



**CARLETON UNIVERSITY
SPROTT SCHOOL OF BUSINESS
BUSI 2121 A
INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR
FALL 2016**

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OFFICE HOURS: Tuesday 11:00 am – 2:00pm

CLASS: Tuesday 2:35 to 5:25 pm

COURSE WEB PAGE: cuLearn

UNDERGRADUATE CALENDAR DESCRIPTION

Individual and small group behaviors in organizations and management of the same.

This course examines the theory of individual and small group behaviour in organizations, students are encouraged to think strategically about concepts such as perception, motivation, how emotions guide employee motivation, attitudes, and decisions, how values have become the new resource to shape workplace behaviour and how a person's social identity relates to team dynamics. The content of the course will be theoretical but practical application of the concepts will be emphasized.

COURSE PREREQUISITES : Second- Year Standing

Completion of this course precludes additional credit for BUSI 2121, BUSI 2702 and BUSI 3602. 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)

1. BUSI 4108 (with a grade of C- or higher)
2. BUSI 4706 (with a grade of D- or higher)
3. BUSI 4609 (with a grade of D- or higher)

REQUIRED READING MATERIALS:

The reading material is in ARES in the cuLearn course.

LEARNING OUTCOMES

Following completion of this course, students 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.

METHOD OF EVALUATION

1. Class Attendance and Participation (CAP)

CAP is the classroom equivalent to professionals participation in meetings. It is an important part of success in this course. Performance will be assessed by the instructor based on each participant's contribution, which may take the form, among others, of raising or answering questions, offering comments, enriching the class with relevant items of interest from the media or personal experiences, taking part in brief in class exercises and overall effort throughout the term. To participate, one has to be in class. (The final participation mark will be form by 40% from the attendance to the sessions and 60% from the participation in class, group cases participation and final group project peer evaluations). In almost each session there will be an exercise to be done by groups most of the time during the session. Each session the student will have to sign an attendance list that will be provided by the instructor.

2. Quizzes, Midterm and Final Exam

There will be two quizzes of multiple choice questions during the term of 30 minutes each. The midterm and final exams will help consolidate the knowledge that you acquire during the course. The format will be multiple choice and scenario questions. Each exam will take about two hours.

3. Organizational Behaviour Project.

The objective of this project during the term is to "understand and apply the concepts of OB inside an organization". This project will enable you to:

- a) Focus on a subject of your choice within the overall field.
- b) Learn about your chosen topic by drawing information from a number of other disciplines.
- c) Learn more about the importance of OB inside a work environment and help others learn about your chosen discipline.

OB project will be form of:

- 1.- Research Analysis with a short class activity. (15 minutes engaging activity)
- 2.- Final Written Report applying the concepts from a chosen topic in a Canadian company, institution or crown corporation.(20 pages plus appendixes and references

Specific Requirements for the Topic Research class presentation:

- The team members will have to choose from given topics.
- Note that part of the overall mark for the presentation will be based on the group's efforts to engage the class. Consider ways to make your presentation as interactive as possible (i.e. group exercises, case analysis, problem simulation, etc.)

- The research and presentation must be based on recent and relevant articles found on the topic in academic journals. Each group must submit a bibliography containing a minimum of two (2) articles from **academic journals** per team member. The articles must be included as an appendix.
- Each student must submit by the day of the presentation an accurate peer evaluation of their group members according to their group contract.

Note: for more information see “in class presentation guidelines” and “in class presentation template” at cuLearn.

Specific Requirements for the Final project (written report and final presentation):

- Each team must submit a final written report on its chosen about the organization chosen for their final project. This must be up to twenty pages.
- Each group will make a formal executive final presentation of 20’ to 30’ on its findings to the organization to a panel of experts and to the class. They will choose the best project presentation.
- ***The Instructor expects to meet with each team at least every two times during the term to discuss the advance in their projects. (This meetings are compulsory)***
- The final project must be submitted both in hard copy and by email, on the day they were assigned for their final presentations.
- Each student must submit their final written report the last day of the presentations with an accurate peer evaluation of their group members according to their group contract.

Note: for more details see “final project guidelines” and “final presentation and written report templates” at cuLearn.

Summary of Assignments and Evaluation

Assignment	Session due	% of grade	Total %
Midterm	7 (1/11/16)	15	55
Final Exam	End of the Term	30	
2 Quizzes	Session 4 and 10	10 (5 each)	
<u>Team Project</u>			35
Class Group Activity	Session 3 to 12	10	
Written Report	Session 12 (06/12/16)	20	
Peer Evaluations	Session 3 to 12 and final written report	5	
Class Participation and Attendance	Session 1 to 12	10	10
Total			100

Important Notes:

The students should always retain a **hard copy** of all work submitted

Satisfactory In-term Performance

The requirement for Satisfactory In-term Performance is set at 50% of all, not each, pre-final term work:

- Midterm
- Final Exam
- Topic Research and Final Project

FND

To reduce instances of miscommunication Carleton introduced a grade FND (Failure with No Deferral) to be assigned to students who fail to meet the minimum in-term performance standards explicitly set out in the outline and applied consistently (i.e., there is no other hidden criteria).

