
MOS 2181A - Sections 001, 002, 003 Organizational Behaviour Fall 2020 Course Syllabus

1. Course Information

Class Location and Time

Online via owl.uwo.ca

Contact Information

Instructor: Sarah Ross

Office: SSC 4090

Office Hours: By appointment via Zoom

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DAN Department of Management & 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 519-661-2147 for any specific question regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

2. Calendar Description

Course Description

A multidisciplinary approach to the study of human behavior in organizations from the individual, group and organizational levels of explanation.

Antirequisite(s): MOS 2180

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

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."

This regulation is in regard to the COURSES required.

Students not in BMOS are permitted to enroll in up to 1.0 MOS courses, per the Academic Timetable.

3. Textbook

Colquitt, J.A., Lepine, J.A., Wesson, M.J., & Gellatly, I.R. (2018). Organizational behaviour: Improving performance and commitment in the workplace. Toronto: McGraw-Hill.

We are using the 4th Canadian Edition. If you purchase the U.S. edition or an earlier Canadian edition, you will be missing information for the tests/exams.

Important notes

This textbook is required reading for this course.

The textbook is available from the bookstore at Western. You can purchase an electronic version of the text (ISBN: 9781260305357) or a print version of the text (ISBN: 9781260305845).

If you are purchasing the print version of the text, please account for processing and shipping times from the bookstore. Do not leave your purchase until right before the tests/exams!

You are encouraged to make use of the textbook resources through McGraw-Hill Connect to supplement your learning. Textbook resources can be accessed with a code that comes with the purchase of a new copy of our textbook (either of the above ISBNs) from the Book Store at Western.

4. Course Objectives and Format

The DAN Department of Management and Organizational Studies as a whole draws upon an evidence-based management approach. Evidence-based management is the systematic process of gathering evidence from multiple sources, critically appraising the evidence, and using that evidence in making and evaluating management decisions to improve organizational performance.

Course objectives

This course introduces multidisciplinary approaches to human behaviour in organizational settings. A variety of contemporary issues will be examined from the perspective of the manager and the employee. 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.

Course format

This course is “asynchronous”, which means that we won’t meet as a group all at a particular time. Instead, you’ll determine your own schedule for working through course activities and materials so that you can meet the course deadlines. Although you will determine your own schedule to some degree, please be aware of the important test, exam, activity, and discussion dates and deadlines.

5. Learning Outcomes

- Describe the major theories and principles of organizational behaviour, focusing on the underlying attitudes and behaviours of people in the workplace.
- Evaluate and recommend solutions for written and video workplace scenarios by applying appropriate organizational behaviour theories and principles.
- Memorize and restate, with a high degree of accuracy, specific OB research findings and concepts as they apply to the contemporary workplace.
- Discuss and debate how organizational behaviour concepts, theories, and principles can be applied in organizational settings.

6. Evaluation

Discussions (weekly):	3%
Activities (weekly):	3%
Test #1 (1 hour; around the week of Oct 5; date/time determined by Registrar):	22%
Test #2 (1 hour; around the week of Nov 9; date/time determined by Registrar):	22%
Final Exam (2 hours; December exam period; date/ time determined by Registrar):	50%

All times/deadlines are listed in eastern time (i.e., London, Ontario time).

Please ensure a strong internet connection, especially when taking tests and exams.

Discussions (3%)

- Each week (except for the weeks with tests and Reading Week), students will be provided with a discussion question. Students must provide a response to that question and comment on another student’s post between Monday 12:00am and Friday 11:59pm (eastern time) for the week in question. No late discussions will be accepted.
- Discussions will be marked for completion (relevant response + comment on another student’s post) for each of the 9 weeks for which course content and discussions are posted. Students cannot make up for missed discussions.

Activities (3%)

- Each week (except for the weeks with tests and Reading Week), students will be provided with a short video or written scenario. Students must watch the video or read

the scenario, then provide a response to the video/scenario question in the box below the video/scenario. The activities must be completed between Monday 12:00am and Friday 11:59pm (eastern time) for the week in question. No late activities will be accepted.

- Activities will be marked for completion (relevant response to the video or written scenario) for each of the 9 weeks for which course content and activities are posted. Students cannot make up for missed activities.

