



Carleton
UNIVERSITY

SPROTT
SCHOOL OF BUSINESS

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BUSI 2121 B

**INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR
WINTER 2021**

Instructor: Vilma Coutino-Hill

Office Hours: Tuesdays 2:30 to 3:30 pm

Group meetings: Tuesdays 3:30 to 5:30 pm

Email: vilma.coutinohill@carleton.ca

Phone Number: 613 6689085

Course Meets: by Zoom

Modality: Hybrid; Asynchronic lectures, readings and assignments and Synchronic office hours, virtual coffees and group meetings.

TA:

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](#). The School of Business enforces all prerequisites.

Prerequisite(s): second-year standing.

Lecture three hours a week.

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 high

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, 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.



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.

Reading(s):

The reading material is in ARES in the cuLearn course

Course Requirements & Methods of Evaluation:

Introduce Yourself:

This is a way for the professor to get to know your interest and what you are passionate about due to the fact that the backgrounds of all the students are very diverse, being this course an elective course for all the programs at the University. You will have to answer two questions, post one of your favorite pictures and mention why you like the picture you posted.

Group Cases, and Test 1 and 2

There will be 2 group cases, they will be submitting your answers in a dropbox in the week of the due day in cuLearn. The due days for the two cases will be on Saturdays before midnight. You will have the guidelines and the rubrics for the cases posted in cuLearn.

Test 1 will be during week 5 it will cover the content of the course from week 1 to 5.

Test 2 Will be during week 10 and it will cover the content of the course from week 6 to 10.

The objective of this two tests will be to consolidate the knowledge that you acquire during the course. The format will be multiple choice and scenario multiple choice questions. Each Test will take two hours they will be on Tuesdays from 2:30 to 4:30 pm, which is the schedule assigned by Carleton Central for this course.

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 OB field.
- b) Learn about your chosen topic by drawing information from a number of other disciplines.
- c) You and the rest of the course will learn more about the importance of OB inside a work environment by choosing a Canadian Company and applying your chosen topic.

Specific Requirements for the Final Project Written Report:

1. Each **team** must submit a final written report on its chosen topic applied to a Canadian Organization, chosen for their final project 15 to 20 pages. This final written report will be submitted to the dropbox in cuLearn. Note: for more information see “final written report guidelines and template” in cuLearn.
2. You will be making a video presentation of your topic and the company you chose, making an introduction to the **team** and reason why you chose the topic and the company the video will be 15 minutes max.

Course Calendar

This calendar could be subject to any changes during the term.

WEEKS	MODULES	ACTIVITIES AND ASSIGNMENTS
ONBOARDING	<p>In this activity we will:</p> <p>Identify and Understand the content of the course Knowledge and material, the communication and the evaluation process during the term.</p>	<ul style="list-style-type: none"> • Watch Introductory video “Start here” • Zoom Meeting with the Prof. • Read the course outline and the information about the modules and activities • Do the ‘Introduce Yourself’ activity • Check in Survey
<p>Week 1 January 11th to 15th 2021</p>	<p>Module 1: Strategic Importance of OB</p>	<ul style="list-style-type: none"> • Module 1 • Office Hours • Readings: ID 145286 Johns Gary, “Organizational Behaviour understanding a and managing life at work: Organizational behaviour and Management” • Virtual Coffee, explain the course assignments and Tests
<p>Week 2 January 18th to 22nd 2021</p>	<p>Module 2: Perception, Personality and Emotions</p>	<ul style="list-style-type: none"> • Module 2 • <u>Group Case 1</u> • Office hours • Readings: ID 145380 Sinderman Pat R, “Managing Organizational Behaviour in Canada: Perception and Personality”
<p>Week 3 January 25th to 28th 2021</p>	<p>Module 3: Group and Team Work</p>	<ul style="list-style-type: none"> • Module 3 • <u>Group Case 1 due</u> • Office Hours • Readings: ID 145294 Langton and Robbins, “Organizational Behaviour: Concepts and Controversies application: Groups and Teamwork

COURSE ESSENTIALS CALENDAR:

