



## **BUSI 2101**

### **Introduction to Organizational Behaviour**

**Summer 2014**

**INSTRUCTOR:** Michael J. Halinski

**CLASS TIME:** Tuesday 6:05pm – 8:55pm, Thursday 6:05pm – 8:55pm

**CLASSROOM:** TBD

**OFFICE:** Dunton Tower 1001

**OFFICE HOURS:** By appointment

**COURSE WEB PAGE:** CULearn at <https://culearn.carleton.ca>

**E-MAIL:** [michaelhalinski@cmail.carleton.ca](mailto:michaelhalinski@cmail.carleton.ca)

**ADDITIONAL SUPPORT:** The Academic Writing Centre at [www.carleton.ca/wts/](http://www.carleton.ca/wts/)

**Prerequisite(s):** Second year standing

### **COURSE DESCRIPTION**

This course examines the theory of individual and small group behaviour in organizations. Students are encouraged to think strategically about concepts such as perception, personality, values, motivation, leadership, group dynamics, communication, conflict, power and change in order to develop a better understanding of employee and managerial behaviour. While practical application of the concepts will be emphasized, the content of this course is very often theoretical. This course is concerned with the foundational human behaviour skills needed to be both an effective employee and a manager. In addition, the course provides students with an opportunity to work in small groups in order to develop group work skills that are essential to success in corporations.

## **COURSE TEXTBOOK**

Langton, N., Robbins, S. P. & Judge, T. A. (2013). *Organizational Behaviour: Concepts, Controversies, Applications* (Sixth Canadian Edition). Toronto: Pearson Canada Inc. (ISBN 978-0-13-231031-4)

## **LEARNING OUTCOMES**

Following the successful completion of the course, you should be able to:

1. Recognize, define, discuss, and analyze the terminology, concepts, basic principles, and theoretical underpinnings of human behaviour in organizations.
2. Explain how behavioral science research can be applied to specific business situations.
3. Describe how organizations use OB theory in practice and the impact of these strategies at the individual, group, and organizational level.
4. Use your understanding of OB to appraise your own behavior in organizational settings.
5. Apply your knowledge in real-life business situations using the appropriate terminology, concepts, basic principles, analytic techniques, and theoretical underpinnings of OB.

## **EVALUATION**

1. Class Preparation and Participation 15%
2. Midterm 20%
3. Group Work 25%
4. Final Exam 40%

## **EVALUATION DETAILS**

**1. Class Preparation and Participation (15%):** Fifteen percent of your grade will be contingent upon your preparation and participation in the class. Participation is essential to your learning

experience. Preparation and participation grades will be based on attendance, quizzes, and participation in class activities (e.g., class discussions/ group exercises). Students who do their readings prior to class are far better equipped to make meaningful contributions in class. Students who miss the class will not have an opportunity to make-up for quizzes and in-class activities, however you may get a chance to take one makeup activity and/or one quiz by presenting a medical certificate to explain your absence.

**2. Midterm (20%):** The mid-term test will be held in the regularly scheduled course time. You must be present to write this test or present a medical certificate to explain your absence. The test will cover all material covered in the text, lectures, in-class discussions and slide presentations, up to and including the class prior to the test. The test will consist of multiple choice and short answer questions.

**3. Group Work (25%):** One group will present at the beginning of each class (starting on the 3<sup>rd</sup> class) on one of the concepts covered in that class. The assignment is to define the concept, explain it in your own words and apply it to a real life event. There will be written and presentation components for this assignment. The marks for this option are broken down as follows: 15% 10-page paper and 10% presentation. The paper is due at the beginning of class. The presentation should be approximately 15-20 minutes. Please have one member of the group submit a copy of the presentation and the paper online (i.e., CULearn) and hand in a hardcopy.

**4. Final Exam (40%):** The final exam will be held during the final class. The exam will be based on all the topics covered in the course (text, lectures, assignments, in-class discussions, presentations, etc.), throughout the entire term. The exam will consist of multiple choice, short answer, and essay questions. Writing the final exam is mandatory for passing the course.

## COURSE SCHEDULE

Class	Date	Topic	Resource Material
1	May 06	Review of Course Outline Introduction to OB	Ch. 1
2	May 08	Personality Perception and Attribution Emotions	Ch. 2
3	May 13	Values and Attitudes in the Workplace	Ch. 3
4	May 15	Motivation	Ch. 4, 5
5	May 20	Leadership	Ch. 11
<b>6</b>	<b>May 22</b>	<b>Midterm</b>	
7	May 27	Groups and Teamwork Decision Making and Ethics	Ch. 6 Ch. 12

8	May 29	Communication Creativity and Problem Solving	Ch. 7 Ch. 12
9	June 03	Power and Politics	Ch. 8
10	June 05	Conflict and Negotiation	Ch. 9
11	June 10	Organization Culture and Change	Ch. 10, 14
12	June 12	Review of Concepts	Covered chapters
<b>13</b>	<b>June 17</b>	<b>Final Exam</b>	

Note: While every attempt will be made to keep to the schedule listed above, unforeseen circumstances may necessitate modifications throughout the semester.

