



BUSI 2101 D
Introduction to Organizational Behaviour
Spring 2014

INSTRUCTOR:	Samina M. Saifuddin
CLASS TIME:	Fridays 2:35 am - 5:25 pm.
CLASSROOM	Loeb Building C164
OFFICE:	TBD
OFFICE HOURS:	Fridays 1:15 pm - 2:15 pm or by appointment
COURSE WEB PAGE:	CULearn at https://culearn.carleton.ca
E-MAIL:	samina_saifuddin@carleton.ca
ADDITIONAL SUPPORT:	The Academic Writing Centre at www.carleton.ca/wts/

COURSE PREREQUISITES

There are no prerequisites for this course. Completion of this course precludes additional credit for BUSI 3602. **The School of Business enforces all prerequisites.**

Note: Under second year standing, 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 4112 (with a grade of C- or higher)
5. BUSI 4602 (with a grade of C- or higher)
6. BUSI 3105 (with a grade of C or higher)
7. BUSI 3703 (with a grade of C or higher)
8. BUSI 3704 (with a grade of C or higher)
9. BUSI 3104 (with a grade of C or higher)

COURSE DESCRIPTION

This course examines the theory of individual and small group behaviour in organizations. Students are encouraged to think strategically about concepts such as perception, personality, values, motivation, leadership, group dynamics, communication, conflict, power and change in order to develop a better understanding of employee and managerial behaviour. While practical application of the concepts will be emphasized, the content of this course is very often theoretical. This course is concerned with the foundational human behaviour skills needed to be both an effective employee and a manager. In addition, the course provides students with an opportunity to work in small groups in order to develop group work skills that are essential to success in corporations.

TEXT

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

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

EVALUATION

1. Class Preparation and Participation	15%
2. Midterm Test	25%
3. Group Case Analysis	
a. Group Case Analysis Report	20%
b. Group Case Analysis Presentation	5%
4. Final Exam	35%

1. Class Preparation and Participation (15%): Fifteen percent of your grade will be contingent upon your preparation and participation in the class. Participation is essential to your learning experience. Preparation and participation grades will be based on attendance, quizzes, and participation in class activities (e.g., class discussions/ group exercises). Students who do their readings prior to class are far better equipped to make meaningful contributions in class. 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.
2. Mid-Term Test (25%): The mid-term test will be held in regularly scheduled course time. You must be present to write this test or present a medical certificate to explain your absence. The test will cover all material covered in the text, lectures, in-class discussions and slide presentations, up to and including the class prior to the test. The test will consist of multiple choice and short answer questions.

3. Group Case Analysis (25%): For the Group Case Analysis you must form groups not exceeding 5-6 students per group and register the names of students in each group by class 3, January 24, 2014 via CU Learn. The groups are expected to:
- (1) Submit a case analysis proposal for approval that the group wants to work on. The proposal must outline the organizational behaviour (OB) related topic and the name of the organization. **The Case Analysis Proposal is due at the start of class 5 on February 7, 2014.**
 - (2) Prepare a written project report. The body of the report should not exceed ten typed pages, double-spaced with 12-point font and 1 inch margins. **The Group Case Analysis Report is due at the start of class 10, March 21, 2014.**
 - (3) A presentation of case analysis findings to the class. **The presentation will be held on class 11 and class 12, March 28 and April 04, 2014.**

Cases are brief descriptions of a situation in which a manager or employee finds himself/herself at a point in time. Each group will be required to research and write a case analysis illustrating a problem or concept in OB. You are required to locate a work setting, interview one or more persons in that setting, develop a case about a problem experienced in that setting, develop potential solutions to the problem, and present the case in a written format.

The purpose of the case analysis is to apply various theories and methods of organizational behavior toward the understanding and suggested resolution of an actual organizational issue or problem. It may be an issue regarding employee motivation, attitudes, job satisfaction, leadership, teamwork, communication, decision making, power and politics, etc.

