



Spratt School of Business
BUSI 2121 Section A: Introduction to Organizational Behaviour
Course Syllabus Spring 2017

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Class time & location: Southam Hall, Room 416

COURSE DESCRIPTION FROM THE UNIVERSITY CALENDAR

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 be used for credit in BCom or BIB if completed prior to admission.

Prerequisite(s): second-year standing.

COURSE DESCRIPTION AND LEARNING OUTCOMES

This is an introductory, one-semester course. The main goal of this course is to introduce you to the ideas behind organizational behaviour. Organizational behaviour (OB), as defined by the textbook for this course, is "A field of study that investigates the impact of individuals, groups, and structure on behaviour within organizations; its purpose is to apply such knowledge toward improving an organization's effectiveness." You will be encouraged to think strategically about concepts such as perception, personality, values, motivation, leadership, group dynamics, communication, conflict, power, and change to develop a better understanding of employee and managerial behaviour.

While this course emphasizes practical application of concepts, it is very often theoretical. This course is concerned with the foundational human behaviour skills needed to be both an effective employee and a manager.

An important part of this course will be work done in groups. Group work provides you with an opportunity to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills essential for success in organizations. Other benefits of group work as a way of learning include:

- Working toward a shared goal
- Gaining from each other's knowledge, experience, and strengths
- Sharing individual learning with others as it occurs
- Learning course content in a non-lecture format

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 applies 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 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.
6. Work in groups effectively and apply other interpersonal skills.

Please note that you are expected to come to class having done the readings and to be prepared to discuss them at length. If an assignment is due, it must be handed in before the class – late assignments will not be accepted. These practices will help ensure that you get the most out of the class and that you can meet the learning outcomes identified above.

LEARNING AND TEACHING METHODS

There are two lectures per week. Lecture material is made available to you on CULearn to help both prior study and later consolidation. Each week there will be a group exercise that students are given in advance, beginning in the second lecture. Each group will consist of a maximum of seven students assigned at random. Groups will learn from a variety of experiences including group discussions, case studies, problem-solving, presentations, internet searches, and role play. You will be asked to evaluate your performance and that of your peers using templates posted on CULearn. Your grades on the group work will be contingent on peer evaluations. Resources to assist you with group assignments are available at <https://staging.carleton.ca/sprott/students/undergraduate/bcom/group-work-resources/>

These varied learning experiences will help you acquire skills in group work, and oral presentation and discussion, as specified in the objectives. The lectures, in combination with background reading and completion of class assignments, will help you attain the learning objectives for the course.

COMMUNICATING WITH INSTRUCTOR AND CULEARN

In this class, you will be using CULearn to communicate with me and to submit assignments. The URL for the course web page is <https://culearn.carleton.ca>. You are responsible for ensuring that you have a Carleton computer/email account and for checking this account on a regular basis. I will be using CULearn to post announcements, reminders, course materials, and grades as well as to email about anything related to class. Please use the “mail” function in CULearn to send me any messages. This will help to ensure that you have a record of any sent message in case it does not reach me.

REQUIRED TEXTBOOK

Langton, N., Robbins, S. P. & Judge, T. A. (2016). *Organizational Behaviour: Concepts, Controversies, Applications* (Seventh Canadian Edition). Toronto: Pearson Canada Inc. (ISBN 978-0-13-359178-1)

CLASS SCHEDULE

CLASS	DATE	TOPIC/THEME	READINGS	DUE
1	Tues May 2	Introduction	What is OB? – Ch. 01	None
2	Thurs May 4	Perception, Cognition, Personality	Perception, Personality, Emotions – Ch. 02 Values & Attitudes – Ch. 03	<i>Groups assigned.</i> Unmarked peer review.
3	Tues May 9	Motivation	Theories of Motivation – Ch. 04 Motivation in Action – Ch. 05	
4	Thurs May 11	Groups and Teamwork	Groups and Teamwork – Ch. 06 Diversity – Ch. 03	1 st Case Executive Summary due if you would like it marked and returned before the May 19 th deadline for withdrawal from the course.
5	Tues May 16	Communication, Power and Politics	Communication – Ch. 7 Power and Politics – Ch. 8	1 st Self, Group, and Peer Evaluation.
6	Thurs May 18		Mid-term	
7	Tues May 23	Conflict and Negotiation	Conflict and Negotiation – Ch. 09	<i>Groups re-assigned.</i>
8	Thurs May 25	Organizational Culture	Organizational Culture – Ch. 10	
9	Tues May 30	Leadership	Leadership – Ch. 11	2 nd Self, Group, and Peer Evaluation.
10	Thurs June 1	Decision Making, Creativity, Ethics	Decision Making, Creativity, Ethics – Ch. 12	<i>Groups re-assigned.</i> 2 nd Case Executive Summary.
11	Tues June 6	Organizational Structure	Organizational Structure – Ch. 13	3 rd Case Executive Summary.
12	Thurs June 8	Organizational Change	Organizational Change – Ch. 14	3 rd Self, Group, and Peer Evaluation.

