



**CARLETON UNIVERSITY
BUSI 2121 A
2020 FALL
INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR**

Instructor: Dr. Harry Chhina

Office: NA

Office Hours: Virtual - by appointment

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Course timings: Tuesdays, 8:35 am – 11:25 am

Prerequisites & precluded Courses: Precludes additional credit for BUSI 2101, BUSI 2702, BUSI 3602.

Course Calendar description from the 2020/2021 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.

Prerequisite(s): second-year standing.

Lecture three hours a week.

Course Description:

In this course, we will examine the theory of individual and team/small group behaviour and functioning in organizations. It is a foundational course in which we will touch upon some fundamental concepts at multiple levels including the individual (e.g., perceptions, motivation, emotions, attitudes, and decisions), teams (e.g., decision making, ethics, communication, and trust), and the organization (leadership; organizational culture and structures). The content of the course will be anchored in these theoretical concepts but the emphasis will be on the practical application of these concepts.

General Objectives and Learning Outcomes of the Course

- To be able to define, and discuss the terminology, concepts, basic principles, analytic techniques and theoretical underpinnings of human behaviour in organizations.

- Understand how behavioral science research can be applied to specific business situations.
- Be able to recognize how organizations use OB theory in practice and the impact of these strategies at the individual, group and organizational level.
- Use your understanding of OB to appraise your own behavior in organizational settings.

Required readings/ Textbook

- Organizational Behavior: A Skill Building Approach By Christopher P. Neck, Jeffery D. Houghton, Emma L. Murray, 2nd Edition, SAGE ISBN 9781-5443-1754 -0. As an alternative to the hardcopy, an interactive eBook is also available from VitalSource

Evaluation procedures

Description of assignment	Value	Due date
Quizzes (4) - Individual	20%	As per schedule in cuLearn
Personal Evaluation - Individual	20%	30 Oct 6pm
OB Project - Team work	25%	10 Dec 6pm
Final exam - Individual	25%	As scheduled centrally
Participation	10%	
Total	100%	

Notes:

- Attempting each of the components mentioned above is mandatory for passing this course. The final pass grade of 50% will however not require passing each component but rather achieving a cumulative 50% or better grade.
- Accommodations will be considered but these will apply solely to submission timelines and not as substitutions of the assignments, nor for carrying forward the weight to the Final exam.

Summary notes on Assignments

- Quizzes:** There will be four quizzes as per schedule. The objective - apart from the grades associated with these quizzes - is for you to progressively self-evaluate your grasp of the fundamental concepts of OB. The content in the quizzes will apply to specific chapters and will not overlap.
- Personal evaluation paper:** This written assignment of 1500 words will assess your ability to analyze/apply OB concept (s) to a personal experience. Details will be provided in

cuLearn

- c) **OB Project:** The objective of this team assignment is to validate your understanding and application of OB concepts, *while working as a team*, inside an organization. Your team will choose, develop and present the project both by way of a presentation and a written report. Details will be provided in cuLearn
- d) **Final exam:** As scheduled centrally by the university. Details on the format of exam will be provided nearer the time
- e) **Participation:** Teamwork is an essential part of functioning within organizations. The current format of working in a virtual environment, while challenging in some respects, also affords a more efficient use of time. Please use this opportunity to start building up skill sets for virtual organizational work that will form part of your work life later. Peer assessments (worth 5%, based on a rubric in cuLearn) will provide you with feedback in this respect.
- f) **Formative assessments:** These will be based on individual and group assignments (e.g., quizzes and group activities) that you will undertake in the class on a regular basis. These assessments are NOT graded for the purposes of your final grades (those 'summative' assessments have been mentioned specifically in the para 'Evaluation Procedures' above). The purpose of these formative assessments is for you to self-evaluate yourself and for me to help you address your weak spots.

Class routine

In a virtual environment, while working from home, the tendency to get distracted is natural. Please guard against it. I will not only expect you to attend scheduled classes and activities but also contribute meaningfully to the discussions. More details on how your attendance and contributions will be assessed will be provided in cuLearn.

Submission of Assignments

Assignments must be uploaded to cuLearn by 6pm on the due date. What is uploaded in cuLearn is what gets graded. You will have the option to review/edit your submission after upload but only upto the final time of submission. Unless prior permission has been obtained for potential delays, a penalty of 20% will be applied to your grade for delays of each 24 hour (or part thereof) cycle after the due date/time.

Deferred team work

Deferred term work will be replaced with term work and the weight will not be shifted to the final. As per section 4.1 of the university calendar, formative work is to be replaced with formative work, and is to be completed prior to the end of the semester. If the deferred work is summative in nature, then a shift to the final is feasible but only under exceptional circumstances when the student has discussed it with the instructor. See Section 4.4 Deferred Term Work at: <https://carleton.ca/curriculum/regulations-reorganization/#2.6>

Communications

This will be a large class (~ 125 students). To allow active participation by each of you in discussions/ activities in the virtual environment, I will interact with you in multiple ways (such as uploading lectures and slides prior to the class, interaction with subgroups of class for group work [think breakout rooms in Zoom], individual chats etc). These modalities will be explained in the schedule posted on cuLearn. You should track the discussion board in cuLearn frequently so as to remain updated with any changes to schedule, activities, or deliverables.

Email Policy

Questions concerning the course content should be posted on cuLearn Discussion board so that my responses /decisions are available to all students for reference. Please use the email medium for communication with me only for personal issues. In such emails, use your Carleton University email account and mention the course in the subject line (e.g., "BUSI 2121 - Absence due to medical reasons")

Course Schedule

Lecture #	Date	Topic
1	15 Sep	Course Introduction Text Ch. 1 - Introduction to OB
2	22 Sep	Text Ch. 2 Diversity & Individual differences.
3	29 Sep	Text Ch. 3 Perception and Learning
4	06 Oct	Text Ch. 4 Emotions, attitudes and Stress
5	13 Oct	Text Ch. 5 & 6 Motivation - Concepts, practices & Applications
6	20 Oct	Text Ch. 7 Teams
	27 Oct	Fall Break (No class)
7	03 Nov	Text Ch. 8 Decision making, Creativity & Innovation
8	10 Nov	Text Ch. 9 Ethics & Social responsibility
9	17 Nov	Text Ch. 10 & 11 Communications, Trust & Negotiations
10	24 Nov	Text Ch. 12 & 13 Leadership, power & politics
11	01 Dec	Text Ch. 14 & 15 Organizational culture, change & structures
12	08 Dec	Review of Course work

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

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 Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy obligation: Please contact your instructor 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. For more details, visit the Equity Services website:
carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation Please contact your instructor 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. For more details, visit the Equity Services website:

carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities: If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC 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 your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

Survivors of Sexual Violence: As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities: Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor 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.

<https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

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/>

** Note that the office is physically closed. However, e-drop in is available between 8:30-4:30 until social distancing requirements are updated by the Province.*

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:

- a) Students must always retain a hard copy of all work that is submitted.
- b) All final grades are subject to the Dean's approval.
- c) 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 emails 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 <https://carleton.ca/its/get-started/new-students-2/>