The situation must be real. You must learn about it first hand from individual(s) who are involved in the issue or problem. The situation must take place in an organizational setting (private sector, public sector, not for profit sector, etc.). Use your personal contacts to request an interview with someone who works in an organization. This may be a manager, supervisor, employee, owner, or union representative. **The size of the organization is not important.**

Write up the case analysis. Your first goal is to give the reader a thorough understanding of the organizational problem and the role of the person(s) involved. Your second goal is to provide suggestions based on the course material for resolving the problem. Explain what you would do and why. If the problem has already been dealt with in a particular manner by the person or organization, describe what was done in terms of the concepts presented in the course and/or provide alternative means by which the problem might (or should) have been handled. **A case study proposal outlining the topic and the name of the organization must be submitted and approved by the instructor.**

The case study should be approximately 10 pages in length (double spaced, standard format). You are expected to consult a variety of sources, beyond the text book and lecture materials, to find information on your chosen topic, including a description of the concept, its history, its relevance to managers, etc. Proper referencing of your sources is also required (APA format). *See CuLearn to understand the criteria for evaluation on assignments.*

Presentations will occur in the last two weeks of class and will be approximately 10 minutes in duration. Students are encouraged to use this opportunity to creatively engage their classmates with captivating presentations regarding their project.

It is your responsibility to ensure that the case study is a group assignment and not an individual one, the effort is to be distributed evenly though the group. Each member of a group **must** evaluate the performance/contribution to the group report of all members of the group (including yourself). A peer-evaluation form will be provided on our course's CuLearn site during the last week of the course. All evaluations will be kept confidential. I will take these Peer Evaluations into account when assessing individual's contribution to the group projects. Because group projects are outcome-based, all members of your group will generally earn the same grade for your group project report. **However, I reserve the right to assign different grades for different group members if I see a substantial imbalance in individual contribution.**

Special Notes Regarding Group Case Analysis

- You must attach a completed copy of the Sprott School's Declaration of Academic Integrity to all your assignments. This form will be available on CuLearn's course website.
- 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/.

4. Final Exam (35%): The final exam will be held during the formal examination period. The exam will be based on all the topics covered in the course (text, lectures, assignments, in-class discussions, presentations, etc.), throughout the entire term. The exam will consist of multiple choice, short answer, and essay questions. Writing the final exam is mandatory for passing the course.

SATISFACTORY IN-TERM PERFORMANCE

1. The requirement for satisfactory in-term performance in this course is set at 50% of all pre-final term work (i.e. participation marks, group project mark, and midterm mark).
2. Unsatisfactory in-term performance in this course will lead to a FND (Failure No Deferral) grade in this course in the event of a missed final exam.

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, upcoming assignments, and announcements. 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 AGENDA

Week / Dates	Topic	Readings/ Due Dates
Week 1 (Jan 10)	<ul style="list-style-type: none"> ▪ Introduction to Organizational Behaviour ▪ Review of Course Outline 	Chapter 1
Week 2 (Jan 17)	<ul style="list-style-type: none"> ▪ Personality, Perception, and Emotions 	Chapter 2
Week 3 (Jan 24)	<ul style="list-style-type: none"> ▪ Values, Attitudes ▪ Motivation 	Chapters 3 and 4 Group Sign-Up Due
Week 4 (Jan 31)	<ul style="list-style-type: none"> ▪ Motivation ▪ Motivation in action 	Chapters 4 and 5
Week 5 (Feb 07)	<ul style="list-style-type: none"> • Leadership • Mid-term review 	Chapter 11 Topic Submission for Group Case Analysis Due
Week 6 (Feb 14)	Midterm Test	Chapter 1, 2, 3, 4, 5, & 11
Winter Break (Feb 17 –Feb 21, 2014)		
Week 7 (Feb 28)	<ul style="list-style-type: none"> • Groups and Teams 	Chapter 6
Week 8 (Mar 07)	<ul style="list-style-type: none"> • Communication 	Chapter 7
Week 9 (Mar 14)	<ul style="list-style-type: none"> • Power and Politics • Conflict and Negotiation 	Chapter 8 and 9
Week 10 (Mar 21)	<ul style="list-style-type: none"> • Organizational culture • Organizational change 	Chapter 10 and 14 Group Case Analysis Report Due
Week 11 (Mar 28)	<ul style="list-style-type: none"> • Group presentations 	
Week 12 (April 04)	<ul style="list-style-type: none"> • Group presentations • Final Exam Review 	

