



**CARLETON UNIVERSITY
SPROTT SCHOOL OF BUSINESS
BUSI2121 SECTION A
FALL 2021
INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR**

Instructor: Dr. Andre Lanctot
Office: Online
Office Hours: By appointment (Online only)
Course Web Page: <https://brightspace.carleton.ca>
Email: andre_lanctot@carleton.ca

TA: TBD
Office Hours:
Email:

Modality: Online (3 hours asynchronous a week)

Pre-requisites & precluded Courses:
Precludes additional credit for [BUSI 2102](#), [BUSI 2121](#), [BUSI 2702](#), and [BUSI 3602](#).
Prerequisite(s): Second-year standing. Open to students in all programs except BCom and BIB

Course Calendar description from the [2021/2022 University calendar](#):
Models of individual and small group behaviour in organizations. Topics include motivation, communication, job design, leadership, and group dynamics to provide systematic explanations of employee and managerial behaviour in organizations.

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.

Learning Outcomes:

1. Recognize, define, discuss, and analyze the terminology, concepts, basic principles, and theoretical underpinnings of human behaviour in organizations.
2. Explain how behavioural 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 behaviour 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

Reading(s)/Textbook(s)/Required Materials:

Langton, N., Robbins, S. P., & Judge, T. A. (2019). *Organizational Behaviour: Concepts, Controversies, Applications* (Eighth Canadian Edition). Toronto: Pearson Canada Inc. (ISBN-13: 9780134882451)

Other Requirements:

- Need to be somewhere with high-speed internet.
- Have some kind of computer to access the course material on the course website and watch the lectures.
- A quiet space to do the quizzes and exams.

Course Requirements & Methods of Evaluation (including due dates):

Course Schedule:

1. Quizzes (2% each)	20%
2. Midterm Exam	25%
3. Group Case Analysis	25%
• Group Case Report (20%)	
• Group Evaluation (5%)	
4. Final Exam	30%

1. **Quizzes (20%):** There will be a small multiple-choice quiz posted each week on the course website (worth 2% each) which will test your knowledge of the material covered in the readings, lectures, and slide presentations for that week. The quiz for each week **must be finished by Saturday at 11:59PM** on the corresponding week (i.e. the same week as the lecture) and will be closed to students at 12AM on Sunday. Failure to complete the quiz will result in a zero for that week.

2. Midterm Exam (25%): The midterm will cover all material covered in the readings, lectures, and slide presentations from Week 1 to Week 5. The midterm will consist of multiple-choice and short-answer questions. The midterm will be a closed book exam and no exam aids will be permitted. The midterm will be coordinated online.

3. Group Case Analysis (25%): For the Group Case Analysis, students will be randomly assigned into groups in the third week of classes. Each group will consist of a 4 to 5 students. The groups are expected to:

1. Submit a Case Analysis Proposal for approval that the group wants to work on. The proposal must outline the organizational behaviour (OB) related topic and the name of the organization. The Case Analysis Proposal is to be submitted on the course website no later than Oct. 6th, 2021.
2. Prepare a writing project report. The body of the report should not exceed 10 pages, double-spaced with 12-point Calibri (or Times New Roman) font and 1-inch margins. The Group Case Analysis is to be submitted on the course website no later than Nov. 24th, 2021.

Cases are brief descriptions of a situation in which a manager or employee finds themselves at a point in time. The purpose of the case analysis is to apply various concepts (i.e., theories, models, and concepts) of OB to the understanding and suggested resolution of an actual organizational issue or problem (it must relate to the course material—see course schedule on next page for a list of topics covered in the course under the Topic column). The situation must be real. You may learn about it firsthand from individual(s) who are/were involved in the issue or problem at the time. The situation must take place in an organizational setting (you may draw from the experience of a group member, personal contacts, etc.). You are not expected to go beyond the course material to find information on the chosen topic. You are, however, expected to reference any sources used including course material, interviews, journal articles used, etc. using proper referencing and citations (APA format, see link below for a guide).

It is your responsibility to ensure that the Group Case Analysis is a group assignment and not an individual one. Each member of a group **must** evaluate the performance of their fellow group members following the completion of the report (5% of your total grade in the course). A peer-evaluation form will be provided on the course website. All individual evaluations will be kept confidential (members will only see the average evaluation score). All members of the group will share the same grade on the report itself.

Purdue Website with Style Guide Guidelines:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html is an excellent source for general APA guidelines.

