

BUSI 2101 A
Organizational Behaviour
Early Summer 2017
Course Outline

CLASS TIME:	Tuesday/Thursday 11:35 am – 2:25 pm
CLASSROOM	Azrieli Pavilion 132
OFFICE:	1013 DT
OFFICE HOURS:	Tuesday 2:30-3:30pm or by appointment
COURSE WEB PAGE:	CuLearn at https://culearn.carleton.ca
E-MAIL:	robert_smart@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

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.

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.	Movie/Series Proposal - Personal Reflection	5%
2.	Preparation & Contribution	20%
3.	Midterm Test	20%
4.	Movie/Series Analysis	25%
5.	Final Exam	30%
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	Total	100%

1. Movie/Series Proposal – Personal Reflection

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

2. Preparation & Contribution – worth 20% 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, during the Thursday session on **May 18th at 11:35 am**. 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 1-5. The test will consist of a combination of essay, short answer, 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. Movie/Series Analysis

An OB-based Analysis of a Film or TV Series, to be uploaded onto the cuLearn site, is worth 25% of the course grade. Please note that technological problems do not justify late submissions.

Your options will be given to you the third week.

The analysis should be 2,000 words in length. It should be divided into two approximately equal parts, one reflective and the other critical. In the reflective portion, ask yourself: What did I observe in this material and what possible meanings could these observations have? The key task here is to gather as many observations as possible from different points of view. The main skill to work on is perspective taking, or what some people call “re-framing.” Try to look at this experience and describe it from different perspectives. For example, how did certain characters view the situation and what did it mean to them? What would a neutral (“objective”) observer have seen and heard? What perspective did you have – in other words, how did it affect you? Reflect on these observations to discover the personal meaning that the material had for you.

In the second, conceptual portion, use at least two concepts or theories from the course material to look beneath the surface at why people involved behaved the way they did. Provide the source for each reference in the appropriate format. In reviewing theoretical material, first, briefly define the concept or theory as you would for someone who was not familiar with it. Next, apply the concept thoroughly to your example. The tie-in should include the specific details of how the theory relates to and provides insight into the example. Does the example support or refute the theory? Avoid merely providing a “book report” of what you have watched – you should discuss how you see concepts and theories relating to key examples, events, or characters. Do *not* simply write a synopsis.

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. 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 1A (May 2)	Psychological Contract	Chapter 1
Week 1B (May 4)	Individual & Organizational Learning	Chapter 3 Interactive Class
Week 2A (May 9)	Decoding Behavior & Personality	Chapter 4
Week 2B (May 11)	Individual & Organizational Motivation	Chapter 5
Week 3A (May 16)	Communication; Perception & Attribution	Chapters 8 and 9 Due: Personal Reflection
Week 3B (May 18)	Midterm Exam	Weeks 1-5
Week 4A (May 23)	Group Dynamics & Work Teams	Chapter 10
Week 4B (May 25)	Conflict & Negotiation	Chapter 13
Week 5A (May 30)	Culture & Values	Chapter 17
Week 5B (June 1)	Power & Influence	Chapter 18
Week 6A (June 6)	Ethics	Chapter 6 Due: Movie/Series Analysis
Week 6B (June 8)	Decision Making	Chapter 16

*unforeseen circumstances may necessitate modifications to the schedule

ADDITIONAL INFORMATION

Course Sharing Websites

Student or professor 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			

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

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 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*). **Requests made within two weeks will be reviewed on a case-by-case basis.** After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website (www.carleton.ca/pmc) for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

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 and instructors can confirm accommodation eligibility of a religious event or practice by referring to the Equity Services website

(<http://carleton.ca/equity/accommodation/religious-observances/>) for a list of holy days and Carleton's Academic Accommodation policies. If there are any questions on the part of the student or instructor, they can be directed to 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; a grade of Failure in 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: <http://carleton.ca/studentaffairs/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're 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/>

Be in the know with what's happening at Sprott: Follow @SprottStudents and find us on Facebook SprottStudents Sprott.

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, it would be easier to respond to your inquiries if you would send all email from your Carleton 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/>

**Important Dates and Deadlines – Summer 2017
Graduate, Undergraduate and Special Students**

- **Early Summer:** May 1, 2017 to June 13, 2017

March 1

Last day for receipt of applications for admission to an undergraduate degree program for the summer term.

March 20

Last day for receipt of tuition payment to avoid a hold that will prevent access to marks through Carleton Central and the release of official documents. An account balance may also delay Summer 2017 course selection. Allow adequate processing time as payments normally take 2 days to be applied to your student account.

March 23

Carleton Central opens at 8:30 a.m. for registration for Carleton University degree students (graduate and undergraduate). Check your timeticket [here](#).

March 27

Carleton Central opens at 8:30 a.m. for registration for Carleton Special (non-degree) students begins at 8:30 a.m.

April 13

Registration for University of Ottawa undergraduate students begins. Registration opens at 8:30 a.m.

April 25

Deadline for fee payment or assignment of funding to ensure payment is processed to your account without incurring a late charge. Payment of fees is due by the **posted deadlines**.

May 1

Early summer and **full** summer courses begin.

Last day for receipt of applications for undergraduate degree program transfers for the summer terms

May 8

Last day for registration and course changes (including auditing) for **early** summer courses.

May 12

Last day for registration and course changes (including auditing) for **full** summer courses.

May 17-28

Fall/Winter and Winter term deferred final examinations will be held.

May 19

Last day for a full fee adjustment when withdrawing from **early** and **full** summer courses (financial withdrawal).

May 22

Statutory holiday, University closed.

June 2

Last day to request formal exam accommodations 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 6

Last day for tests or examinations in early and full summer courses below the 4000-level before the final examination period (see **Examination Regulations** in the Academic Regulations of the University section of the Undergraduate Calendar).

June 13

Last day of **early** summer classes (NOTE: Full summer classes resume July 4).

Last day for academic withdrawal from **early** summer courses.

June 15

Final Summer term payment deadline. Any balance owing on your student account will prevent access to registration for future terms. Holds will be placed on unpaid summer accounts, which will prevent access to marks and/or registration for the 2017-18 Fall/Winter course selection. Payment of fees is due by the **posted deadlines**.

June 19-25

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.