Test #1 (22%)

- This test will take place remotely/online through the OWL Tests & Quizzes feature on our OWL course site.
- The test date and time will be determined by the Registrar's Office, and this test will be held hopefully sometime around the week of October 5.
- This test will be 1 hour in length and contain approximately 40 multiple choice questions.
- This test covers material in Week 1, Week 2, and Week 3 (see Lecture Schedule). Students are responsible for the material covered in the lecture videos and the assigned chapters in the text for those weeks.
- Test questions will be presented to students in randomized order. Students will not be able to return to a test question once they have completed that question (i.e., students must work through the test in a linear fashion).
- This test was designed to be written without the aid of notes, textbook, and lecture videos. Looking up concepts or principles in your textbook and other sources during the exam may hinder your ability to complete the exam in the allotted time.
- Tests will not be returned to students but may be reviewed by contacting your instructor.

Test #2 (22%)

- This test will take place remotely/online through the OWL Tests & Quizzes feature on our OWL course site.
- The test date and time will be determined by the Registrar's Office, and this test will be held hopefully sometime around the week of November 9.
- This test will be 1 hour in length and contain approximately 40 multiple choice questions.
- This test covers material in Week 5, Week 6, and Week 7 (see Lecture Schedule). Students are responsible for the material covered in the lecture videos and the assigned chapters in the text for those weeks.
- Test questions will be presented to students in randomized order. Students will not be able to return to a test question once they have completed that question (i.e., students must work through the test in a linear fashion).
- This test was designed to be written without the aid of notes, textbook, and lecture videos. Looking up concepts or principles in your textbook and other sources during the exam may hinder your ability to complete the exam in the allotted time.
- Tests will not be returned to students but may be reviewed by contacting your instructor.

Final Exam (50%)

- This exam will take place remotely/online through the OWL Tests & Quizzes feature on our OWL course site.

- This exam will take place during the December exam period, with the date/time to be determined by the Registrar.
- This exam will be 2 hours in length and contain approximately 80 multiple choice questions.
- This is a cumulative final exam that covers material in Week 1, Week 2, Week 3, Week 5, Week 6, Week 7, Week 10, Week 11, and Week 12 (see Lecture Schedule). Students are responsible for the material covered in the lecture videos and the assigned chapters in the text for those weeks.
- Exam questions will be presented to students in randomized order. Students will not be able to return to an exam question once they have completed that question (i.e., students must work through the exam in a linear fashion).
- This is a closed-book examination. Textbooks, notes, and dictionaries are not allowed. Electronic devices of any kind (including cell phones, smart watches and calculators) are not permitted at the final exam.
- The final exam in this course will be conducted using the remote proctoring service, Proctortrack. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. More information about this remote proctoring service is available in the Online Proctoring Guidelines at the following link:
<https://www.uwo.ca/univsec/pdf/onlineproctorguidelines.pdf>.

Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. Information about the technical requirements are available at the following link:

<https://www.proctortrack.com/tech-requirements/>.

- Exams will not be returned to students but may be reviewed by contacting your instructor.

See Section 14 in this syllabus for information about how missed tests and exams will be handled.

Important notes about evaluation

- 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.
- 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.
- The DAN Department has a grade policy which states that for courses in the 2000-2999 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.

7. Lecture and Examination Schedule

PART #1

- **Week 1 (Sept 14 to Sept 18):** Introduction to Organizational Behaviour
 - Textbook reading: Chapter 1
- **Week 2 (Sept 21 to Sept 25):** Job Performance and Organizational Commitment
 - Textbook reading: Chapter 2, Chapter 3
- **Week 3 (Sept 28 to Oct 2):** Personality, Cultural Values, Ability, and Job Satisfaction
 - Textbook reading: Chapter 4, Chapter 5
- **Week 4:** Test #1 will be 1 hour in length; date/time to be determined by the Registrar (hopefully will be held sometime around the week of October 5); in OWL Tests & Quizzes
 - Test #1 covers all lecture videos and textbook readings for Week 1, Week 2, Week 3

PART #2

- **Week 5 (Oct 12 to Oct 16):** Stress and Motivation
 - Textbook reading: Chapter 6, Chapter 7
- **Week 6 (Oct 19 to Oct 23):** Trust, Justice, Ethics, Learning and Decision-Making
 - Textbook reading: Chapter 8, Chapter 9
- **Week 7 (Oct 26 to Oct 30):** Communication
 - Textbook reading: Chapter 10
- **Week 8 (Nov 2 to Nov 8):** READING WEEK
 - No required readings
- **Week 9:** Test #2 will be 1 hour in length; date/time to be determined by the Registrar (hopefully will be held sometime around the week of November 9); in OWL Tests & Quizzes
 - Test #2 covers all lecture videos and textbook readings for Week 5, Week 6, Week 7

