



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2020/2021

1. GENERAL COURSE INFORMATION

1.1 Course name	Organization			
1.2 Study program/s	Undergraduate professional study Tourism and Sports Management			
1.3 Course status (O,E)	Obligatory	1.6 Mode of instruction (number of hours)	Lectures	30
1.4 Course code			Exercises	30
1.5 Course abbreviation	ORG		Seminars	
1.6 Semester	II.		E-learning	
1.7 ECTS	6	1.7 Place and time of instruction	Premises of Međimurje Polytechnic of Čakovec, according to schedule posted on websites / online lessons according to schedule and possibilities	

2. TEACHING STAFF

2.1 Course leader/s-title	Mirjana Trstenjak, v.pred.	contact	mtrstenjak@mev.hr
		contact	
2.2 Assistant/s- title	Filip Živaljić, suradnik	contact	fillip.zivaljic@mev.hr
		contact	
2.3 Instruction held by- title		contact	

3. COURSE DESCRIPTION

3.1 Course goals	Introduce students to the basic concepts of organizational theory, modern trends in organization, application of the principles of teamwork in practice, dynamism of the organization, and the skills needed for successful organization of material and human resources and certain events. To present the basic settings of the organization, techniques and methods of proper organization, caused by external and internal factors. Present changes in the organization as a dynamic process of constant change and adjustment conditioned by all circumstances. Perform tasks in team work, as well as the adoption of individual presentations.								
3.2 Prerequisites	None								
3.3 Course outcomes									
3.4 Course content									
3.5 Types of coursework	x	Lectures	x	Exercises	x	Blended e-learning	x	Individual activities	Laboratory
		Seminars and workshops		Distant learning	x	Field classes	x	Multimedia and network	Mentorship
		Other							
3.6 Language of instruction									
3.7 Monitoring students' work (enter the	2	Class attendance			Seminars			Essay	
		Class activity			Project			Report/paper	

number of ECTS credits for each activity so that the total number of ECTS credits is equal to the total ECTS value of the course, 1 ECTS = 30 hours)		Midterm exams	1	Practical task	1	Continuous knowledge check																																																															
	2	Written exam		Experimental work																																																																	
		Oral exam		Research																																																																	
3.8 Assessment and evaluation of students' work during classes and at the final exam	<table border="1"> <thead> <tr> <th>Activity specification</th> <th>Percent %</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Assessment during instruction</td> </tr> <tr> <td>Continuous knowledge check</td> <td>10%</td> <td>10</td> </tr> <tr> <td>Seminar/ project/ essay</td> <td>20%</td> <td>20</td> </tr> <tr> <td>Midterm exam 1</td> <td>35%</td> <td>35</td> </tr> <tr> <td>Midterm exam 2</td> <td>35%</td> <td>35</td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i></td> </tr> <tr> <td>Written exam</td> <td>70%</td> <td>70</td> </tr> <tr> <td>Total:</td> <td>100%</td> <td>100</td> </tr> </tbody> </table>						Activity specification	Percent %	Points	Assessment during instruction			Continuous knowledge check	10%	10	Seminar/ project/ essay	20%	20	Midterm exam 1	35%	35	Midterm exam 2	35%	35	<i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i>			Written exam	70%	70	Total:	100%	100																																				
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3.9 Assessment criteria – analysis per learning outcomes	<table border="1"> <thead> <tr> <th colspan="7">Ways of evaluating learning outcomes</th> </tr> <tr> <th></th> <th>Attendance</th> <th>Activity</th> <th>Mid-term exam 1</th> <th>Mid-term exam 2</th> <th>Practical work</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Outcome 1</td> <td>5</td> <td></td> <td>15</td> <td></td> <td></td> <td>20</td> </tr> <tr> <td>Outcome 2</td> <td></td> <td></td> <td>20</td> <td></td> <td></td> <td>20</td> </tr> <tr> <td>Outcome 3</td> <td></td> <td></td> <td></td> <td>20</td> <td></td> <td>20</td> </tr> <tr> <td>Outcome 4</td> <td>5</td> <td>20</td> <td></td> <td>15</td> <td></td> <td>40</td> </tr> <tr> <td>Outcome 5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Outcome not-related</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>100</td> </tr> </tbody> </table> <p>Grading of outcomes (in order to pass the mid-term exam/exam the student must achieve at least 50% points for each learning outcome)</p> <p>Points Grade</p> <p>89 – 100 excellent (5)</p> <p>76 – 88 very good (4)</p> <p>63 – 75 good (3)</p> <p>50 – 62 pass (2)</p> <p>0 – 49 fail (1)</p>						Ways of evaluating learning outcomes								Attendance	Activity	Mid-term exam 1	Mid-term exam 2	Practical work	Total	Outcome 1	5		15			20	Outcome 2			20			20	Outcome 3				20		20	Outcome 4	5	20		15		40	Outcome 5							Outcome not-related							Total						100
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3.10 Specific features related with taking the course	<p>Full-time students must achieve 50% of the points of each outcome in order to take the exam directly (provided he/she has completed all assignments on the exercises/seminars). A student cannot access the exam period if he has not completed all the exercises/seminars tasks. Tasks in the exercises/seminars are prepared according to the instructions published on the online study portal used for teaching.</p> <p>If a student does not achieve a sufficient number of points on the midterm exam, he / she cannot take the next midterm exam.</p> <p>Once achieved points in intermediate exams for each learning outcome are no longer deleted unless the student decides to correct the result for each learning outcome, whereby the points won until then are deleted and newly achieved points for that learning outcome are entered.</p> <p>The final grade is obtained on the exam period and is the sum of points earned during classes.</p> <p>Students who did not take the midterm exams must take written part of the exam where all learning outcomes are checked.</p>																																																																				

