

BUSI 2101 E
Introduction to Organizational Behavior
FALL 2014

INSTRUCTOR: Dr. Aareni Uruthirapathy
CLASS TIME: Mondays 2.35 p.m - 5.25 p.m
CLASSROOM :
OFFICE: 919 DT
OFFICE HOURS: Mondays 11 a.m - 12 p.m. or by appointment
E-MAIL: aareni_ uruthirapathy@carleton.ca

PREREQUISITE: 2nd year standing.

COURSE DESCRIPTION

This course examines the theory of individual and small group behaviour in organizations. Students are encouraged to think systematically about concepts such as perception, emotions, values, motivation, leadership, group dynamics, communication, conflict, power and change in order to develop a better understanding of employee and managerial behaviour. Practical application of the concepts will be emphasized. This course is concerned with the foundational human behaviour skills needed to be both an effective employee and manager.

Additionally, the course provides students with an opportunity to work in small teams 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 completion of the course, you should be able to:

1. Understand the underpinnings of human behaviour in organizations.
2. Apply your knowledge to real-life business situations.

EVALUATION

1. Group Assignment (Report 20% , presentation 5%)	25%
2. Midterm Test	25%
3. Class Participation (attendance 5 marks, 2 quizzes (5 marks each)	15%
4. Final Exam	35%
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Total	100%

GROUP ASSIGNMENT

The Sprott School 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 excellent for learning integrative skills for the completion of an entire task. Resources to assist you with group assignments may be found at: http://sprott.carleton.ca/academic_programs/groupwork.

Students will form groups in the first 2 weeks of classes. Each group will consist a **maximum of 5 persons**. The groups are expected to prepare (1) a written project report (the BODY of the report should not exceed 10 typed, double-spaced pages, with 12-point font and 1 inch margins), and (2) a presentation of their findings to the class. Each group must ‘sign-up’ via a Cu-Learn e-mail to the instructor on or before **Sep 22nd, 2014** and must send in the topic of their choice by **October 6th, 2014**. Presentations will occur in the last two weeks of class and will be approximately 20 minutes in duration. Students are encouraged to use this opportunity to creatively engage their classmates with captivating presentations regarding their project. Project reports are brief descriptions of a problem facing an organization at a point in time and provide the rationale for a recommended course of action. The main purposes of a project are to identify the problem(s)/opportunities facing the organization and to utilize theories and concepts from the field of organizational behavior you have learned in this course to analyze the situation and generate realistic alternatives, and ultimately, a recommended course of action. Some of what you consider to be key pieces of information may be missing, but this is part of reality. Management decisions are never made on the basis of complete information. Students are expected to consult a variety of sources, which go beyond the text book and lecture materials, to find information on their chosen topic, including a description of the concept, its history, its relevance to managers, etc. Proper referencing of your sources is also required.

Each member of a group must evaluate (a form will be provided on our course's Cu-Learn the performance/contribution to the assignment of all members of the group).

MIDTERM

There will be a midterm exam and a final exam. The midterm exam will be held during regularly scheduled course time. You must be present to write this exam or present a doctor's note to explain your absence. **No make-up tests will be scheduled.** If you miss the midterm you will be given a comprehensive final exam. The final exam will be held during the official exam time. Exams will include multiple-choice, short answer, and essay questions. **THE FINAL EXAM IS OMPREHENSIVE.** Exams will test students on materials covered in class, lecture slides, chapters outlined in syllabus, all assigned readings, videos etc.

PARTICIPATION AND IN- CLASS QUIZZES (Two)

Ten percent of your grade will be contingent upon your participation in the class. Participation is essential to your learning experience. Participation grades will be based on attendance (randomly measured) and on the completion of two in- class quizzes. Students who do their readings prior to class are far better equipped to make meaningful contributions in class. Students are advised to do their readings prior to class to do well in the two in-class surprise quizzes. Each quiz will contain ten questions based on the material covered in two previous sessions. **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. It is your responsibility to contact me to set up a make- up quiz and this should be done within 7 days of missing the quiz.**

FINAL EXAM

The final exam will be held during the official exam time. Exams will include multiple-choice, short answer, and essay questions. **THE FINAL EXAM IS COMPREHENSIVE.** Exams will test students on materials covered in class, lecture slides, chapters outlined in syllabus, all assigned readings, videos etc.