### **SATISFACTORY IN-TERM PERFORMANCE**

1. The requirement for satisfactory in-term performance in this course is set at 50% of all pre-final term work (i.e. participation marks, group project mark, and midterm mark).
2. Unsatisfactory in-term performance in this course will lead to a FND (Failure No Deferral) grade in this course in the event of a missed final exam.

### **COURSE WEB PAGE:**

The URL for the course web page is <https://culearn.carleton.ca>. You **must** access the site regularly for updates about the class, upcoming assignments, and announcements. It may be useful to bookmark the page. Grades for all course work will be posted on the CULearn Grade Book as soon as available.

### **IMPORTANT ADDITIONAL INFORMATION**

#### **Required calculator in BUSI course examinations**

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

#### **Group work**

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more

group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

In accordance with the Carleton University Undergraduate Calendar (Section 2.3 Standing in Courses/Grading System), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50	WDN = Withdrawn from the course		

ABS = Student absent from final exam

DEF = Deferred (See above)

FND = (Failed, no Deferred) = Student could not pass the course even with 100% on final exam

### **Academic Regulations, Accommodations, Etc.**

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

### **Requests for Academic Accommodations**

#### **Academic Accommodations for Students with Disabilities**

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please

consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

- The deadlines for contacting the Paul Menton Centre regarding accommodation for final exams for the June 2014 exam period is June 6, 2014 and for the August 2014 exam period is July 25, 2014.

#### *For Religious Obligations:*

Students requesting academic accommodation on the basis of religious obligation should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory event.

Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

Students or instructors who have questions or want to confirm accommodation eligibility of a religious event or practice may refer to the Equity Services website for a list of holy days and Carleton's Academic Accommodation policies, or may contact an Equity Services Advisor in the Equity Services Department for assistance.

#### *For Pregnancy:*

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

### **Academic Integrity**

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include expulsion; suspension from all studies at Carleton; suspension from full-time studies; a refusal of permission to continue or to register in a specific degree program; academic probation; and a grade of Failure in the course, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at <http://www2.carleton.ca/sasc/advisingcentre/academic-integrity/>.

## Assistance for Students:

Student Academic Success Centre (SASC): [www.carleton.ca/sasc](http://www.carleton.ca/sasc)

Writing Tutorial Services: <http://www1.carleton.ca/sasc/writing-tutorial-service/>

Peer Assisted Study Sessions (PASS): [www.carleton.ca/sasc/peer-assisted-study-sessions](http://www.carleton.ca/sasc/peer-assisted-study-sessions)

## Important Dates

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### SUMMER TERM 2014

March 1, 2014	Last day for receipt of applications for admission to an undergraduate degree program for the summer term.
May 1, 2014	Last day for receipt of applications for undergraduate degree program transfers for the summer term.
May 5, 2014	Early summer and full summer classes begin.
May 12, 2014	Last day for registration and course changes (including auditing) for early summer courses.
May 16, 2014	Last day for registration and course changes (including auditing) for full summer courses.
May 19, 2014	Statutory holiday. University closed.
May 23, 2014	Last day to withdraw from early summer and full summer courses with a full fee adjustment.
June 6, 2014	Last day to submit to the Paul Menton Centre for Students with Disabilities, formal Examination Accommodation Forms for June examinations.
June 9-19, 2014	Fall/winter and winter term deferred final examinations will be held.
June 10, 2014	Last day for tests or examinations in early summer courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).
June 17, 2014	Last day of early summer classes (NOTE: Full summer classes resume July 3). Last day for academic withdrawal from early summer courses. Last day

	for handing in term assignments, subject to any earlier course deadline.
June 20-26, 2014	Early summer examinations may be held. Examinations are normally held all 7 days of the week.
July 1, 2014	Statutory holiday. University closed.
July 3, 2014	Late summer classes begin. Full summer classes resume.
July 10, 2014	Last day for registration and course changes (including auditing) for late summer courses.
July 23, 2014	Last day to withdraw from late summer courses with a full fee adjustment.
July 25, 2014	Last day to submit to the Paul Menton Centre for Students with Disabilities, Formal Examination Accommodation Forms for August examinations.
July 31, 2014	Last day for tests or examinations in full summer courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).
August 4, 2014	Statutory Holiday. University closed.
August 7, 2014	Last day for tests or examinations in late summer courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).
August 15, 2014	Classes held on this day follow a Monday schedule. Last day of late summer and full summer classes. Last day for academic withdrawal from late summer and full summer courses and any other courses that end this term. Last day for handing in term assignments, subject to any earlier course deadline.
August 15, 2014	Summer Co-op Work Term Reports are due.
August 18-23, 2014	Summer examinations may be held. Examinations are normally held all 7 days of the week.

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