plays in the workplace.

Course Objectives

Upon completion of this course, you are expected to:

- Learn what is meant by organizational behavior.
- Identify and describe the levels in the OB field.
- Understand the concept of individual levels factors (Attitudes, Motivation, Perception, Personality, Values) and its role in shaping behavior.
- Gain understanding of the concepts of Group level factors (e.g. Work Group, Work Teams) and its role in shaping behavior.
- Understand the concept of Organizational levels factors (Organizational Structure, Organizational Culture, Rules, Procedures, and Leadership) and its role in shaping behavior.
- Acquire a depended awareness of how individuals, groups, and organization levels are interacting.

Course Materials

Required Text

Title: **Organizational Behavior** 16th Ed. Pearson Publishing.

Authors: Stephen **Robbins** and Timothy **Judge**.

Other Materials

Other materials such as handouts, videos, and presentations will be provided later in class.

Grading Scale

| Grade | Range | Grade | Range | Grade | Range |
|-------|-------------|-------|-------------|-------|-------------|
| A+ | 95% or More | B+ | 85 % - 89 % | D+ | 65 % - 69 % |
| A | 90 % - 94 % | C | 70 % - 74 % | D | 60 % - 64 % |
| B | 80 % - 84 % | C+ | 75 % - 79 % | F | Below 60 % |

Suggested Course Outline

| | Week | Ends | Discussion Topic(s) | Chapter | Activities / Notes |
|-------------------|------|------|---------------------------------|---------|--------------------|
| | 01 | | Registration Week | | |
| | 02 | | Introduction, OB, and Diversity | 1 + 2 | Selected topics |
| Individual | 03 | | Attitudes | 3 | |
| | 04 | | Personality + Perception | 5 + 6 | Selected Topics |
| | 05 | | Motivation | 7 | Case Incident No.1 |
| | 06 | | Motivation | 8 | Midterm Exam No.1 |
| Group | 07 | | Group Behavior | 9 | |
| | 08 | | Work Teams | 10 | |
| | 09 | | Leadership | 12 | Midterm Exam No.2 |
| | 10 | | Leadership | 12 | Case Incident No.2 |
| | 11 | | Communication | 11 | |
| | 12 | | Power and politics | 13 | |
| Organiz. | 13 | | Conflict and Negotiation | 14 | Case Incident No.3 |
| | 14 | | Organizational Culture | 16 | |
| | 15 | | Organizational Change | 18 | |

Course Requirements

| Activity | Points | Details |
|---------------------|--------|--|
| Class Participation | 5 % | Attendance / Assignments / Presentation may be included. |
| Quizzes | 5 % | 2 in-Class quizzes. |
| Case incidents | 10 % | 2 to 4 short cases. |
| Mid-Term Exam 1 | 20 % | Covers Chapters No. 1, 2, 3, 5. |
| Mid-Term Exam 2 | 20 % | Covers Chapters No. 6, 8, 10, 12. |
| Final Exam | 40 % | Student affairs unit will announce the date of final exam. |

Assessment Methods

Assessment 1: Class Participation

Weighting: 5 %.

Participating in class discussions is considered a very important aspect of this course. This can take a myriad of formats such as preparing before class meetings, raising ideas and discussion of another colleagues person's interesting ideas, asking a question that relates to the week's discussed topic, or disagree with someone in a respectful and constructive way. Additionally, class attendance contributes significantly to your overall evaluation with regard to this aspect too.

Assessment 2: Class Tests

Weighting: 85 %.

Date: Except final exam, dates of quizzes and mid-terms will be announced in the class meetings.

Three types of tests are planned to be used during this course: Quizzes, Midterms, and Final Exam. Quizzes will be short exams with 2 to 3 marks each. Each Quiz will emphasize certain topics that have been discussed during class meetings such as attitudes, motivation etc. Further, two Mid-term exams will be an extended format of in-class quizzes with 20 points each. They will be administered during regular class times and will cover 3 to 4 chapters.

Assessment 3: Short Case Incidents

Weighting: 10%.

This is a **group** assignment.

A number of short cases along with discussion questions are going to be provided in class. Each case incident covers a certain topic. Groups of 4 – 5 students each will be formed in the class by the students themselves to provide the oral and written reports required. Same points will be awarded to all group members.

Additional Information

Communication

Besides the usual class meetings, all course materials will be sent to your student KSU e-mails. We might use discussion forum will be also available where questions can be raised and answers can be given. In case LMS do not work properly, Communication can be undertaken using KSU Emails "ONLY" where students must use their student's numbers as their identity in all correspondents.

Statement on Student Conduct

Students are expected to conduct themselves in a mature and professional manner while in class, outside the classroom, and during office hours. This includes, but is not limited to, having phones, watch alarms, and beepers turned off, arriving on time and not leaving early, paying attention at all times, being quiet so that everybody can hear, respecting all questions of your classmates, not sleeping in class, not engaging in distracting activities, and not smoking while in class.

Students are required to adhere to the provisions of the KSU Student Conduct Code. The Code is a statement of student rights and responsibilities that establishes standards of conduct considered necessary to maintain an environment conducive to learning. The Code prohibits academic dishonesty, intimidation and violence, and all unlawful activities. The Code also prohibits acts, which disrupt or obstruct academic activities. The aim of the Code is to allow for the advancement of learning in an atmosphere of mutual respect and courtesy for all members of the university.