If you must miss the mid-term exam due to verifiable illness (or, in rare cases, some other circumstances beyond your control) you may apply to shift the weight of the mid-term to the final exam by submitting a medical certificate or other verifiable documentation to me—the instructor—no later than five (5) calendar days after the midterm date. Please use the medical certificate form found at:

http://www.carleton.ca/registrar/forms/Med_Cert_Carleton_University.pdf

Citations: Equally important you are being graded in part on the degree, depth and quality of your empirical research, demonstrated by citations to appropriate sources. A minimal number of citations points to inadequate research. Ensure that you cite every graph, table, report, quote, original idea or piece of information taken from somewhere else, to avoid plagiarism. When in doubt, cite, paying particular attention to correctly identify phrases as quotations with precise references to their source. To compile the list of works cited (bibliography or reference list) see the Library's guide to MLA citations at http://www.library.carleton.ca/howdol/mla_style.pdf.

	Topic	Reading/ Assignments
1- 13/09/16	Introduction and Course Organization Strategic Importance of OB	Form Groups Select topics for OB Project Group Contract ID 145286 Johns Gary, "Organizational Behaviour understanding a and managing life at work: Organizational behaviour and Management"
2- 20/09/16	Values, Attitudes and Diversity in the work place	Exercise ID 145290 Johns Gary, "Organizational Behaviour understanding a and managing life at work: values, attitudes and work behaviour"
3- 27/09/16	Perception, Personality and Emotions	Group Activity ID 145380 Sinderman Pat R, "Managing Organizational Behaviour in Canada: Perception and Personality"
4- 04/10/16	Theories of Motivation Quiz 1	Group Activity ID 145289 Langton, Nancy "Organizational Behaviour: Concepts and Controversies application: Theories of Motivation"
5- 11/10/16	Motivation in action	Group Activity ID 145292 Langton, Nancy "Organizational Behaviour: Concepts and Controversies application Motivation in Action"
6- 18/10/16	Group and Team Work	Group Activity ID 145294 Langton, Nancy "Organizational Behaviour: Concepts and Controversies application: Groups and Teamwork"
7- 01/11/16	MIDTERM	
8- 08/11/16	Communication	Group Activity ID 145435 Johns Gary, "Organizational Behaviour understanding a and managing life at work: communication"
9- 15/11/16	Leadership	Group Activity
10- 22/11/16	Power and Politics Ethics Quiz 2	Group Activity Steven Ott, " Classic Readings in Organizational Behaviour: Power and Influence"

11- 29/11/16	Organizational Structure	Group Activity ID 145382 Colquitt Jason "Improving Performance and Commitment in the workplace: Organizational Structure"
12- 06/12/16	Work related Stress and Stress Management	Group Activity McShane Steven, "Canadian Organizational Behaviour: Work related Stress and Stress Management" Written OB Project due

This schedule may be modified depending on the level of interest in the subjects to be discussed. It is each participant's responsibility to keep up to date with the overall progress of the course as the term unfolds, and with any specific changes announced in class.

Cell Phones

The use of cell phones, e-pads or tablets, for texting, videotaping, or answering calls is forbidden inside the classroom.

IMPORTANT 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/>

FALL TERM 2016

- September 1, 2016** Last day for receipt of applications from potential fall (November) graduates.
- September 5, 2016** Statutory holiday. University closed.
- September 6, 2016** Academic orientation (undergraduate and graduate students).
Orientation for new Teaching Assistants.

All students are expected to be on campus. Class and laboratory preparations, departmental introductions for students and other academic preparation activities will be held.

- September 7, 2016** Fall term begins. Fall and fall/winter classes begin.
- September 20, 2016** Last day of registration for fall term and fall/winter courses.
Last day to change courses or sections (including auditing) for fall term and fall/winter 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 Fall 2016 and must register for the fall 2016 term.
- September 23-25, 2016** Summer deferred final examinations held.
- September 30, 2016** Last day to withdraw from fall term and fall/winter courses with a full fee adjustment.
December examination schedule (fall term final and fall/winter mid-terms) available online.
- October 7, 2016**
- October 10, 2016** Statutory holiday. University closed.
Last day for receipt of applications for admission to an undergraduate degree program for the winter term from applicants whose documents originate from outside Canada or the United States.
- October 15, 2016**
- October 24-28, 2016** Fall break, no classes.
Last day to request formal exam accommodations for December examinations to the Paul Menton Centre for Students with Disabilities. Late requests will be considered on case-by-case basis.
- November 11, 2016**
- November 15, 2016** Last day for receipt of applications for admission to an undergraduate degree program for the winter term.
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 the Undergraduate Calendar).
- November 25, 2016**
- December 1, 2016** Last day for receipt of applications from potential winter (February) graduates.
Last day for submission to the thesis supervisor of Master's and Ph.D. theses for winter graduation.
- December 9, 2016** Fall term ends.
Last day of fall term classes.
Classes follow a Monday schedule.
Last day for academic withdrawal from fall 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 term courses.
Last day for receipt of applications for undergraduate degree program transfers for winter term.

December 10-22, 2016 Final examinations may be held for fall term courses and mid-term examinations in fall/winter courses.
Examinations are normally held all seven days of the week.

December 22, 2016 All take home examinations are due.

December 25 to January 1, 2017 University closed.