
MOS 2181A Organizational Behaviour Course Outline: Section – 650 / Summer 2017

1. Course Information:

1.1 Contact Information:

Instructor: Stelian Medianu, PhD

Office: SSC 6300

Office Hours: Because this is an internet-based course, the best way to contact the instructor is by e-mail. I will do my best to respond to your e-mails as quickly as possible. If you would like to meet in person, please e-mail me to set up a meeting.

Email: smedian@uwo.ca

Website Address: <http://owl.uwo.ca/portal>

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

2. Calendar Description

2.1 Course Description:

The purpose of this course is to study human behaviour in organizations from the individual, group and organizational levels of explanation.

3 lecture hours, 0.5 course

Antirequisite(s): MOS 2180

Prerequisite(s): Enrolment in BMOS or Music Administrative Studies (MAS)

2.2 Senate Regulations

Senate Regulations state, "unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

3. Textbook

Colquitt, J. A., Lepine, J. A., Wesson, M. J., & Gellatly, I. R. (2016). *Organizational behaviour: Improving performance and commitment in the workplace*. Toronto: McGraw-Hill. ISBN: 9781259454448.

Course Notes

A set of course notes is available on the OWL course site (under the Lessons tab). Material within these course notes is also testable on the exams.

4. Course Objectives

This course introduces multidisciplinary approaches to human behaviour in organizational settings. Attention will be paid to public and private sector organizations as well as those that operate within a profit and not-for-profit environment. A variety of contemporary issues will be examined from the perspective of the manager as well as those of the worker, the client and the citizen.

Accordingly, the major objectives of Management and Organizational Studies 2181 are:

- To provide an overview of the influential theoretical perspectives and research findings in the field of organizational behaviour
- To offer a set of conceptual frameworks, methodological approaches, and analytical skills which are useful in increasing our understanding of human behaviour in organizations
- To provide opportunities to practice the use of these conceptual frameworks through their application to organizational problems
- To challenge the student to think analytically and creatively about significant issues facing organizational stakeholders now and in the future

5. Learning Outcomes

Upon completion of this course, the student will be able to:

- Identify, explain and predict individual behaviour within various workplace situations; recognize and correct workplace situations that are experiencing inadequate levels of employee performance, (i.e., those behaviours that can prevent the achievement of organizational goals).
- Recall and apply appropriate evidence-based OB principles that accurately explain and assist in correcting dysfunctional workplace behaviour.
- Memorize and restate, with a high degree of accuracy, specific OB research findings as they apply to the contemporary workplace.
- Compare and contrast between North American cultural values, principles, and theories from those that exist in global markets.
- Describe legal, ethical and socially responsible management practices as they relate to the workplace.
- Evaluate and develop recommendations based on evidence for the type of assistance required from the HR Department to effectively recruit, select and orientate new employees so as to have a 'better fit'; thus contributing to a more productive workforce.
- Investigate and prescribe which of the motivational theories would be most effective in enhancing employee productivity given certain workplace situations.
- Differentiate between the various leadership models; explain the correlation between a leader's vision/philosophy/values and how such become formalized via organizational design, structure, culture.
- Describe the possible distortions of individual behaviour that can occur as a result of working in a strong group environment; especially as it relates to the socialization process.

- Understand the internal and external pressures forcing change within organizations; articulate the metamorphosis towards more globalized organizations and the increased need for stronger people-oriented management.

6. Evaluation

Course Component	% of Course Grade	Date(s)
<p style="text-align: center;"><u>Exam #1</u></p> <ul style="list-style-type: none"> • Covers all material from Part #1 of the course • 2 hours in length • Multiple choice and short answer questions 	40%	<ul style="list-style-type: none"> • Saturday June 17 • Time and location to be announced
<p style="text-align: center;"><u>Exam #2</u></p> <ul style="list-style-type: none"> • Covers all material from Part #2 of the course • 2 hours in length • Multiple choice and short answer questions 	40%	<ul style="list-style-type: none"> • July/August 2017 exam period • Date/time determined by the Registrar's Office
<p style="text-align: center;"><u>Online Discussions</u></p> <ul style="list-style-type: none"> • For this section, 4 discussions worth 5% each • Discussion rubric available on the course site 	20%	<ul style="list-style-type: none"> • May 15 to May 21 • May 29 to June 4 • June 26 to July 2 • July 17 to July 23

Exams are multiple choice + short answer **in format**. Each exam, in total, will be scheduled for **2 hours**. Both exams are **closed book examinations**. **Dictionaries are NOT allowed into the examinations**.