PART #3

- **Week 10 (Nov 16 to Nov 20):** Team Characteristics and Processes
 - Textbook reading: Chapter 11
- **Week 11 (Nov 23 to Nov 27):** Power, Influence, Negotiation and Leadership
 - Textbook reading: Chapter 12, Chapter 13
- **Week 12 (Nov 30 to Dec 4):** Organizational Structure, Culture and Change
 - Textbook reading: Chapter 14, Chapter 15
- **Week 13 (Dec 7 to Dec 9):** Review for final exam
 - No required readings
- **Final Exam:** The final exam will be 2 hours in length; date/time to be determined by the Registrar (will be held during the December exam period); in OWL Tests & Quizzes
 - The final exam is cumulative and covers all lecture videos and textbook readings for: Week 1, Week 2, Week 3, Week 5, Week 6, Week 7, Week 10, Week 11, and Week 12

8. Student Responsibilities

Students should familiarize themselves with Western University Senate Regulations, please see: http://www.uwo.ca/univsec/academic_policies/index.html.

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

Respect

Please act respectfully towards the classroom, the Professor and your fellow students. Acting respectfully means arriving on time, turning off phones, avoiding private discussions during lectures, refraining from viewing non-course material on your laptops, and cleaning up after yourself. Acting respectfully provides a better learning experience for everyone. Private in-class discussions are distracting to students and the Professor. If other students are distracting your attention from the material, you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), please see the instructor. Late arrivals are also distracting. Please try to arrive on time for classes.

No Recording of Classes

Students are not permitted to record any portion of a class, audio or video, without the prior written permission of the professor.

Copyright Notice

Lectures and course materials, including power point presentations, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may **not** record lectures, reproduce (or allow others to reproduce), post or distribute lecture notes, wiki material, and other course materials publicly and/or for commercial purposes without my written consent.

9. Exam Policies

- Have student identification ready.
- Nothing is to be on/at one's desk during the final exam, except your computer.
- No other browsers or programs may be open while an exam is in progress.
- Students may be required to use ProctorTrack or other proctoring software.
- To ensure fairness to all students, questions will not be answered during exams.

10. E-mail Policies

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. Unacceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

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.).

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.

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

Unacceptable 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

11. Attendance

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.

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. Grade Fairness

Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried.

Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of

course components. There is no extra work or assignments available for extra credit or to “make up” for a course component that was missed or performed poorly.

13. Posting of Grades

Midterm exam grades will be posted on OWL once the grades are available. Final exam grades and final course grades are not posted on OWL and are available once they have been posted by the Registrar under “Academic Summary” at the Student Centre website.

14. University Policy Regarding Illness

Illness

For details on University Policy and student responsibilities go to:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf

The current Illness Policy is available here (subject to change):

https://dan.uwo.ca/undergraduate/course_information/IllnessPolicy.pdf

Make-Up Tests & Examinations

Students who miss Test #1 or Test #2 and make use of a self-reported absence or have documentation approved by the Academic Counselling office will have their Final Exam reweighted to include the weight of the missed test. For example, if you miss Test #1 (worth 22%) and your documentation is approved by Academic Counselling, your cumulative Final Exam (originally worth 50%) will now be worth 72% of your grade.

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

The date and time of the make-up Final Exam will be set by the instructor, who will communicate the date to the student. The make-up exam for the Final Exam will be a cumulative exam that consists of short answer questions.

If a student is unable to meet the scheduled make-up Final Exam as agreed, then the student is responsible for obtaining new accommodations from Academic Counselling, and seeking a new make-up date with the instructor within a reasonable time frame.

15. University Policy on Cheating and Academic Misconduct

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.

A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573, ombuds@uwo.ca.

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. 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.

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.

16. Procedures for Appealing Academic Evaluations

1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation).
2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Undergraduate Chair: Student Affairs of the Department of Management and Organizational Studies.
3. If the response of the Undergraduate Chair 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.
4. 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.

17. Support Services

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/your-services/>

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Health and Wellness at Western University: <https://www.uwo.ca/health/> for a complete list of options about how to obtain help.

Academic Concerns

If you are in academic difficulty, it is strongly recommended that you see your [academic counsellor](#).