

BUSI 2101 B
Introduction to Organizational Behaviour
Winter 2018
Course Outline

CLASS TIME:	Plenary: Monday 2:35 pm – 3:55 pm Interactive Class: Check your CuLearn Interactive Page
CLASSROOM	Plenary: AT 101 Interactive Class: Check your CuLearn Interactive Page
Interactive Mentors:	Check your CuLearn Interactive Page Check your CuLearn Interactive Page
OFFICE:	1110 DT
OFFICE HOURS:	Mondays after lecture, Wednesdays after interactive or by appointment
COURSE WEB PAGE:	CuLearn at https://culearn.carleton.ca
E-MAIL:	Messaging function on CuLearn

COURSE COORDINATORS: Robert Smart & Troy Anderson

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.	Personal Reflection Paper	10%
2.	In-Class Quizzes	10%
3.	Midterm Test	20%
4.	Movie/Series Analysis	15%
5.	Contribution to Interactive Sessions	15%
6.	Final Exam	30%
Total		100%

1. Personal Reflection Paper

This is written individual assignment worth 10% of your course grade. The paper will be 5 pages or less (typed, double-spaced). 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 **February 26th 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. Movie/Series Analysis

An OB-based Analysis of a Film or TV Series, to be uploaded onto the cuLearn site, is worth 15% of the course grade. Please note that technological problems do not justify late submissions.

You will sign up for your desired film or series during your fourth Interactive Session. 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. 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 (Jan 8)	Psychological Contract (<i>Rob Smart</i>)	Chapter 1
Week 2 (Jan 15)	Individual & Organizational Motivation (<i>Angela Dionisi</i>)	Chapter 5
Week 3 (Jan 22)	Communication; Perception & Attribution (<i>Linda Duxbury</i>)	Chapters 8 and 9
Week 4 (Jan 29)	Decoding Behavior & Personality (<i>Greg Sears</i>)	Chapter 4
Week 5 (Feb 5)	Individual & Organizational Learning (<i>Linda Schweitzer</i>)	Chapter 3 Due: Personal Reflection
Week 6 (Feb 12)	Group Dynamics & Work Teams (<i>Troy Anderson</i>)	Chapter 10
	Reading Week Feb 19-23	
Week 7 (Feb 26)	Midterm Exam on Monday	Weeks 1-6
Week 8 (Mar 5)	Ethics (<i>Sefa Hayibor</i>)	Chapter 6
Week 9 (Mar 12)	Conflict & Negotiation (<i>Rebecca Stiles</i>)	Chapter 13
Week 10 (Mar 19)	Power & Influence (<i>Ruth McKay</i>)	Chapter 18
Week 11 (Mar 26)	Decision Making (<i>Laura Ierfino Blachford</i>)	Chapter 17
Week 12 (Apr 2)	Culture & Values (<i>Shibu Pal</i>)	Chapter 16 Due: Movie/Series Analysis

*unforeseen circumstances may necessitate modifications to the schedule

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, 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 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/>
-

Important Dates and Deadlines – Winter 2018 Graduate, Undergraduate and Special Students

January 2 - University reopens at 8:30 a.m.

January 8 - Winter term classes begin.

January 12 - OSAP deferral deadline. [Late payment charges and late registration charges](#) applied to the student account on or after this date for eligible OSAP students.

January 19 - Last day for registration for winter term courses.

Last day to change courses or sections (including auditing) for winter term courses.

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 Winter 2018 and must register for the Winter 2018 term.

January 19-21, 26-28 - Fall-term deferred examinations will be held.

January 31 - Last day for a [fee adjustment](#) when withdrawing from Winter term courses or the Winter portion of two-term courses (financial withdrawal). Withdrawals after this date will create no financial change to Winter term fees and will result in a grade(s) of WDN appearing on your official transcript.

February 16 - April examination schedule available online.

February 19 - Statutory holiday, University closed.

February 19-23 - Winter Break. Classes are suspended.

March 1 - Last day for receipt of applications from potential spring (June) graduates.
Last day for receipt of applications for admission to an undergraduate program for the summer term.

March 9 - Last day to request formal exam accommodations for April examinations to the Paul Menton Centre for Students with Disabilities. Late requests will be considered on case-by-case basis.

Date TBA

Last day to pay any remaining balance on your Student Account to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents. An account balance may delay Summer 2018 course selection.

March 27 - Last day for summative or final examinations in winter term or fall/winter courses before the official examination period (see Examination Regulations in the Academic Regulations of the University section of the Undergraduate Calendar).

March 30 - Statutory holiday, University closed.

April 7 - Last day to pay any remaining balance on your Student Account to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents.

April 11 Winter term ends.

Last day of fall/winter and winter-term classes.

Classes follow a Friday schedule

Last day for academic withdrawal from fall/winter and winter term courses.

Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall/winter and winter-term courses.

April 12-13 - No classes or examinations take place.

April 14-26 - Final examinations in winter term and fall/winter courses may be held.
Examinations are normally held all 7 days of the week.

April 26 - All take home examinations are due on this day.

May 11 - 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 2018 and must register for the Summer 2018 term.

May 18-29 - Fall/winter and winter term deferred final examinations will be held.