Deadline is strict. **Failure to meet the deadline will result in a penalty of 10% per day. Assignments submitted more than 1 week late will be considered missed.**

4. Final Exam (35%): The final exam will be held during the formal examination period. The exam will cover all topics covered in the readings, lectures, and slide presentations from Week 7 to Week 11 (nothing before the midterm will be on the final). The exam will consist of multiple-choice and short-answer questions. The final exam will be a closed book exam and no exam aids will be permitted. The final exam will be coordinated online.

COURSE SCHEDULE

WEEK/DATES	TOPIC	ASSIGNMENTS/READINGS
1. Sept. 8 th	-Review Course Outline -Introduction to Organizational Behaviour	Chapter 1 Quiz 1 (completed by Sept. 11th)
2. Sept. 15 th	-Personality -Perception -Emotions	Chapter 2 Quiz 2 (completed by Sept. 18th)
3. Sept. 22 nd	-Values -Attitudes -Diversity in the Workplace	Chapter 3 Group Formation Quiz 3 (completed by Sept. 25th)
4. Sept. 29 th	-Theories of Motivation -Motivation in Action	Chapter 4 and Chapter 5 Quiz 4 (completed by Oct. 2nd)
5. Oct. 6 th	-Leadership	Chapter 11 Group Project Topic Due Quiz 5 (completed by Oct. 9th)
6. Oct. 13 th	-Midterm Exam	Midterm Exam. The exam will cover material from Week 1-5.
7. Oct. 20 th	-Groups and Teams	Chapter 6 Quiz 6 (completed by Oct. 23rd)
Oct. 25 th – 29 th	-Reading Week	No Class
8. Nov. 3 rd	-Communications	Chapter 7 Quiz 7 (completed by Nov. 6th)
9. Nov. 10 th	-Power and Politics	Chapter 8 Quiz 8 (completed by Nov. 13th)
10. Nov. 17 th	-Conflict and Negotiation	Chapter 9 Quiz 9 (completed by Nov. 20th)
11. Nov. 24 th	-Organizational Culture -Organizational Change	Chapter 10 and Chapter 14 Group Case Analysis is Due Quiz 10 (completed by Nov. 27th)
12. Dec. 1 st	-Review	All Chapters Covered Group Case Evaluation is Due
	Final Exam	Final Exam. This exam covers from Week 7-11.

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

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
CHECK (X) ONE PER ROW				
BC1 Knowledge <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				X
BC2 Collaboration <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>				X
BC3 Critical Thinking <i>Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.</i>				X
BC4 Communication <i>Graduates will be effective and persuasive in their communications.</i>				X
BI5 Global Awareness (BIB ONLY) <i>Graduates will be globally-minded.</i>	X			

ADDITIONAL INFORMATION

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 (Not required for this course)

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 (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 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

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: carleton.ca/csas.

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, in order to respond to your inquiries, please send all email 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/>
-

IMPORTANT DATES & DEADLINES (FALL TERM 2021)

- September 1** Last day for receipt of applications from potential fall (November) graduates.
Deadline for course outlines to be made available to students registered in fall and fall/winter term courses.
- September 6** Statutory holiday. University closed.
- September 7** Academic orientation (undergraduate and graduate students).
Orientation for new Teaching Assistants.
All new students are expected to be on campus. Class and laboratory preparations, departmental introductions for students and other academic preparation activities will be held.
- September 8** Fall term begins. Fall and fall/winter classes begin.
- September 17-19** Full and late summer term deferred final examinations to be held.
- September 22** Last day of registration for fall term and fall/winter courses.
Last day to change courses or sections (including auditing) for fall term and fall/winter 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 2021 and must register for the fall 2021 term.
- September 30** **Last day to withdraw from fall term and fall/winter courses with a full fee adjustment.** Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
- October 8** December examination schedule (fall term final and fall/winter mid-terms) available online.
- October 11** 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 25-29** Fall break, no classes.
- November 12** Last day to request Formal Examination Accommodation Forms for December 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.

- November 15** Last day for receipt of applications for admission to an undergraduate degree program for the winter term.
- November 26** Last day for summative tests or examinations, or formative 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).
- December 1** Last day for receipt of applications from potential winter (February) graduates.
Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.
- December 10** Fall term ends.
Last day of fall term classes.
Classes follow a Monday schedule.
Last day for take home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
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.
- December 11-23** 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 23** All take home examinations are due on this day, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
- December 25, 2021 through January 1, 2022 inclusive** University closed.