13	Tues June 13	Review	All Chapters Covered	
	June 19-25, 2017		Final Exam	

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

STUDENT EVALUATION

Group Work (three business case summaries, 10 % each)	30%
Peer Review, Group Evaluation, and Self-Assessment	10%
Mid-term Exam	20%
Final Exam	30%
Class Participation (attendance 5%, participation 5%)	10%

EVALUATION DETAILS

Providing feedback to students on academic work, completed or in progress, is an integral part of teaching and learning in that it allows students to measure their understanding of the material, the success of their learning strategies, and their progress on learning objectives. Accordingly, you are strongly encouraged to submit your first Group Work – Case Executive Summary – on or before Thursday, May 11th, electronically as well as in hard copy format. Your work will be marked and returned to you on or before May 18th. The last day for withdrawing from the course with a full fee adjustment is May 19th.

Group Work - Executive Summaries (3) (30%): Groups will discuss a business case in groups in each class except classes 1, 6, and 13. Groups will be assigned at random before class 2 and re-assigned before classes 7 and 10. Following the discussion in groups, all students will discuss results in plenary. After the class, you may choose to write up your group’s findings and recommendations in an Executive Summary according to the template posted on CULearn. The Executive Summary and supporting facts must be clear, concise and no longer than 2 pages in length. Each student must submit three completed business case Executive Summaries. Each business case Executive Summary is worth 10% of your total marks. Please submit a copy of your work using CULearn and hand in a hardcopy.

Peer Reviews, Group Evaluations, and Self-Assessments (3) (10%): Each time your group changes, you will be asked to submit a set of evaluations consisting of a Self-assessment, a Peer Review for each group member, and a Group Evaluation, using templates posted on CULearn. The quality of your three sets of evaluations will account for 10% of your total marks. Please submit a copy of your work using CULearn and hand in a hardcopy.

Mid-term (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 (in which case your final exam will count for 50% of your course marks). The test will cover all material covered in the text, lectures, in-class discussions and slide presentations, up to and including the class before the test. The test will consist of short answer and essay questions worth 20% of your total marks.

Final Exam (30%): The final exam will be held during the scheduled exam period for the Spring/Summer term. 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 short answer and essay questions. You must write the final exam to pass the course.

Class Participation (10%): You are expected to come prepared to engage fully in each class. The participation mark, worth 5% of your total marks, is based on your contribution to your assigned teams and the class as a whole (during plenary discussions). Your mark will reflect in class engagement as well as evaluations submitted as part of your group work. Attendance will be taken at the end of each class, and your perfect attendance will earn you 5% of your total marks (reduced by 1% for each class missed).

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. Executive Summaries, Assessments, Reviews and Evaluations, Midterm, and Class Participation).
2. Unsatisfactory in-term performance in this course will lead to an FND (Failure No Deferral) grade in this course in the event of a missed final exam.

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 the prior written consent of the author(s).

In accordance with the Carleton University Undergraduate Calendar (Section 2.3 Standing in Courses/Grading System), 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*).

- The deadlines for contacting the Paul Menton Centre regarding accommodations for June exams is June 2nd 2017.

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; 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>.

Assistance for Students:

Student Academic and Career Development Services: <https://carleton.ca/sacds/>

Centre for Student Academic Support (CSAS): <http://carleton.ca/csas/>

CSAS Writing Services: <http://carleton.ca/csas/writing-services/>

Peer Assisted Subject Coaching: <http://carleton.ca/csas/individual-support/pasc/>

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/learning-support/>

Be in the know with what's happening at Sprott: Follow @SprottStudents and find us on Facebook SprottStudents Sprott.

Important Notes

- 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/>

IMPORTANT DATES

May 1

Early summer and **full** summer courses begin.

Last day for receipt of applications for undergraduate degree program transfers for the summer terms

May 8

Last day for registration and course changes (including auditing) for **early** summer courses.

May 19

Last day for a full fee adjustment when withdrawing from **early** and **full** summer courses (financial withdrawal).

May 22

Statutory holiday, University closed.

June 2

Last day to request formal exam accommodations for early summer examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfill accommodation requests received after the specified deadlines.

June 6

Last day for tests or examinations in early and full summer 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).

June 13

Last day of **early** summer classes (NOTE: Full summer classes resume July 4).
Last day for academic withdrawal from **early** summer courses.

June 15

Final Summer term payment deadline. Any balance owing on your student account will prevent access to registration for future terms. Holds will be placed on unpaid summer accounts, which will prevent access to marks and/or registration for the 2017-18 Fall/Winter course selection. Payment of fees is due by the [posted deadlines](#).

June 19-25

Early summer final examinations and mid-term examinations in full summer courses may be held. Examinations are normally held all seven days of the week.