<p>Week 4 February 1st to 5th 2021</p>	<p>Module 4: Theories of Motivation</p>	<ul style="list-style-type: none"> • Module 4 • Office hours • Readings: ID 145289 Langton and Robbins, "Organizational Behaviour: Concepts and Controversies application: Theories of Motivation"
<p>Week 5 February 8th to 12th 2021</p>	<p>Test 1 <u>Tuesday, February 9th</u> <u>from 2:30 to 4:30 pm</u></p>	
<p>Week 6 February 22nd to 25th 2021</p>	<p>Module 5: Motivation in Action</p>	<ul style="list-style-type: none"> • Module 5 • Office hours • Readings: ID 145292 Langton and Robbins, "Organizational Behaviour: Concepts and Controversies application Motivation in Action"
<p>Week 7 March 1st to 5th 2021</p>	<p>Module 6: Culture and Organizational Culture (values, attitudes and customs)</p>	<ul style="list-style-type: none"> • Module 6 • Office hours • Readings: ID 145290 Johns Gary, "Organizational Behaviour understanding a and managing life at work: values, attitudes and work behaviour" • Extra Points Case (5 extra points final Exam) Inuit Bundle
<p>Week 8 March 8th to 12th 2021</p>	<p>Module7: Communication</p>	<ul style="list-style-type: none"> • Module 7 • Group Case 2 • Office Hours • Readings: ID 145435 Johns Gary, "Organizational Behaviour understanding a and managing life at work: communication"
<p>Week 9 March 15th to 19th 2021</p>	<p>Module 8: Organizational Structure, Power and Politics Ethics</p>	<ul style="list-style-type: none"> • Module 8 • Office Hours • Reading: ID 145382 Colquitt Jason "Improving Performance and Commitment in the workplace: Organizational Structure"
<p>Week 10 March 22nd to 26th 2021</p>	<p>Test 2 <u>Tuesday, March 23rd</u> <u>From 2:30 to 4:30 pm</u></p>	
<p>Week 11 March 29th to April 1st 2021</p>	<p>Module 9: Work Related Stress and Stress Management</p>	<ul style="list-style-type: none"> • Module 9 • Group Case 2 due • Office Hours

		<ul style="list-style-type: none"> Readings: McShane Steven, "Canadian Organizational Behaviour: Work related Stress and Stress Management" Reflexion
Week 12 April 5 th to April 9 th 2021	Module 10: Leadership	<ul style="list-style-type: none"> Module 10 Readings Daniel Goleman "What makes a Leader."
Week 13 April 12 th to April 14 th 2021	There will be a regular session to watch the videos from the groups to choose the best five videos from the course	Final Written Project due Video with the presentation due

EVALUATION:

Students will be evaluated through various assignments, each of which are designed to test their knowledge and strengthen their core skills in research, writing, and analysis. All the different tools used for the evaluation will have the guidelines and rubrics that will be posted in the cuLearn course. There will be some extra activities that will have some extra points for the students; if they are willing to do them, they will be added to your Test 2 or to your final written project mark.

<u>Assignment/Activity</u>	<u>Weight</u>
<i>Introduce Yourself</i>	1%
Group Cases (2 cases) 5 % each	10%
Test 1	25%
Test 2	25%
Reflection	4%
Video Presentations	15%
Final Project Written Report	20%

I. POLICES AND PROCEDURES

Important Notes:

- The students should always retain a **hard copy** of all work submitted, the evaluation of all the assignments will be posted in the cuLearn course 8 working days after their submission.
- The granting of student requests for any term work deferral must conform to University Rules. See section 2.6 Deferred Term Work at: http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadreg_suniv2/#2.6
- All the final grades will be subject to the Dean's approval
- Communication:** There are several ways for you to contact the Instructor. If you would like to write to me, please send an email and I will do my best to respond to your message

within 24 hours. If you would like to speak with me, please schedule an individual meeting in Zoom. Here is some official backgrounds for zoom meetings in case you need them: <https://sprott.carleton.ca/students/sprott-virtual-swap/>

- **Reviewing Submitted Work:** If you have a concern with one of your grades for an assignment or activity, please write to your Instructor.
- **Late Policy:** Activities or assignments that are submitted after the due date will receive a penalty 10%. Students who have a valid reason for submitting work late must contact the TAs or the Instructor immediately.
- **Fair and Respectful Participation:** Students are encouraged to connect with their peers as much as possible. This communication must be conducted in a fair and respectful manner. There is a strict, zero tolerance policy for any disrespectful or intolerant behaviour in this course. We are all here to learn from each other!

II. 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 APA of Chicago Style citations.

IV. PLAGIARISM:

The University Senate defines plagiarism as "*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one's own.*" This can include:

1. Reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source,
2. Submitting a take home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
3. Using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
4. Using another's data or research findings;
5. Failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks;
6. Handing in "substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs."

