



CARLETON UNIVERSITY

SPROTT SCHOOL OF BUSINESS

BUSI 2121 A

Introduction to Organizational Behaviour

Fall 2015

INSTRUCTOR: Michael J. Halinski

CLASS TIME: Wednesday 2:35pm – 5:25pm

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

TA: TBD

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

Prerequisite(s): Second-year standing

COURSE CALENDAR DESCRIPTION FROM 2015/2016 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](#). This course may not be used for credit in the B.Com. or B.I.B. program.

Prerequisite(s): second-year standing.

Lectures three hours a week

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

Langton, N., Robbins, S. P. & Judge, T. A. (2013). *Organizational Behaviour: Concepts, Controversies, Applications* (Sixth Canadian Edition). Toronto: Pearson Canada Inc. (ISBN 978-0-13-231031-4)

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. Class Preparation and Participation 15%
2. Midterm 20%
3. Group Work 25%
4. Final Exam 40%

EVALUATION DETAILS

1. Class Preparation and Participation (15%): Fifteen percent of your grade will be contingent upon your preparation and participation in the class. Participation is essential to your learning experience. Preparation and participation grades will be based on attendance, quizzes, and participation in class activities (e.g., class discussions / group exercises). Students who do their readings prior to class are far better equipped to make meaningful contributions in class. Students who miss the class will not have an opportunity to make-up for quizzes and in-class activities, however you may get a chance to take one makeup activity and/or one quiz by presenting a medical certificate to explain your absence.

2. Midterm (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. 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%): Groups 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 explore why it is important by drawing on a real life event (e.g., newspaper article). There will be written and presentation components for this assignment. The marks for this assignment 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 3 minutes long, presented by one group member, and consist of no slides. 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

Class	Date	Topic	Resource Material
1	Sept 2	Review of Course Outline Introduction to OB	Ch. 1
2	Sept 9	Personality Perception and Attribution Emotions	Ch. 2
3	Sept 16	Values and Attitudes in the Workplace	Ch. 3
4	Sept 23	Motivation	Ch. 4, 5
5	Sept 30	Leadership	Ch. 11
6	Oct 7	Groups and Teamwork Decision Making and Ethics	Ch. 6 Ch. 12
7	Oct 14	MIDTERM	
8	Oct 21	Communication Creativity and Problem Solving	Ch. 7 Ch. 12
	Oct 28	BREAK	
9	Nov 4	Power and Politics	Ch. 8
10	Nov 11	Conflict and Negotiation	Ch. 9
11	Nov 18	Organizational Culture	Ch. 10
12	Nov 25	Organizational Change	Ch. 14
13	Dec 2	Review of Concepts	All

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. participation marks, group project mark, and midterm mark).
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.

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).

Satisfactory In-term Performance

1. The requirement for Satisfactory In-term Performance is set at 50% of all, not each, pre-final term work (i.e. assignments, participation marks, tests etc.).
2. Unsatisfactory In-term Performance in this course will lead to failure in this course (regardless of the performance at the Final exam or final project).
3. FND grade in this course will be applied in the case of a missed Final exam or project.

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 accommodation for final exams for the December 2015 exam period is November 6, 2015 and for the April 2016 exam period is March 6, 2016.

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 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/>.

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/>
-

Assistance for Students:

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

Writing Tutorial Services: <http://www1.carleton.ca/sasc/writing-tutorial-service/>

Peer Assisted Study Sessions (PASS): 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/>

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

Important Dates

September 1

Last day for receipt of applications from potential fall (November) graduates.

Academic orientation.

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 2

Fall term begins.

Fall and fall/winter classes begin.

September 4

Classes follow a Monday schedule.

September 7

Statutory holiday. University closed.

September 18

Last day of registration for fall term and fall/winter courses.

Last day to change courses or sections (including auditing) for fall/winter and fall term 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 2015 and must register for the Fall 2015 term.

September 25-27

Summer deferred final examinations held.

September 30

Last day to withdraw from fall term and fall/winter courses with a full [fee adjustment](#).

Withdrawals after this date will create no financial change to Fall term fees (financial withdrawal).

October 9

December examination schedule (fall term final and fall/winter mid-terms) available online.

October 12

Statutory holiday. University closed.

October 15

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 26-30

Fall break. Classes are suspended.

November 6

Last day to submit Formal Examination Accommodation Forms to the Paul Menton Centre for Students with Disabilities for December examinations.

November 15

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

November 24, 2015

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 this Calendar).

November 25

Final Payment Deadline. Click [here](#) for important payment information. [Late charges](#) may be applied to the student account any time after this date.

December 1

Last day for receipt of applications from potential winter (February) graduates.

Last day to upload your Master's or PhD thesis for your thesis defence in order to graduate this winter.

December 7

Fall term ends.

Last day of fall-term classes.

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.

Last day to pay any remaining [fall tuition fees](#) to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents.

December 8

No classes or examinations take place.

December 9 – 21

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

December 15, 2015

Fall Co-op Work Term Reports due.

December 22, 2015

All take home examinations are due.

December 25 to January 3

University closed