Please Note - While every attempt will be made to keep to the schedule listed above, unforeseen circumstances may necessitate modifications throughout the semester.

IMPORTANT ADDITIONAL INFORMATION

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. If you have a group assignment you may find the resources at: <http://sprott.carleton.ca/wp-content/files/Group-Work-Resources.pdf>

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.

MEDICAL CERTIFICATE

Please note that in all occasions that call for a medical certificate you must use or furnish the information demanded in the standard university form at:

http://www1.carleton.ca/registrar/ccms/wp-content/ccms-files/med_cert1.pdf

ACADEMIC ACCOMMODATION

You may need special arrangements to meet your academic obligations during the term because of disability, pregnancy or religious obligations. Please review the course outline promptly and write to me 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.

Students with disabilities requiring academic accommodations in this course must register with the Paul Menton Centre for Students with Disabilities (PMC) for a formal evaluation of disability-related needs. Documented disabilities could include but not limited to mobility/physical impairments, specific Learning Disabilities (LD), psychiatric/psychological disabilities, sensory disabilities, Attention Deficit Hyperactivity Disorder (ADHD), and chronic medical conditions. Registered PMC students are required to contact the PMC, 613-520-6608, every term to ensure that your Instructor receives your Letter of Accommodation, no later than two weeks before the first assignment is due or the first in-class test/midterm requiring accommodations. If you only require accommodations for your formally scheduled exam(s) in this course, please submit your request for accommodations to PMC by the last official day to withdraw from classes in each term.

You can visit the Equity Services website to view the policies and to obtain more detailed information on academic accommodation at: <http://www2.carleton.ca/equity/accommodation/>

RELIGIOUS OBSERVANCE

Students requesting academic accommodation on the basis of religious observance 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 academic 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.

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 – YOUR RESPONSIBILITY!

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/>.

IMPORTANT DATES & DEADLINES (FALL TERM 2013)

Date	Activity
02-Jan-14	University re-opens.
06-Jan-14	Winter-term classes begin.
17-Jan-14	Last day for registration for winter term courses. Last day to change courses or sections (including auditing) for winter term courses.
31-Jan-14	Last day for withdrawal from winter term and winter portion of fall/winter courses with full fee adjustment.
01-Feb-14	Last day for receipt of applications for admission to the Bachelor of Architectural Studies and the Bachelor of Social Work degree programs for the fall/winter session.
14-Feb-14	April examination schedule available online.
Feb 14-22, 2014	Fall-term deferred examinations will be written.
17-Feb-14	Statutory holiday. University closed.
Feb 17-21, 2014	Winter Break, no classes.
01-Mar-14	Last day for receipt of applications from potential Spring (June) graduates. Last day for receipt of applications to the Bachelor of Humanities, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design), Bachelor of Journalism, and the Bachelor of Music degree program for the fall/winter session. Last day for receipt of applications for admission to a program for the summer term.
07-Mar-14	Last day to submit, to the Paul Menton Centre for Students with Disabilities, Formal Examination Accommodation Forms for April examinations.
25-Mar-14	Last day for tests or examinations in courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).
Apr 9-10, 2014	No classes or examinations take place.

Date	Activity
Apr 11-26, 2014	Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all seven days of the week. Please note that examinations will not be held on April 18-20.
15-Apr-14	Winter Co-op Work Term Reports are due.
18-Apr-14	Statutory holiday, University closed.
26-Apr-14	All take home examinations are due on this day.