BUSI 2121 A

Introduction to Organizational Behaviour

Summer 2016

INSTRUCTOR: Michael J. Halinski

CLASS TIME: Tuesday 6:05pm – 8:55pm, Thursday 6:05pm – 8:55pm

CLASSROOM: TBD

OFFICE: Dunton Tower 1001

OFFICE HOURS: By appointment

COURSE WEB PAGE: CULearn at https://culearn.carleton.ca

E-MAIL: michael.halinski@carleton.ca

ADDITIONAL SUPPORT: The Academic Writing Centre at www.carleton.ca/wts/

UNDERGRADUATE CALENDAR DESCRIPTION

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

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.
COURSE TEXTBOOK

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. Individual Assignment 10%

2. Midterm 25%

3. Group Work 25%

4. Final Exam 40%

EVALUATION DETAILS
1. Individual Assignment (10%): Ten percent of your grade will be based on an individual assignment. In this assignment, you will reflect on recent news articles that are relevant to the topics we cover in class. You will select three articles. For each article, you must (1) provide a brief summary of the article, (2) explain the relevant theoretical concept, (3) relate the article to
the concept, and (4) reflect on what the organization could do to improve its current state. The assignment should also include a short introduction and conclusion. The conclusion should identify similarities between the three reflections. Each assignment should be approximately 4 pages double spaced. This assignment is due on 9th class.

2. **Midterm (25%)**: 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%)**: One group 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 apply it to a real life event. There will be written and presentation components for this assignment. The marks for this option 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 approximately 5-10 minutes. 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**

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<th>Class</th>
<th>Date</th>
<th>Topic</th>
<th>Resource Material</th>
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<tr>
<td>1</td>
<td>May 03</td>
<td>Review of Course Outline Introduction to OB</td>
<td>Ch. 1</td>
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<td>2</td>
<td>May 05</td>
<td>Personality Perception and Attribution</td>
<td>Ch. 2</td>
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<td>Emotions</td>
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<td>3</td>
<td>May 10</td>
<td>Values and Attitudes in the Workplace</td>
<td>Ch. 3</td>
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<td>4</td>
<td>May 12</td>
<td>Motivation</td>
<td>Ch. 4, 5</td>
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<td>5</td>
<td>May 17</td>
<td>Leadership</td>
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<td><strong>6</strong></td>
<td><strong>May 19</strong></td>
<td><strong>Midterm</strong></td>
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<td>May 24</td>
<td>Groups and Teamwork Decision Making and Ethics</td>
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<td>8</td>
<td>May 26</td>
<td>Communication Creativity and Problem Solving</td>
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<td>No.</td>
<td>Date</td>
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<td>Chapter/Assignment</td>
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<td>9</td>
<td>May 31</td>
<td>Power and Politics</td>
<td>Ch. 8 (Assignment Due)</td>
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<td>June 02</td>
<td>Conflict and Negotiation</td>
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<td>June 07</td>
<td>Organizational Culture</td>
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<td>Organizational Change</td>
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<td>13</td>
<td>June 14</td>
<td>Review of Concepts</td>
<td>Covered chapters</td>
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**June 17 - 23**  
**FINAL EXAM**  
**ALL CHAPTERS**

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

**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. individual assignment, group project, and midterm).

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.

**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 (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

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). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website 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 3rd 2016, and for August exams is July 24th.

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 cooperation 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/.
**Assistance for Students:**

Student Academic Success Centre (SASC): [www.carleton.ca/sasc](http://www.carleton.ca/sasc)


Peer Assisted Study Sessions (PASS): [www.carleton.ca/sasc/peer-assisted-study-sessions](http://www.carleton.ca/sasc/peer-assisted-study-sessions)

**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/](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/](http://carleton.ca/ccs/students/)

**Important Dates**

**Sessions:**

- **Early Summer:** May 2, 2016 to June 14, 2016
- **Late Summer:** July 4, 2016 to August 16, 2016
- **Full Summer:** May 2, 2016 to August 16, 2016

**March 1**

Last day for receipt of applications for admission to an undergraduate degree program for the summer term.

**March 22**

**Last day for receipt of tuition payment** to avoid a hold that will prevent access to marks
through Carleton Central and the release of official documents. An account balance may also delay Summer 2016 course selection. Allow adequate processing time as payments normally take 2 days to be applied to your student account.

March 23
Carleton Central opens at 8:30 a.m. for registration for Carleton University degree students (graduate and undergraduate). Check your time ticket here.

March 24
Registration for Carleton Special (non-degree) students begins at 8:30 a.m.

April 11
Registration for University of Ottawa undergraduate students begins. Registration opens at 8:30 a.m.

April 25
Deadline for fee payment or assignment of funding to ensure payment is processed to your account without incurring a late charge. Payment of fees is due by the posted deadlines.

May 1
Last day for receipt of applications for undergraduate degree program transfers for the summer terms.

May 2
Early summer and full summer courses begin.

May 9
Last day for registration and course changes (including auditing) for early summer courses.

May 13
Last day for registration and course changes (including auditing) for full summer courses. Graduate students who have not electronically submitted their thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in Spring 2016 and must register for the Summer 2016 term.

May 20
Last day for a full fee adjustment when withdrawing from early and full summer courses (financial withdrawal).

May 23
Statutory holiday, University closed.
**June 3**
Last day to submit to the Paul Menton Centre for Students with Disabilities, formal Examination Accommodation Forms for June examinations

**June 6-16**
Fall/Winter and Winter term deferred final examinations will be held.

**June 7**
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 this Calendar).

**June 13**
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 2016-17 Fall/Winter course selection. Payment of fees is due by the posted deadlines.

**June 14**
Last day of early summer classes (NOTE: Full summer classes resume July 4).
Last day for academic withdrawal from early summer courses.

**June 17-23**
Early summer examinations may be held. It may be necessary to schedule examinations during the day for classes held in the evening and vice versa. Examinations are normally held all seven days of the week.

**July 1**
Statutory holiday, University closed.

**July 4**
Late registration charges take effect at 12:00 a.m. (midnight) for students registering only in late summer courses (July-August courses). Payment of fees is due by the posted deadlines.
Late summer courses begin and Full summer courses resume.

**July 11**
Last day for registration and course changes (including auditing) for late summer courses.

**July 24**
Last day to submit to the Paul Menton Centre, for Students with Disabilities, formal examination accommodation forms for August examinations.
July 25
Last day for a full fee adjustment when withdrawing from late Summer courses (financial withdrawal)

August 1
Civic holiday, University closed.
Last day for graduate students to submit to their thesis supervisor an examination copy of their Master’s or PhD thesis for Fall graduation.

August 2
Last day for tests or examinations in full summer courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).

August 9
Last day for tests or examinations in late summer courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).

August 16
Last day of late and full summer term classes.
Last day for academic withdrawal from late summer and full summer courses and any other courses that end this term.
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 courses that end on this day.

August 19-25
Final examinations in full and late summer courses may be held. It may be necessary to schedule examinations during the day for classes held in the evening and vice versa. Examinations are normally held all seven days of the week.

September 23-25
Summer term deferred final examinations will be held.

September 30
Last day for receipt of applications for appeal of final grades in summer term courses.