

**CARLETON UNIVERSITY
MANAGEMENT & STRATEGY
BUSI 2101 A**

Fall 2019

Introduction to Organizational Behaviour

CLASS TIME:	Plenary: Monday 2:35 pm – 3:55 pm Interactive Class: (CONFIRM IN INTERACTIVE)
CLASSROOM	Plenary: Azrieli Theatre 301 Interactive Class: (CONFIRM IN INTERACTIVE)
Interactive Instructors:	(CONFIRM IN INTERACTIVE) (CONFIRM IN INTERACTIVE)
OFFICE:	1110 DT
OFFICE HOURS:	(CONFIRM IN INTERACTIVE) or by appointment
COURSE WEB PAGE:	CuLearn at https://culearn.carleton.ca
E-MAIL:	Messaging function on CuLearn

COURSE COORDINATORS: Troy Anderson & Robert Smart

ADDITIONAL SUPPORT: The Academic Writing Centre at www.carleton.ca/wts/

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

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.

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.

CLASS FORMAT

This course meets two times per week. The instructional method requires a high level of student participation.

The first session (Monday mornings) is a “large format” or “plenary” session including all students registered in BUSI 2101. Each of these sessions will be conducted by a different professor from the Sprott School of Business. It is very important to attend the plenary, as the material covered will not correspond exactly to the text or interactive sessions, and you will be responsible for the material at exam time.

The second session is an “interactive” in which you will meet with a smaller group of your peers. These sessions are led and conducted by Course Mentors (CMs) in the Training & Development program. CMs are your “go-to” people throughout the term if you have any questions or issues. They are here to help you in any way they can. If you wish to communicate with them through email, you should do so with the messaging function on CULearn.

EVALUATION

1.	Research & Reflection Paper	10%
2.	In-Class Quizzes	10%
3.	Midterm Test	20%
4.	Case Analysis	15%
5.	Contribution to Interactive Sessions	15%
6.	Final Exam	30%
Total		100%

1. Personal Research & Reflection Paper

This is written individual assignment worth 10% of your course grade. The reflection paper should be 1000 words in length. Details about the paper will be given in class.

2. In-class Quizzes

In each interactive session you will be given a short set of questions related to the Monday lecture to assess your understanding of the material. 1% per week, for a total of 10%.

3. Mid-Term Test

The mid-term test will be held in regularly scheduled course time, during the Monday session on **October 28 at 2:35 pm**. 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 through weeks 1-6. The test will consist of a combination of essay and multiple-choice questions. Be aware that this is NOT a predominantly multiple-choice exam and will require that you know the concepts *and* be able to provide examples to illustrate your understanding. This may be the first time you will write this kind of exam, so pay particular attention to the format, and be sure to attend the exam review sessions conducted by your interactive teachers.

4. OB - Case Analysis

An OB-Case Analysis, to be uploaded onto the cuLearn site, is worth 15% of the course grade. The analysis should be 2,000 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.** Please note that technological problems do not justify late submissions.
- 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. Contribution to Interactive Sessions

Worth 15% of total course grade. You are expected to attend each interactive session in which you are enrolled. Your enrollment in the session is understood as a commitment that you will not only attend but also contribute significantly to it. You should also use sessions to raise questions you may have about lecture or reading material. This requires that you prepare for each session by reading and preparing assigned materials. Both the quantity and quality of contributions will be noted. High-quality contributions draw explicitly on assigned material and they add to the session experience by considering implications, offering insights and inviting exchange. Overall, try to be more analytical than descriptive, more curious than definitive and more imaginative than traditional in your verbal contributions. Avoid simply saying ‘yes’ or ‘I disagree’ or repeating points already made. Participation and preparation grades will be based on attendance, quizzes, assignments, and participation in class activities (e.g., class discussions/group exercises).

6. 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. The exam format will be similar to that of the midterm (see above).

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 (<i>Monday Speaker</i>)	Readings/Assignments
Week 1 (Sep 9)	Psychological Contract (<i>Troy Anderson</i>)	Chapter 1
Week 2 (Sep 16)	Individual & Organizational Motivation (<i>Angela Dionisi</i>)	Chapter 5
Week 3 (Sep 23)	Group Dynamics & Work Teams (<i>Rob Smart</i>)	Chapter 10
Week 4 (Sep 29)	Individual & Organizational Learning (<i>Linda Schweitzer</i>)	Chapter 3
Week 5 (Oct 7)	Communication; Perception & Attribution (<i>Linda Duxbury</i>)	Chapters 8 and 9 Due: Personal Reflection
<i>Oct 14th Thanksgiving Holiday</i>		
Reading Week Oct 21-25 th (no classes)		
Week 6 (Oct 28)	Midterm Exam on Monday Interactives will be held this week	Weeks 1-5
Week 7 (Nov 4)	Decoding Behavior & Personality (<i>Greg Sears</i>)	Chapter 4
Week 8 (Nov 11)	Conflict & Negotiation (<i>Patrick Callery</i>)	Chapter 13
Week 9 (Nov 18)	Ethics (<i>Sefa Hayibor</i>)	Chapter 6
Week 10 (Nov 25)	Decision Making (<i>Ian Lee</i>)	Chapter 17
Week 11 (Dec 2)	Power & Influence (<i>Ruth McKay</i>)	Chapter 18 Due: OB Case Analysis
Week 12 (Dec 6)*	Culture & Values (<i>Shibu Pal</i>) *Monday classes held on FRIDAY	Chapter 16

*unforeseen circumstances may necessitate modifications to the schedule

ADDITIONAL INFORMATION – TO BE ATTACHED BY FACULTY SERVICES

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, 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 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 me 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 me 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 is 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/equity/sexual-assault-support-services

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.

For more information on academic accommodation, please 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 <http://carleton.ca/ccs/students/>
-