Plagiarism is a serious offence that cannot be resolved directly with the course's instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course.



V. COURSE SHARING WEBSITES and COPYRIGHT

Classroom teaching and learning activities, including lectures, discussions, presentations, etc., by both instructors and students, are copy protected and remain the intellectual property of their respective author(s). All course materials, including PowerPoint presentations, outlines, and other materials, are also protected by copyright and remain the intellectual property of their respective author(s).

Students registered in the course may take notes and make copies of course materials for their own educational use only. Students are not permitted to reproduce or distribute lecture notes and course materials publicly for commercial or non-commercial purposes without express written consent from the copyright holder(s).

VI. STATEMENT ON CLASS CONDUCT

The Carleton University Human Rights Policies and Procedures affirm that all members of the University community share a responsibility to:

- Promote equity and fairness,
- Respect and value diversity,
- prevent discrimination and harassment, and
- Preserve the freedom of its members to carry out responsibly their scholarly work without threat of interference.

Carleton University Equity Services states that “every member of the University community has a right to study, work and live in a safe environment free of discrimination or harassment”. [In May of 2001 Carleton University’s Senate and Board of Governors approved the Carleton University Human Rights Policies and Procedures. The establishment of these policies and procedures was the culmination of the efforts of the Presidential Advisory Committee on Human Rights and a Human Rights Implementation Committee.]

- **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.

- **Medical certificate**

Please note that in all occasions that call for a medical certificate you must use or furnish the information demanded in the standard university form.

<https://carleton.ca/registrar/cu-files/medical-certificate-form/>

VII. GRADING

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)			

- **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/>

VIII. REQUESTS FOR ACADEMIC ACCOMMODATIONS

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

IX. 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/>

X. 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.

XI. 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

XII. IMPORTANT INFORMATION:

Students must always retain a copy of all work that is submitted.

All final grades are subject to the Dean's approval.

Please note that you will be able to link your CONNECT (MyCarleton) account to other non-CONNECT accounts and receive emails from us. However, 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 CONNECT address. Therefore, it would be easier to respond to your inquiries if you would send all email from your connect account. If you do not have or have yet to activate this you may wish to do so by visiting <https://carleton.ca/its/get-started/new-students-2/>

January 6, 2021	University reopens.
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January 11, 2021	Winter term classes begin.
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January 25, 2021	Last day for registration for winter term courses.
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	Last day to change courses or sections (including auditing) for winter term courses.
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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 winter 2021 and must register for the winter 2021 term.

January 22-24, 29-31, 2021	Fall term deferred final examinations will be held.
January 31, 2021	Last day for withdrawal from winter term and winter portion of fall/winter courses with full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
February 1, 2021	Last day for receipt of applications for admission to the Bachelor of Social Work degree program for the fall/winter session.
February 12, 2021	April examination schedule available online.
February 15, 2021	Statutory holiday. University closed.
February 16-19	Winter Break, no classes.
March 1, 2021	Last day for graduate students to submit their supervisor-approved thesis in examinable form to the department.
	Last day for receipt of applications to the Bachelor of Architectural Studies, Bachelor of Humanities, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design), Bachelor of Journalism, Bachelor of Journalism and Humanities, and the Bachelor of Music degree programs for the fall/winter session.
	Last day for receipt of applications for admission to an undergraduate program for the summer term.
	Last day for receipt of applications for admission from candidates who wish to be guaranteed consideration for financial assistance (including Carleton fellowships, scholarships and teaching assistantships) administered by Carleton University. Candidates whose applications are received after the March 1 deadline may be

considered for the award of a fellowship, scholarship or teaching assistantship (Graduate students only).

March 19, 2021 Last day to request Formal Examination Accommodation Forms for April examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.

March 31, 2021 Last day for summative tests or examinations - or for formative and/or practical tests or examinations totaling more than 15% of the final grade - before the official examination period (see Examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).

April 1, 2021 Last day for receipt of applications for admission to an undergraduate program for the fall/winter session from candidates whose documents originate outside Canada or the United States, except for applications due February 1 or March 1.

Last day for receipt of applications from potential spring (June) graduates.

April 2, 2021 Statutory holiday. University closed.

April 14, 2021 Winter term ends.

Last day of fall/winter and winter term classes.

Classes follow a Friday Schedule.

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/winter and winter term courses.