Exams are non-cumulative. That is, Exam 1 will cover material in Part #1 of the course and Exam 2 will cover material in Part #2 of the course.

Students are responsible for material covered in the course notes/lessons as well as the assigned chapters in the text.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course. There are no exceptions to this. Extra assignments to improve grades **will NOT** be allowed.

Exams will be scored using the program Scan Exam which examines the answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

Grades will **not** be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

Online Discussions

There will be 4 online discussions (each worth 5% of your final grade). At the beginning of each discussion week, students will be provided with a series of questions to answer and discuss with their classmates. Receiving a good mark will require creative, insightful posts that show accurate knowledge of the textbook material, elaborate on information posted earlier in the discussion, and involve a meaningful dialogue with classmates.

More information about the discussions (including a detailed rubric) will be available on the course website.

Discussions will take place during the following weeks:

Start Date	End Date	Topic
May 15	May 21	Job Performance Organizational Commitment
May 29	June 4	Job Satisfaction Stress
June 26	July 2	Learning & Decision Making
July 17	July 23	Power, Influence, & Negotiation Leadership Styles & Behaviours

Each discussion will be open for 7 days: from 12:01am on Monday until 11:59pm the following Sunday. Once the discussion closes, no more posts can be made.

7. Lecture and Examination Schedule

Lesson Start Date	Topic(s)	Textbook Readings
PART #1		
May 8	Introduction to Organizational Behaviour	Chapter 1
May 15**	Job Performance Organizational Commitment	Chapter 2 Chapter 3
May 22	Personality, Cultural Values, & Ability	Chapter 4
May 29**	Job Satisfaction Stress	Chapter 5 Chapter 6
June 5	Motivation	Chapter 7
EXAM #1: Saturday June 17, 2017, time and location to be announced Covers all lecture material and textbook readings from May 8 to June 11 (Part #1)		
PART #2		
June 12	Trust, Justice, & Ethics	Chapter 8
June 26**	Learning & Decision Making	Chapter 9
July 3	Communication	Chapter 10
July 10	Team Characteristics & Processes	Chapter 11
July 17**	Power, Influence, & Negotiation Leadership Styles & Behaviours	Chapter 12 Chapter 13
July 24	Organizational Structure Organizational Culture & Change	Chapter 14 Chapter 15
EXAM #2: July/August 2017 exam period, date/time/location to be announced Covers all lecture material and textbook readings from June 12 to July 30 (Part #2)		

** Indicates the start of an online discussion week

8. University Policy Regarding Illness

8.1 Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy

http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

8.2 Make Up Examinations

The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counseling office).

9. University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

10. Procedures For Appealing Academic Evaluations

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

11. Support Services

11.1 Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca> Student Support Services (***including the services provided by the USC listed here***) can be reached at: <http://westernusc.ca/services/>
Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Mental Health@Western http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

12. Other Issues

12.1 Grade Policy

The DAN Program has a grade policy which states that for courses in the 2000 range, the class average must fall between 65% and 72% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or Chair. Class averages are not grounds for appeal.

12.2 Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

12.3 Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

12.4 Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

12.5 Important Dates:

Distance Studies – 1.0 or 0.5 course (12 weeks) Duration: May 8 – July 28

Last day to Add: May 12; Last day to Drop: June 12; Exam Period: July 31 – August 3

13. Other Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: http://www.uwo.ca/univsec/academic_policies/index.html

14. E-mail Policies (optional)

The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Non-acceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

14.1 UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

14.2 Subject Line Must Include Course and Section Number

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Professor teaches different courses and sections and cannot properly respond to questions if he does not know which course or section you are enrolled in.

14.3 Acceptable Emails

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

14.4 Non-Acceptable Emails

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components