



**UNIVERSITAS PENDIDIKAN NASIONAL (UNDIKNAS UNIVERSITY)**  
**FACULTY OF BUSINESS AND ECONOMICS**

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## **SYLLABUS**

### **ORGANIZATIONAL BEHAVIOR**

**BACHELOR COURSE**  
**MANAGEMENT STUDY PROGRAM**  
**COURSE CODE: 11411**  
**5 ECTS**

#### **1. PURPOSE:**

Through this course, students can recognize, understand and learn about three determinants of organizational behavior, namely individuals, groups, and structures. Students can learn about what people do in an organization and how their behavior affects organizational performance.

#### **2. COURSE DESCRIPTION:**

Organizational behavior is a field of study that invests the influence of individuals, groups, and structures on behavior in organizations, for the purpose of applying knowledge to increase organizational effectiveness. In the course of organizational behavior covers core topics: motivation, behavior and leader power, interpersonal communication, group structure and processes, development and perception of attitudes, processes of change, conflict and negotiation and work design.

#### **3. PREREQUISITE SUBJECT : Human Resources Management**

#### **4. LEARNING OBJECTIVES:**

##### **a. Goals related to improved cognitive ability is that students are able to:**

- Explain the important role of understanding about what organizational behavior is
  - Understanding diversity in organizations
  - Understanding job attitudes and satisfaction
  - Understanding emotions and moods
  - Understanding personality and values
  - Understanding individual perceptions and decision making
  - Understand the concept of motivation
  - Understanding from concept to application
  - Understand the basis of group behavior
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- Understand teamwork
- Understanding communication
- Understanding leadership
- Understanding power and politics
- Understanding conflict and negotiation

**b. Objectives related to personality development (soft-skills) such as:**

- Develop a positive attitude towards organizational behavior
- Developing time management skills
- Development of writing skills
- Development of presentation skills (public speaking)
- Development of group collaboration skills
- Development of self-confidence
- Development of problem-solving skills

**5. REFERENCES:**

- 1) Robbins Stephen P., Timothy A. Judge. 2017. Organizational Behavior, 17<sup>th</sup> edition. Pearson.. (wajib)

**6. ASSIGNMENTS:**

During the lecture process there are two types of assignments given to students, namely structured and unstructured tasks, both independently and in groups.

**7. LEARNING METHODS:**

The learning process will use student-centered learning, such as Cooperative Learning, the first session will be filled with active lecturing that will discuss concepts according to the topics in the syllabus. The second session of the students was given the opportunity to collaborate on the concepts presented in the first session through exercises, discussions and case studies.

**8. EVALUATION OF LEARNING:**

The evaluation system is emphasized in the learning process so that each stage of the student process will be assessed by the lecturer with the following assessment and weighting elements:



No.	Assessment Elements	Weighting Elements
1.	Presence	10 %
2.	Quiz	10 %
3.	Mid Semester Test	15 %
4.	Final Test	25 %
5.	Individual Assignments	10 %
6.	Group Assignments	10 %
7.	Activeness in Discussions	10 %
8.	Personality	10%
<b>Total</b>		<b>100%</b>

## 9. PLAGIARISM:

Plagiarism is to include the words / sentences / ideas of others partly or wholly without mentioning the source. If students enter words / sentences from other authors, the source must be mentioned.

Plagiarism also includes copying (copying) part or all of the work of other students or copying (copying) from books, journals, web, newspaper magazines and others.

Plagiarism also includes auto-plagiarism, which includes inserting words / sentences / ideas of their own from tasks / papers that have been collected for assessment without mentioning the source. proven to do plagiarism. Sanctions for plagiarism: Papers are given a zero value, maximum E.

## 10. LECTURE TOPICS:

Meetings	Subject / Sub-topic	Materials
<b>1</b>	<b>What Is Organizational Behavior?</b> <ol style="list-style-type: none"> <li>1. The Importance of Interpersonal Skills</li> <li>2. Management and Organizational Behavior</li> <li>3. Organizational Behavior Definition</li> <li>4. Disciplines That Contribute to the OB Field</li> <li>5. Challenges and Opportunities for OB</li> <li>6. Developing an OB Model</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> <li>5. Textbook Stephen P Robbins ch. 1</li> </ol>
<b>2</b>	<b>Diversity in Organizations</b> <ol style="list-style-type: none"> <li>1. Diversity</li> <li>2. Biographical Characteristics &amp; Other Differentiating Characteristics</li> <li>3. Ability</li> <li>4. Implementing Diversity Management Strategies</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> <li>5. Textbook Stephen P Robbins ch. 2</li> </ol>
<b>3</b>	<b>Attitudes and Job Satisfaction</b> <ol style="list-style-type: none"> <li>1. Attitudes</li> <li>2. Job Satisfaction</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> </ol>

