

## Course E-Syllabus

1	<b>Course title</b>	Administrative Behavior
2	<b>Course number</b>	1606200
3	<b>Credit hours</b>	3
	<b>Contact hours (theory, practical)</b>	Theoretical: 3; Practical: 0
4	<b>Prerequisites/corequisites</b>	None
5	<b>Program title</b>	BA, Public Administration
6	<b>Program code</b>	1606
7	<b>Awarding institution</b>	Jordan University
8	<b>School</b>	Jordan University Business School (JUBS)
9	<b>Department</b>	Public Administration
10	<b>Level of course</b>	2 <sup>nd</sup> year
11	<b>Year of study and semester (s)</b>	Fall 2020
12	<b>Final Qualification</b>	Bachelor of Arts Degree
13	<b>Other department (s) involved in teaching the course</b>	None
14	<b>Language of Instruction</b>	English
15	<b>Teaching methodology</b>	<input type="checkbox"/> Blended <input checked="" type="checkbox"/> Online
16	<b>Electronic platform(s)</b>	<input type="checkbox"/> Moodle <input checked="" type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....
17	<b>Date of production/revision</b>	Fall 2020

### 18 Course Coordinator:

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### 19 Other instructors: None

### 20 Course Description:

This course deals with human behavior in a variety of organizations. Conceptual frameworks, case discussions, and skill-oriented activities are applied to each topic. Topics include communications, motivation, group dynamics, leadership, power, the influence of technology, and organizational design and development. Class sessions and assignments are intended to help students acquire the skills that managers need to improve organizational relationships and performance and understanding of basic and fundamental concepts of administrative behavior (AB). The course will increase student awareness of the theoretical and practical aspects of AB.

## 21 Course aims and outcomes:

### A- Aims:

The major objectives of this course are to acquaint students with basic and fundamental concepts and approaches of administrative behavior.

### B- Intended Learning Outcomes (ILOs):

Upon successful completion of this course, students will be able to gain:

#### 1- Knowledge and understanding:

Students should have knowledge of the relationship of individual and group behavior to the organization/workplace environment.

Other topics include:

- major topics within the field of organizational behavior
- prominent theories that are employed to understand, study, and change behavior in work settings
- problem solving situations that apply organizational concepts to identify and resolve problems in the workplace, and build critical thinking skills
- the role of groups/teams in organizations
- concepts to real life situations with simulations and role play
- variables such as motivation and power and their relationship to work behavior
- influence of technology in the organization
- importance of diversity and cross-cultural factors in domestic and international workplaces
- effects of both emotional and environmental stressors and how leaders cope effectively with these challenges

#### 2- Analytical and thinking skills

Class sessions and assignments are intended to help students acquire the skills that managers need to improve organizational relationships and performance and understanding of basic and fundamental concepts of administrative behavior. The course will increase student awareness of the theoretical and practical aspects of AB, and increase the student's ability to think analytically, systematically, and critically about various aspects of how managers can utilize principles of administrative behavior.

## 22. Topic Outline and Schedule:

Week	Lecture	Topic	Teaching Methods*/platform	Evaluation Methods**	References
<i>What Is Organizational Behavior?</i>					
1	1.1	The Importance of Interpersonal Skills	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	1.2	What Managers Do Management Functions	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	1.3	Management Roles Management Skills	Lecturing online via Microsoft	Exam + Participation	The selected textbook

			Teams platform		
2	2.1	Effective versus Successful Managerial Activities	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	2.2	A Review of the Manager's Job Enter Organizational Behavior	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	2.3	Complementing Intuition with Systematic Study	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
3	3.1	Disciplines That Contribute to the AB Field Psychology Social Psychology Sociology Anthropology	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	3.2	There Are Few Absolutes in AB Challenges and Opportunities for AB	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	3.3	Responding to Economic Pressures	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
4	4.1	Responding to Globalization Managing Workforce Diversity	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	4.2	Improving Customer Service Improving People Skills	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	4.3	Stimulating Innovation and Change Coping with "Temporariness"	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
5	5.1	Working in Networked Organizations	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	5.2	Helping Employees Balance Work-Life Conflicts	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	5.3	Creating a Positive	Lecturing online	Exam +	The selected

		Work Environment Improving Ethical Behavior	via Microsoft Teams platform	Participation	textbook
6	6.1	Personality What Is Personality? The Myers-Briggs Type Indicator	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	6.2	The Big Five Personality Model Other Personality Traits Relevant to AB	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	6.3	Values The Importance of Values Terminal versus Instrumental Values Generational Values Linking an Individual's Personality and Values to the Workplace Person–Job Fit Person– Organization Fit International Values	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
7	7.1	What Is Perception? Factors That Influence Perception Person Perception: Making Judgments About Others Attribution Theory Common Shortcuts in Judging Others Specific Applications of Shortcuts in Organizations	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	7.2	Defining Motivation Early Theories of Motivation Hierarchy of Needs Theory Theory X	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook

		and Theory Y Two-Factor Theory McClelland's Theory of Needs			
	7.3	Contemporary Theories of Motivation Self-Determination Theory Job Engagement Goal-Setting Theory Self-Efficacy Theory Reinforcement Theory	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	8.1	Equity Theory/Organizatio nal Justice Expectancy Theory Integrating Contemporary Theories of Motivation	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
8	8.2	What Is Leadership? Trait Theories Behavioral Theories Summary of Trait Theories and Behavioral Theories Contingency Theories The Fiedler Model	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	8.3	Other Contingency Theories Leader–Member Exchange (LMX) Theory Charismatic Leadership and Transformational Leadership Charismatic Leadership Transformational Leadership	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
9	9.1	Authentic Leadership: Ethics and Trust	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook

	9.2	What Is Authentic Leadership? Ethics and Leadership Servant Leadership	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	9.3	Trust and Leadership How Is Trust Developed? Trust as a Process What Are the Consequences of Trust?	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
10	10.1	Leading for the Future: Mentoring Challenges to the Leadership Construct Leadership as an Attribution	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	10.2	Substitutes for and Neutralizers of Leadership Online Leadership	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	10.3	Finding and Creating Effective Leaders Selecting Leaders Training Leaders	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
11	11.1	A Definition of Power Contrasting Leadership and Power Bases of Power	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	11.2	Formal Power Personal Power Which Bases of Power Are Most Effective?	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	11.3	Power and Perceived Justice Dependence: The Key to Power The General Dependence Postulate	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
12	12.1	What Creates Dependence? Power Tactics	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook

	12.2	Sexual Harassment: Unequal Power in the Workplace	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	12.3	Politics: Power in Action Definition of <i>Organizational Politics</i>	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
13	13.1	The Reality of Politics	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	13.2	Causes and Consequences of Political Behavior	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	13.3	Factors Contributing to Political Behavior	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
14	14.1	How Do People Respond to Organizational Politics?	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	14.2	Impression Management	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	14.3	The Ethics of Behaving Politically	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
15	15.1	Revision	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	15.2	Revision	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook
	15.3	Revision	Lecturing online via Microsoft Teams platform	Exam + Participation	The selected textbook

- Teaching methods include: Synchronous lecturing/meeting; Asynchronous lecturing/meeting
- Evaluation methods include: Homework, Quiz, Exam, pre-lab quiz...etc

### 23 Evaluation Methods:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:

Evaluation Activity	Mark	Topic(s)	Period (Week)	Platform
Midterm Exam	30	What Is Organizational Behavior?		

		Personality and Values Perception		
Participation	20	All Topics		
Final Exam	50	Power and Politics Motivation Concepts What Is Organizational Behavior?		

**24 Course Requirements (e.g: students should have a computer, internet connection, webcam, account on a specific software/platform...etc):**

This course will follow an online interactive lecture format three hours per week wherein the student will have the opportunity to discuss, analyze, and brainstorm about the various theories and concepts of administrative behavior. I believe that students learn best when they understand the underlying theoretical principles and how these principles can be translated into real world implementation.

This approach requires active participation in each class session. Therefore, it is expected that each student will read the required reading before the class begins. The student’s participation in and contribution to class discussion will affect his/her grade.

**25 Course Policies:**

- A- Attendance policies:  
Students should comply with university regulations on this matter.
- B- Absences from exams and submitting assignments on time:  
Students should comply with university regulations on this matter.  
Formal accepted excuses are required.
- C- Health and safety procedures:  
As complies with current epidemic situation, lecturing is completely online; no direct contact.
- D- Honesty policy regarding cheating, plagiarism, misbehavior:  
University regulations will apply in such behavioral conducts.
- E- Grading policy:  
Online auto graded exams.
- F- Available university services that support achievement in the course:  
Microsoft Teams Platform.

**26 References:**

A- Required book(s), assigned reading and audio-visuals:  
Robbins, S.P. & Judge, T.A. (2017). Organizational Behavior (15<sup>th</sup> ed.). Upper Saddle River, N.J.:



Pearson/Prentice Hall.

**B- Recommended books, materials and media:**

Daft, R. (2003). Management. Fort Worth, Dryden Press.

Daft, R. and Noe, R. (2001). Organizational Behavior. Fort Worth, Harcourt College Publishers.

Boorke, I. (2003). Organisational Behaviour. London, Prentice Hall.

Brooks, I. (2006). Organisational behaviour: Individuals, Groups and Organisation. New York, Prentice Hall.

Greenberg, J. (2002). Managing Behavior in Organizations. New York, Prentice Hall.

**27 Additional information:**

None

Name of Course Coordinator: Professor Sultan Abu Tayeh

Signature: ----- Date: -----

Head of Curriculum Committee/Department: ----- Signature: -----

Head of Department: ----- Signature: -----

Head of Curriculum Committee/Faculty: ----- Signature: -----

Dean: -----Signature: -----