3.11 Students obligations	<p>Full-time students are required to attend at least 70% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. Part-time students are required to attend at least 30% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. If the student has not fulfilled all the obligations set by the course, he is obliged to attend the lectures again and meet the conditions for taking the exam.</p> <p>Attendance can be offset by online tuition, organised webinars and added assignments given by teachers. One lesson lasts 45 minutes, and several hours form a teaching unit. Absence from one teaching unit is counted as one absence. Delays and apologies are recorded separately. In that case, if the student missed more than 50% of classes, and has a justifiable reason/apology, the request should be submitted to the Department Council, which then decides on the justification of student absences with the obligatory opinion of the course leader.</p>	
3.12 Written assignments		
3.13 Required reading	1.	<p>Žugaj, M., Šehanović, J., Cingula, M.: Organizacija, TIVA, Varaždin, 2004.</p> <p>Lecture Notes</p>
3.14 Additional reading	1.	Robbins, S., Judge, T.A.: Organizacijsko ponašanje, MATE Zagreb, 2009.
	2.	Tudor, G., Srića, V.: Menadžer i pobjednički tim, M.E.P.Consult, 2006..
	3.	Lyn Van Der Wagen, B.R.Carlos: Upravljanje događanjima, MATE Zagreb, 2008.
4 ADDITIONAL COURSE INFORMATION		
4.1 Quality control	<p>The quality of the program, teaching process, teaching skills and level of mastery of the material will be established by conducting a written evaluation based on questionnaires, and in other standardised ways and in accordance with the by-laws of the Polytechnic of Međimurje in Čakovec.</p>	
4.2 Contact the teacher	<p>Students can contact the teacher during the office hours and during classes, while for short questions and explanations they can contact him/her any day during working hours by coming in person or by landline. It is also possible to ask questions by e-mail, which will be answered in 48 hours at the latest. It is desirable for students to come as often as possible for any possible questions during the teacher's office hours.</p>	
4.3 Information about the course	<p>It is the obligation of each student to be regularly informed about the course. All notifications about the classes or possible postponement of classes will be posted on the bulletin board and on the website of the Polytechnic at least 24 hours in advance.</p>	
4.4 Course contribution to the study program	<ul style="list-style-type: none"> - Present information, ideas, problems and solutions to the professional and general public. - Determine the way organizations operate in a changing market environment <ul style="list-style-type: none"> - Design an organizational structure in order to optimize business. 	
5. ANALYSIS OF COURSE TOPICS (the number of hours is equal to the number of lectures and exercises of the course)		
LECTURES		

