

BUSI 2101 A
Organizational Behaviour
Early Summer 2020
Course Outline

INSTRUCTOR:	Robert Smart
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OFFICE HOURS:	By Appointment Online
CLASS TIME:	Monday/Wednesday 6:05pm – 8:55pm
CLASS MEETS:	Online
COURSE WEB PAGE:	CuLearn at https://culearn.carleton.ca

COURSE PREREQUISITES

Prerequisite(s): second-year standing in BCom.

Completion of this course precludes additional credit for BUSI 2121, 2702 and BUSI 3602. Lectures one and a half hours and interactive discussion one and a half hours a week.

The School of Business enforces all prerequisites.

Note: This course is a prerequisite to

1. BUSI 3102 (with a grade of D- or higher)
2. BUSI 3103 (with a grade of D- or higher)
3. BUSI 4609 (with a grade of D- or higher)
- 4. BUSI 4111 (with a grade of B- or higher)**
5. BUSI 4112 (with a grade of C- or higher)
6. BUSI 4602 (with a grade of C- or higher)
7. BUSI 3100 (with a grade of C or higher)
8. BUSI 3105 (with a grade of C or higher)
9. BUSI 3703 (with a grade of C or higher)
10. BUSI 3704 (with a grade of C or higher)
11. BUSI 3104 (with a grade of C or higher)

COURSE DESCRIPTION

Models of individual and small group behaviour in organizations. Topics include motivation, communication, job design, leadership and group dynamics to provide systematic explanations of employee and managerial behaviour in organizations.

TEXT/REQUIRED MATERIALS

The following text is required: Osland, J. et al. Organizational Behavior: An Experiential Approach (Eighth edition). Upper Saddle River, NJ: Pearson. ISBN 0-13-144151-5.

This class Please note that without the text, you will have difficulty with the exams. Your first impression may be that the course content is “common sense”, but don’t fall into this trap. You will need to know the theories and concepts behind it.

LEARNING OUTCOMES

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

1. Recognize, define, and discuss the terminology, concepts, basic principles, analytic techniques, 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.

COURSE APPROACH

The class will be held in an interactive format and your communication skills will be challenged and developed on a weekly basis. We will learn through lectures, readings, discussions, videos, class simulations, and individual assignments. Because this course is offered in a highly interactive format, the effectiveness of this course depends on your commitment to interaction. For this course to succeed, you must prepare for all classes, attend all classes, contribute to class discussions and exercises, and thoughtfully complete assignments.

EVALUATION

1.	Case Analysis Proposal	5%
2.	Preparation & Contribution	25%
3.	Midterm Test	20%
4.	Case Analysis	20%
5.	Final Exam	25%
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	Total	100%

1. Case Proposal – Personal Reflection and Research

This is written individual assignment worth 5% of your course grade. The proposal will be 750 words or less (typed, single-spaced). Details about the paper will be given in class.

2. Preparation & Contribution – worth 25% of your final grade.

Throughout the course *you will be expected to come to class each week fully prepared to participate in class activities and discussions*. It is imperative that you attend class, arrive prepared, and engage fully in activities in order to receive a high grade in this component. To assess this component this class may use weekly quizzes. *See CuLearn to understand the criteria for evaluation on preparation and participation grade.*

3. Mid-Term Test

The mid-term test will be held in regularly scheduled course time. You must be present to write this test. The test will cover all material covered in the text, lectures, in-class discussions and slide presentations up to the midterm.

4. Consultant Report

An OB-Case Analysis, to be uploaded onto the cuLearn site, is worth 20% of the course grade. The analysis should be 1,500 words in length. You will sign up for your desired OB - Case during your fourth Interactive Session. A complete assignment description with your options for case analysis will be given to you in class.

Special Notes regarding written assignments

- Deadlines are strict. Failure to meet deadlines will result in grade penalties of 10% per day. **Assignments more than 7 days (1 week) late will be considered missed.**
- The quality of your writing is an important component of effectively presenting your “ideas”. If you need or would like coaching on your writing skills, help is available to you at the writing tutorial service (WTS) at www.carleton.ca/wts/.

5. Final Exam

The final exam will be held during the formal examination period. The exam will be cumulative and will be based on all topics covered in the course (text, lectures, in-class discussions, presentations, etc.), throughout the entire term.

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 and upcoming assignments. 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.**

COURSE SCHEDULE*

Week / Dates	Topic	Readings/Assignments
Week 1A (May 4)	Psychological Contract	Chapter 1
Week 1B (May 6)	Decoding Behavior & Personality	Chapter 4
Week 2A (May 11)	Individual & Organizational Learning	Chapter 3** <i>Interactive Class</i>
Week 2B (May 13)	Individual & Organizational Motivation	Chapter 5**
Week 3A (May 20)	Ethics	Chapter 6** <i>Interactive Class</i> Due: Case Topic/Research
Week 3B (May 25)	Communication; Perception & Attribution	Chapters 8 and 9
Week 4A (May 27)	Midterm Exam	Weeks 1-6
Week 4B (June 1)	Conflict & Negotiation	Chapter 13** <i>Interactive Class</i>
Week 5A (June 3)	Group Dynamics & Work Teams	Chapter 10
Week 5B (June 8)	Power & Influence	Chapter 18** <i>Interactive Class</i>
Week 6A (June 10)	Culture & Values	Chapter 17 Due: Consultant Assignment
Week 6B (June 15)	Decision Making	Chapter 16** <i>Interactive Class</i>

*unforeseen circumstances may necessitate modifications to the schedule

**Interactive Class Exercise

ADDITIONAL INFORMATION

Course Sharing Websites

Materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

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 (p 34), 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			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

Academic Regulations

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 Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC 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 your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

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; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, 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: <https://carleton.ca/registrar/academic-integrity/>.

Sprott Student Services

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

Centre for Student Academic Support

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the

classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: carleton.ca/csas.

Important Information:

- Students must always retain a hard copy of all work that is submitted.
- All final grades are subject to the Dean's approval.
- For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://carleton.ca/its/get-started/new-students-2/>

Important Dates and Deadlines – Summer 2018

May 4, 2020 Early summer and full summer courses begin.

May 11, 2020 Last day for registration and course changes (including auditing) for early summer courses.

May 15, 2020 Last day for registration and course changes (including auditing) for full summer courses.

May 15-27, 2020 Fall/Winter and winter term deferred final examinations will be held.

May 18, 2020 Statutory holiday. University closed.

May 22, 2020 Last day for a full fee adjustment when withdrawing from early summer and full summer courses (financial withdrawal). Withdrawals after this date will result in a permanent notation of WDN on the official transcript.

May 29, 2020 Last day to request Formal Examination Accommodation for early summer examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfill accommodation requests received after the specified deadlines.

June 9, 2020 Last day for summative tests or examinations, or formative tests or examinations totalling more than 15% of the final grade for early summer courses before the official examination period (see [Examination Regulations](#) in the Academic Regulations of the University section of the Undergraduate Calendar).

June 12, 2020 Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in Spring 2020 and must register for the Summer 2020 term.

June 16, 2020 Last day of early summer classes (NOTE: Full summer classes resume July 2).
Last day for academic withdrawal from early summer courses.
Last day for handing in term assignments, subject to any earlier course deadline.

June 17-18, 2020 No classes or examinations take place.

June 19-25, 2020 Early summer final examinations and mid-term examinations in full summer courses may be held. Examinations are normally held all seven days of the week.