



BUSI 2121 A

2022 FALL

INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

Instructor: Harry Chhina, PhD

Office Hours: By appointment

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Course meets on: Thursdays, 2:35 pm. to 5:25 pm @ Azrieli Theatre Room: 301

Modality: Physical class, Lecture

Course Calendar description from the 2021/2022 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.

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 version is also available.

Evaluation criteria

Description of assignment	Value	Due date
Quizzes (5) - Individual	25%	As per schedule below
Personal Evaluation - Individual	25%	21 Oct
Final exam - Individual	40%	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.

Assignments

- Quizzes:** There will be five 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 Brightspace.

- c) **Final exam:** As scheduled centrally by the university. Details on exam format will be provided nearer the time
- d) **Participation:** Students are not only expected to attend scheduled classes and activities but also contribute meaningfully to the discussions. More details on class schedules and how your attendance and contributions will be assessed will be provided in Brightspace.

Class routine

This is a physical class. There is no option for virtual attendance. I will interact with you in multiple ways (such as Announcements in class and on Brightspace, uploading lectures and slides prior to the class). Please also review weekly class schedules posted in Brightspace to remain updated with any changes to schedule, activities, or deliverables.

Submission of Assignments

Assignments must be uploaded to Brightspace by the end of the day on the due date. What is uploaded in Brightspace is what gets graded. You will have the option to review/edit your submission after uploading but only up to 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.

Contribution to Learning Goals of the Program (BCom, BIB):

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies taught but not assessed	Competencies taught and assessed
BC1 Knowledge Graduates will be skilled in applying Foundational business knowledge to appropriate business contexts.				X
BC2 Collaboration Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise, and interest of all members.			X	
BC3 Critical Thinking Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.				X
BC4 Communication Graduates will be effective and persuasive in their communications.			X	
B15 Global Awareness (BIB ONLY) Graduates will be globally minded.		X		

Course Schedule

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

Note: Please review details concerning quizzes in Brightspace

ADDITIONAL INFORMATION

Covid-19 Information:

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are several actions you can take to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you must follow Carleton's symptom reporting protocols.

Masks: Carleton has paused the COVID-19 Mask Policy, but continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. It may become necessary to quickly reinstate the mask requirement if pandemic circumstances were to change.

Vaccines: Further, while proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible, and submit their booster dose information in cuScreen as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most up-to-date information about Carleton's COVID-19 response and health and safety requirements, please see the University's COVID-19 website and review the Frequently Asked Questions (FAQs). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.

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, followership, 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.

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			

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 Accommodation

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:

<https://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.

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:

<https://carleton.ca/equity/focus/sexual-violence-prevention-survivor-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: <https://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.

Process: *If an alleged violation occurs, all relevant documentation will be forwarded to the Dean. If the allegation proves true, the 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. For a first offence, at a minimum, the penalty assigned will normally be a zero on the submitted work and at least a minimum full grade reduction of the final course grade. For a second offence, at a minimum, the penalty assigned will normally lead to a suspension from studies.

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 Undergraduate Student Services Office offers program advising and overall student success support. Our team is available to discuss your academic goals and your program progression plans. We can also work with you to develop strategies for success, including study skills for Business. If you experience any difficulty this term or if you would like to access support, please contact our team at bcom@sprott.carleton.ca or at bib@sprott.carleton.ca .

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

<https://carleton.ca/csas/>

Important Information:

- Students must always retain a 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, 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/>