Hours	Topic and description	Method <ul style="list-style-type: none"> • Direct teaching (lecture, instruction, pp presentation) • Discovery learning (individual, lead, discussion) • Group learning • Case study • Field classes... 	Learning outcomes	Course outcome
1.	Introduction to organization, concept, development, role, tasks.	Lecture, pp presentation		I1
2.	Teamwork – part One	Lecture, pp presentation, discussion	Acquire knowledge about the characteristics of team work, and apply them in team exercise.	I1,I4
3.	Teamwork – part Two	Lecture, pp presentation, discussion	Acquire knowledge about the characteristics of team work, and apply them in team exercise.	I1,I4
4.	Team Roles – How to Apply Them	Lecture, pp presentation, discussion	Apply the characteristics of team roles and determine your team role and place in the team	I1,I2,I4
5.	Organizational Factors	Lecture, pp presentation, discussion	Distinguish organizational factors and processes that will affect the development of the organization. Present examples for specific factors and discuss different options.	I2
6.	Organization of Material and Human Resources	Lecture, pp presentation, Discovery learning		I1,I2
7.	Case Study/Examples and Guest Lectures	Lecture, pp presentation, discussion		I2
8.	1. Midterm exam		Review of course outcomes I1,I2	
9.	Event Management - part One	Lecture, pp presentation, discussion	Connecting theoretical knowledge with examples of events	I3

			and analyzing them.	
10.	Event Management - part Two	Lecture, pp presentation, discussion	Connecting theoretical knowledge with examples of events and analyzing them.	13,14
11.	Organizational Culture	Lecture, pp presentation, discussion	Investigate the strongest examples of companies with a striking organizational culture and clarify them.	13
12.	Organizational Changes	Lecture, pp presentation, discussion	Suggest the best solution to address organizational change.	13
13.	Organizational Conflicts	Lecture, pp presentation, discussion, case study	Explore opportunities and anticipate the best options for possible conflict resolution in the organization.	13
14.	Learning Organization	Lecture, pp presentation, discussion	Solve problems caused by changes in the organization that affect the creation of organizational culture.	13,14
15.	2. Midterm exam			
EXERCISES/ SEMINARS				
Hours	Topic and description	Method <ul style="list-style-type: none"> • Direct teaching (lecture, instruction, pp presentation) • Discovery learning (individual, lead, discussion) • Group learning • Case study • Field classes... 	Learning outcomes	Course outcome
1.	Teamwork: Dividing students into teams and an exercise for defining team roles	Discovery learning	Application of knowledge from teamwork and roles in forming teams	11,12
2.	Team communication - Exercises in communication, negotiation, goal setting and meeting management.	Discovery learning	Benchmark	12

	Facilitator exercise "Open your hand"			
3.	Tools for successful communication in the team and organization. Best time management practices	Discovery learning, Case study, Teamwork	Suggest the best solutions for communication and achieving team goals	12
4.	Investigate the example of local and / or regional for-profit organizations and the activities they carry out	Discovery learning, Case study, Teamwork	Identify different examples of organization and their activities	12
5.	Presentation of the team solution – public speaking	Individual learning	Review of course outcome	13
6.	Presenting examples of local and / or regional and non-profit organizations carrying out the activities they carry out	Discovery learning, Case study, Teamwork	Identify different examples of organization and their activities	13
7.	Formed teams define their organizational culture, set mission, vision, area of activity, activities and jobs	Discovery learning, Individual learning	Organizational "one pager"	12
8.	Examples of organizational cultures in successful organizations	Discovery learning, Individual learning	Benchmark	12
9.	Presentation of the team solution – public speaking	Individual learning	Review of course outcome	13
10.	Organizing your own event: Teams brainstorm and work out the planning phase	Discovery learning, Teamwork	Apply the acquired knowledge to develop an event organization plan	12,14
11.	Skills and tools for successful event planning: SWOT and TOWS analysis, Gantogram	Discovery learning, Individual learning	Perform an analysis to implement the event using the listed tools	13,14
12.	Workshop for presentations	Teamwork, Instruction	Review of course outcome	13,14
13.	Presentation of the team solution – public speaking	Individual learning	Review of course outcome	13
14.	Quiz - Continuous knowledge check	Individual learning	Review of course outcome	13
15.	Summary / Analysis and measurement of team performance - Evaluation of work results	Teamwork, lead learning	Evaluate performance and identify positive and negative elements in work	