5. Textbook  
Stephen P  
Robbins ch. 3

<b>4</b>	<b>Emotions and Moods</b> <ol style="list-style-type: none"> <li>1. What Are Emotions and Moods?</li> <li>2. Emotional Labor</li> <li>3. Affective Events Theory</li> <li>4. Emotional Intelligence</li> <li>5. Emotion regulation</li> <li>6. OB Applications of Emotions and Moods</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> <li>5. Textbook Stephen P Robbins ch. 4</li> </ol>
<b>5</b>	<b>Personality and Values</b> <ol style="list-style-type: none"> <li>1. Personality</li> <li>2. Values</li> <li>3. Linking an Individual's Personality and Values to the Workplace</li> <li>4. Cultural Values</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> <li>5. Textbook Stephen P Robbins ch. 5</li> </ol>
<b>6</b>	<b>Perception and Individual Decision Making</b> <ol style="list-style-type: none"> <li>1. What Is Perception?</li> <li>2. Person Perception: Making Judgments About Others</li> <li>3. The Link Between Perception and Individual Decision Making</li> <li>4. Decision Making in Organizations</li> <li>5. Influences on Decision Making: Individual Differences and Organizational Constraints</li> <li>6. What About Ethics in Decision Making?</li> <li>7. Creativity, Creative Decision Making, and Innovation in Organizations</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> <li>5. Textbook Stephen P Robbins ch. 6</li> </ol>
<b>7</b>	<b>Motivation Concepts</b> <ol style="list-style-type: none"> <li>1. Motivation and Early Theories</li> <li>2. Early Theories of Motivation</li> <li>3. Contemporary Theories of Motivation</li> <li>4. Integrating Contemporary Theories of Motivation</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> <li>5. Textbook Stephen P Robbins ch. 7</li> </ol>
<b>8</b>	<b>Mid Test</b>	
<b>9</b>	<b>Motivation: From Concepts to Applications</b> <ol style="list-style-type: none"> <li>1. Motivating by Job Design: The Job Characteristics Model</li> <li>2. Employee Involvement and Participation</li> <li>3. Using rewards, benefits, &amp; intrinsic rewards to Motivate Employees</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> <li>5. Textbook Stephen P Robbins ch. 8</li> </ol>



<b>10</b>	<b>Foundations of Group Behavior</b> <ol style="list-style-type: none"> <li>1. Defining and Classifying Groups</li> <li>2. Stages of Group Development</li> <li>3. Group Property</li> <li>4. Group Decision Making</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> <li>5. Textbook Stephen P Robbins ch. 9</li> </ol>
<b>11</b>	<b>Understanding Work Teams</b> <ol style="list-style-type: none"> <li>1. Why Have Teams Become So Popular?</li> <li>2. Differences Between Groups and Teams</li> <li>3. Types of Teams</li> <li>4. Creating Effective Teams</li> <li>5. Turning Individuals into Team Players</li> <li>6. Beware! Teams Aren't Always the Answer</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> <li>5. Textbook Stephen P Robbins ch. 10</li> </ol>
<b>12</b>	<b>Communication</b> <ol style="list-style-type: none"> <li>1. Functions of Communication</li> <li>2. Direction of Communication</li> <li>3. Modes of Communication</li> <li>4. Choice of Communication Channel</li> <li>5. Persuasive Communication</li> <li>6. Barriers to Effective Communication</li> <li>7. Cultural Factors</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> <li>5. Textbook Stephen P Robbins ch. 11</li> </ol>
<b>13</b>	<b>Leadership</b> <ol style="list-style-type: none"> <li>1. Leadership</li> <li>2. Trait, behavioral, contingency Theories</li> <li>3. Contemporary Theories of Leadership</li> <li>4. Responsible Leadership</li> <li>5. Positive Leadership</li> <li>6. Terdepan untuk masa mendatang : pendampingan</li> <li>7. Challenges to Our Understanding of Leadership</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> <li>5. Textbook Stephen P Robbins ch. 12</li> </ol>
<b>14</b>	<b>Power and Politics</b> <ol style="list-style-type: none"> <li>1. Power and Leadership</li> <li>2. Bases of Power</li> <li>3. Dependence: The Key to Power</li> <li>4. Power Tactics</li> <li>5. How Power Affects People</li> <li>6. Politics: Power in Action</li> <li>7. Causes and Consequences of Political Behavior</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> <li>5. Textbook Stephen P Robbins ch. 13</li> </ol>
<b>15</b>	<b>Conflict and Negotiation</b> <ol style="list-style-type: none"> <li>1. Definition of Conflict</li> <li>2. The Conflict Process</li> <li>3. Negotiation</li> </ol>	<ol style="list-style-type: none"> <li>1. Syllabus, SAP</li> <li>2. Contract</li> <li>3. Presentation Slide</li> <li>4. Paper</li> </ol>

**16** **Final Test**

**6. WORKLOAD**

ORGANIZATIONAL BEHAVIOR  
 16 weeks

		Weeks per semester																TOTAL hrs		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
INDEPENDENT WORK	Homework, assignments	2	2	2	2	2	2	2			2	2	2	2	2	2		24		
	Workshops			4				4										8		
	Exam preparation							9								10		19		
	Company visits, excursions																	0		
	Preparation for presentations and papers			2		2		2			2		2		2			12		
	Preparation for class	2	2	2	2	2	2	2			2	2	2	2	2	2	2	24		
	Follow-up for class	1	1	1	1	1	1	1			1	1	1	1	1	1	1	12		
	Final essay paper																10	10		
	Course evaluation																2	2		
	Workshops and Excursion Paper				2			2										4		
																		115		
HRS OF EXAMS																		2	2	4
MANDATORY CLASS ATTENDANCE	Class Weekly hrs - 2	2	2	2	2	2	2	2			2	2	2	2	2	2	2	26		
		<b>TOTAL WORKLOAD PER COURSE (HOURS)</b>																<b>145</b>		
		<b>TOTAL ECTS</b>																<b>5</b>		