SATISFACTORY IN-TERM PERFORMANCE

1. Unless otherwise stated below in item #2, the requirement for Satisfactory In-term Performance in this course is set at 50% of all pre-final term work (e.g., midterm, participation marks, tests etc.).
2. The criterion/criteria and the standard(s) for Satisfactory In-term Performance are as follow(s):
 - A. Group Assignment (20% report, 5% presentation) 25%
 - B. Midterm Test 25%
 - C. Class Participation 15%

Total of in-term work

60%

THUS, YOU MUST ACHIEVE 32% ON THE TOTAL OF YOUR IN-TERM WORK TO MEET THIS REQUIREMENT

3. Unsatisfactory In-term Performance in this course will lead to a FND grade in this course in the event of a missed Final exam.

Communication:

The easiest way to contact me is by email at **aareni_uruthirapathy@carleton.ca**, or through Culearn. I will contact the entire class through Culearn with announcements, so please check Culearn regularly.

As professionalism is one of the core learning goals of the Sprott School of Business, your participation grade will also depend on the degree to which you are able to interact respectfully with the instructor and others in the class, since failure to do so detracts from the class experience. Hence, unprofessional behavior (e.g., viewing the facebook staus, texting, IM-ing, disrespectful or aggressive behaviour, inappropriate computer use, chronic tardiness) will all have a negative impact on your participation in class.

Deliverable

Deliverable	Due Date	% of Grade
Group Assignment	Dec 1 st , 2014	20 marks
Group presentation	Dec 1 and Dec 8 th , 2014	5 marks
Group registration	Sept 22 nd , 2014.	
Group project choice	Oct 6 th , 2014	
Participation	On going	15 marks
Midterm	October 13 th , 2014	25 marks
Final exam	TBA	35 marks

COURSE AGENDA

Week / Dates	Topic	Assignments/Readings
Week 1 – Sep 8	<ul style="list-style-type: none"> Review of Course Outline Introduction to Organizational Behavior 	Chapter 1
Week 2– Sep15	<ul style="list-style-type: none"> Perception, Personality and Emotions 	Chapter 2 <ul style="list-style-type: none"> Group Formation
Week 3 Sep 22	<ul style="list-style-type: none"> Values, Attitudes and Diversity in workplace 	Chapters 3
Week 4 –Sep 29	<ul style="list-style-type: none"> Theories of motivation Motivation in Action 	Chapter 4 and 5
Week 5 – Oct 6	<ul style="list-style-type: none"> Group and team work 	Chapter 6 Project choice due
Week 6 - Oct 13	No class	Enjoy the break
Week 7 –Oct 20	<ul style="list-style-type: none"> Midterm Exam 	Midterm exam (in class).This exam covers everything we have discussed so far. Study like crazy!
Week 8 - Oct 27	No class	Enjoy the break
Week 9 – Nov 3	<ul style="list-style-type: none"> Communication 	Chapters 7
Week 10 Nov 10	<ul style="list-style-type: none"> Power and politics 	Chapter 8
Week 11 Nov 17th	<ul style="list-style-type: none"> Conflicts and Negotiation Organizational Culture 	Chapter 9
Week 11 – Nov 24	<ul style="list-style-type: none"> Leadership 	Chapter 10
Week 12 – Dec 1	Group Presentations	Group Project due
Week 13 Dec 8th	Group Presentations	

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

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*). 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 December 2014 exam period is November 7, 2014 and for the April 2015 exam period is March 6, 2015.

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

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

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

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.
 - Please note that you will be able to link your CONNECT (MyCarleton) account to other non-CONNECT accounts and receive emails from us. However, 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 CONNECT address. Therefore, it would be easier to respond to your inquiries if you would send all email from your connect account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://portal.carleton.ca/>
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