



**CARLETON UNIVERSITY
BUSINESS
2121 /B
2017/WINTER
INTRO ORGANIZATIONAL BEHAVIOUR**

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Course meets: Tuesdays, 2:35-5:25

Course Calendar description from the 2016/2017 University calendar:

BUSI 2121 [0.5 credit] Introduction to Organizational Behaviour Individual and small group behaviors in organizations and management of the same. Precludes additional credit for BUSI 2101, BUSI 2702, BUSI 3602. This course may not be used for credit in the B.Com. or B.I.B. program. Prerequisite(s): second-year standing. Lectures three hours a week

Course Description and Objectives:

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.

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.

Reading(s)/Textbook(s):

Langton, N., Robbins, S. P. & Judge, T. A. (2013). *Organizational Behaviour: Concepts, Controversies, Applications (Seventh Canadian Edition)*. Toronto: Pearson Canada Inc. (ISBN 978- 0-13-231031-4)

Course Requirements & Methods of Evaluation:

1. Class Preparation and Participation 15%
2. Midterm 20%
3. Group Work 25%
4. Final Exam 40%

EVALUATION DETAILS

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. Midterm (20%): The mid-term test will be held in the 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 Work (25%): Groups will present at the beginning of each class (starting on the 3rd class) on one of the concepts covered in that class. The assignment is to define the concept, explain it in your own words, and explore why it is important by drawing on a real life event (e.g., newspaper article). There will be written and presentation components for this assignment. The marks for this assignment are broken down as follows: 15% 10-page paper and 10% presentation. The paper is due at the beginning of

class. The presentation should be 3 minutes long, presented by one group member, and consist of no slides. Please have one member of the group submit a copy of the presentation and the paper online (i.e., CULearn) and hand in a hardcopy.

4. Final Exam (40%): The final exam will be held during the final class. 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.

Course Schedule:

	TOPIC	READINGS
JAN 10	Review of Course Outline Introduction to OB	CHAPTER 1
JAN 17	Personality Perception and Attribution Emotions	CHAPTER 2
JAN 24	Values and Attitudes in the Workplace	CHAPTER 3
JAN 31	Motivation	CHAPTER 4, 5
FEB 7	Leadership	CHAPTER 11
FEB 14	Groups and Teamwork Decision Making and Ethics	CHAPTER 6, 12
FEB 21	NO CLASS, READING WEEK	
FEB 28	MIDTERM	
MAR 7	Communication Creativity and Problem Solving	CHAPTER 7, 12
MAR 14	Power and Politics	CHAPTER 8
MAR 21	Conflict and Negotiation	CHAPTER 9
MAR 28	Organizational Culture	CHAPTER 10
APR 4	Organizational Change	CHAPTER 14

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/support-services/>
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/>
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