

Identification	Subject (Code, title, credits)	MGT 832: Management and Organizational Behavior–3KU (6ECTS)	
	Department	Economics and Management	
	Program	Graduate	
	Term	Spring 2023	
	Instructor	Antony Jose	
	E-mail:	antony.jose@khazar.org	
	Classroom/hours	Khazar University Bashir Safaroglu 122, Room # TBD Wednesdays 18:30-21:00	
Prerequisites	ECON 830 Managerial Economics		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	Required readings <ul style="list-style-type: none">Robbins, S. P., Judge, T.A., Campbell, T. T. Organizational Behavior. (15th edition or higher) Pearson International Edition - 2012 ISBN-13: 978-0-13-283487-2 ISBN-10: 0-13-283487-1 Recommended readings and videos: <ul style="list-style-type: none">Pearson’s videos (supplied by the instructor).Harvard Business Review: Today’s Management Tip www.hbr.org		
Course outline	This course is structured around the three core aspects of Organizational Behavior (OB) that include individual, group and organization system level. In addition to getting familiarized with the founding theories of the OB discourse, we will analyze how these theories speak to real-life situations at workplaces through various class activities.		
Course objectives	The course will introduce students to the discipline of OB that is closely interrelated with the other courses of management track, such as Human Resources Management, Communication and Leadership. Having this in mind, OB is a field of study that ultimately contributes to reducing uncertainty that organizations are constantly struggling with, and enables managers to make better and smarter decisions. Throughout the course, we will survey core concepts and factors that define and shape an employee behavior on individual and group level, as well as that of organizations in their entirety. Students will be encouraged to critically analyze each of these concepts and factors, and to improve their own managerial skills further within this context.		
Learning outcomes	By the end of the course students should be able to <ul style="list-style-type: none">obtain a clear understanding of organizational behaviorreflect on their own behavior and consider how it relates to skills of an effective managercritically evaluate different issues involving elements of organizational behavior		
Teaching methods	Lecture		x
	Group discussion		x
	Case analysis		x
	Others (in-class Exercises)		x
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30
	Attendance		5
	Activity		5
	Case studies		5
	Assignments		5
	Pair Presentation		10
	Final Exam	TBD	40

	Total		100
Policy	<p><u>Academic Integrity</u> Every student is expected to familiarize himself or herself with the academic honesty policy of Khazar University. Any evidence of cheating (including use of AI (ex. ChatGPT)) and/or plagiarism will be penalized to a full grade as per the university guidelines. As defined by dictionary.com: Plagiarism is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author:</p> <p><u>Grading and Class Requirements</u> Attendance is mandatory. Students may not miss more than one session, and in this case the instructor should be notified about student's absence beforehand (not less than 24 hours before the class). <u>Tardiness – students submitting assignments beyond deadlines in excess of an average 25% for all assignments during the semester will lose 3 points out of a maximum of 10 points. Do not expect the instructor to entertain email OR TEAMS personal chat requests for increasing points not deserved. Mistakes in counting points will, however, be entertained.</u></p> <p><u>Case Studies:</u> All Students are expected to answer case studies, preferably, based on the combination of all of the following criteria. (a) Quote factual sources through a minimum use of case study text, (b) Quote links or publications (APA Style) (c) your own discernment (d) Organizational Theories (e) a resulting explanation that focuses on the heart of the issue at hand & (f) Suggestions on how to improve the situation.</p> <p><u>Assignments:</u> Be sure to give yourself plenty of time to complete various assignments not to be overwhelmed and tempted to inadvertently claim another's work as your own (Plagiarism). Any suspicious assignment submission will be checked for plagiarism. Clearly, you will not learn or benefit cognitively by plagiarizing. Deadlines are to be strictly followed. Remember, the Instructor too has deadlines. No requests of extending deadlines will be entertained. Doing so will result in a Error 404, page not found i.e. your emails will go un-answered and disappear into the ethernet. Points will be lost for not submitting assignments on time (normally 10% of assignment grade for every late day of submission).</p> <p><u>Pair-Chapter Presentation:</u> The end-of-semester Pair-Chapter presentation (of Students' (pair) choices)) will take place IN PAIRS in class and graded by your course Instructor (70% weight) and classmates (30% weight) based on the following criteria:</p> <ol style="list-style-type: none"> <u>Not reading from the phone/computer/pages</u> <u>Covering relevant important sub-topics mentioned in the presentation chapters</u> <u>Quoting personal and practical examples/ to explain the topic/issue</u> <u>In-class activities to explain the topic/issue.</u> <u>Sticking to the allotted time (15 - 30 minutes per Student – depending on the # of students per class).</u> <u>Depth of information presented.</u> <u>Not looking at the instructor while presenting your chapter content.</u> <p>Evaluation Methodology (1) Attendance is mandatory and will be recorded 10 minutes into the beginning of every class. Some topics not covered in the textbook will be introduced in lectures to help better understand the subject. This may be asked during the exams. (2) Secondly, experience suggests that comprehension of course material and exam performance is directly proportional to efforts of students who regularly attend, are</p>		

		<p>attentive and participate during lectures. Students found talking incessantly or disrupting the class with unnecessary comments will be given 2 warnings after which they will be politely asked to leave the class and may lose one point (per event) under the category ‘Class participation’.</p> <p>(3) Thirdly, participation during lecture promotes lively discussion and benefits the entire class, including the lecturer him/herself. Since the teaching medium is English, all students are expected to continuously develop their knowledge and abilities in writing and conversing in English for this subject.</p> <p>(4) Lastly, multiple-choice question form of exams is not encouraged for MBA students as they are expected to write and think in English. Thus, attendance, participation and conversing in English will account for 10 % of this subject's total grade.</p>	
Tentative Schedule – Spring 2023 – MBA			
Week	Date/Day (tentative)	Topics	Textbook/ Assignments
1	15 February	Course Overview, getting to know one another and Introduction – What is OB? Presentation/project guidelines	Chapter 1
2	22 February	Diversity in Organizations; <i>Selection/finalizing project</i>	Chapter 2
3	01 March	Attitudes and Job Satisfaction	Chapter 3
4	08 March	Emotions and Moods	Chapter 4
5	15 March	Personality and Values (Quiz on chapters 1 – 4)	Chapter 5
6	22 March	Novruz Holidays	
7	29 March	Perception and Individual Decision Making	Chapter 6 & 7
8	05 April	Mid-Term Exams;	Chapters 1-7;
9	12 April	Foundations of Group Behavior	Chapter 9
10	19 April	Understanding work teams	Chapter 10
11	26 April	Leadership & <i>Followership (Quiz 2 - chapters 5– 10)</i>	Chapter 12
12	03 May	Conflict and Negotiation	Chapter 15
13	10 May	Human Resource Policies and Practices	Chapters 17
14	17 May	Organizational Culture & Organizational Change	Chapter 18
15	26 May	Pair chapter présentation (Quiz 3 - chapters 12, 15, 17, 18)	
	TBD	Final Exam	