

The University of Belize
Faculty of Management and Social Sciences
Department of Management

Course # : **MGMT304**
Title : **Organizational Behaviour**
Instructor: Kevin Geban, M.Phil., University of Sunderland, England,UK
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Office Location: Dept. of Management, University Drive, Belize City
Consulting: See posted signs
Telephone : 223-0256 ext. 135
Location and Time: Section 1 Room S12 TU 12:30 – 1:45pm
Section 2 Room S12 TU 2:00 – 3:15pm
Required Text: Behaviour in Organizations by Greenberg/Baron, 8th Edition
Supplementary materials: Organizational Behavior and Management by Ivancevich/Matteson, Irwin/McGraw-Hill, 1999.
Business Week magazine, McGraw Hill Publishing
Harvard Business Review, hbr.org

Some great men owe most of their greatness to the ability of detecting in those they destine for their tools the exact quality of strength that matters for their work.

Joseph Conrad (1857–1924), Polish-born English novelist. Marlow, in Lord Jim, ch. 42 (1900).

Classroom Management Policies

Attendance/Punctuality

Students are responsible for attending and being punctual at all class sessions. Absences will affect their performance.

Attendance will be taken at each session. A sign-up sheet will be circulated at the beginning of each session. You are only to sign up in the space provided next to your name. NO ONE IS ALLOWED TO SIGN FOR ANYONE ELSE. IF YOU DO SO, IT WILL BE DEEMED DISHONEST AND DEALT WITH ACCORDINGLY.

Tardiness is a distraction. If you must be late, please enter the room as quietly as possible and take a seat near the door. You may pick up any papers that were handed out or returned at the end of the session. Remember that quizzes are given at the beginning of the class sessions and are not repeated.

There will be no automatic make-up quizzes or tests. Consult policy in student handbook, 2007 - 2009

Electronic Devices:

- All Electronic Devices should be turned off with the exception of cell phones that can be placed on vibration mode. Students can choose to leave room to answer their phones.
- No recording of lectures should be done without the permission of the lectures.

Classroom Conduct:

- No smoking and eating in the classroom.
- No talking/reading or doing other things that is unrelated to class during class time.

Language:

- Since English is the official language of Belize, you are expected to speak and write Standard English in the classroom. Points will be subtracted for papers that have grammar and punctuation errors.

Academic Dishonesty

“The University of Belize believes that the administration of student discipline in the university community is a responsibility shared by students, faculty, and administrative staff. As such academic faculty members are responsible for establishing orderly procedures for academic discipline of students in matters of classroom integrity or demeanour. Lecturers and academic department chairpersons are primarily responsible for academic discipline. Lecturers are expected to consult with academic department chairpersons to prevent and respond to incidences of unauthorized duplication of academic work for more than one course, plagiarism and cheating, while ensuring that the students’ rights to due process are upheld and that sanctions are appropriate to infractions. In more serious cases of repeated cheating, unauthorized acquisition or use of examinations, unauthorized changing of grades, bribery, or forgery, allegations are automatically forwarded to the Coordinator of Student Services for the invocation of the University Judicial Process. Students wishing to dispute a charge of academic dishonesty or a sanction made upon them because of such allegations can do so by appealing to the Dean of Student Affairs to invoke the Discipline Appeals Process as detailed in the Student Handbook”. (UB Academic Policy Document)

Course Description

This course is a required three-credit course for all students graduating at the Bachelor’s level from the Faculty of Business. Dynamics of Organizational Behaviour is a seminal course for all students of management as the course's primary aim is to emphasize that the success of an organization relies on the full understanding of the dynamics of the interrelationships among the people in the organization. The student will identify fundamental issues of human behaviour at the individual, group and organizational levels in the contemporary workplace, analyze research-based theories for effectively managing people and the application of such theories to the Belizean organization. Students will have the opportunity to test the theoretical knowledge gained in the course through research of actual issues in Organizational Behaviour within the Belizean context.

Course Objectives

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

- ✚ Identify the primary theories from the fields of psychology, sociology, anthropology and politics which underlie the study of Organizational Behaviour;
- ✚ Distinguish the relationship between job performance and individual characteristics such as needs, behavioural styles, attitudes and motivation;
- ✚ Analyze the dynamics of how groups and teams function and perform within the organization;
- ✚ Relate the importance of good communication and conflict management skills to the proper management of the organization
- ✚ Assess the effect that organizational structure has on communication and effectiveness of the organization ;
- ✚ Assess the interrelationship between the individual, the group and the organization and how forces at all three levels combine to help or hinder organizational effectiveness
- ✚ Identify the role that cultural differences play in the effectiveness of the organization;
- ✚ Classify different leadership styles and the appropriateness of each to various organizational environments;
- ✚ Critique the Belizean organizational environment within the context of the theories explored in the course through group discussions

Grading Scheme

Quizzes (2 of 3)	50 points
Assignments (2)	50 points
3 Tests	300 points
Final Exam	200 points

Tests and quizzes will be based on materials and learning objectives of the previous lectures, class discussions and readings.

Course Lecture Outline

Week 1	Course Overview/Overview of Management Principles Chapter 1
Week 2	The Nature and Study of Organizations Chapter 1
Week 3	Perception Chapter 2
Week 4	Individual Differences Chapter 3
Week 5	Attitudes and Productivity Chapter 5

Week 6	Motivation in Organizations Chapter 6
Week 7	Motivation in Organizations Chapter 6
Week 8	Groups and Teamwork Chapter 8
Week 9	Communication in Organizations Chapter 9
Week 10	Decision Making in Organizations Chapter 10
Week 11	Influence, Power, Politics: an organizational perspective Chapter 12
Week 12	Power and Politics cont. Chapter 12
Week 13	Leadership on Organizations Chapter 13
Week 14	Organizational Culture Chapter 14
Week 15	Organizational Structure and Design Chapter 15
Week 16	Strategic Planning and Organizational Development Chapter 16

NB: The material and policies outlined above are tentative and are subject to minor changes. You will be informed well in advance if such changes are necessary. Although the course outline is modeled from the text, note that your lecturers will be using supplementary materials for your lectures. Pay keen attention to lectures and it is imperative that you read.