
MOS 2181A Section – 650 Organizational Behaviour Summer 2021 Course Syllabus

1. Course Information:

1.1 Class Location and Time:
Distance Studies/Online

1.2 Contact Information:

Instructor: Victoria Digby, BA, MA

Office: -

Office Hours: Zoom/FaceTime; contact via **OWL only** to request appointment.

Phone: 519-661-2051 (DAN office) leave message with The Dan main office receptionist. Please communicate with professor using the OWL e-mail message system only; it is read daily and will be the only vehicle to communicate with students outside of class. You are urged to check your OWL email system often.

Email: See OWL email message system to reach professor <http://owl.ca/portal>

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

2.1 Course Description:

A multidisciplinary approach to the study of human behavior 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."

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

The textbook is required reading for this course and is available through the Western bookstore affiliate platform, eCampus Bookstores. All students, including those studying abroad this summer, should have no problems purchasing either the ebook w/CONNECT only (ISBN: 9781260305357) or a printed hard copy book bundled with the ebook w/CONNECT (ISBN: ISBN: 9781260305845).

Students purchase through the eCampus Bookstore website and an access code is on their receipt. Students need to use a recognized credit card, VISA or MasterCard for the transaction to process. Here's the hyperlink for bookstore:

https://bookstore.uwo.ca/textbook-search?campus=UWO&term=N2021&courses%5B0%5D=650_UW/MOS2181A

OR

Here's the hyperlink to the McGraw Hill Ryerson website:

<https://www.mheducation.ca/organizational-behaviour-improving-performance-and-commitment-in-the-workplace-9781259654978-can-group>

Colquitt, J.A., Lepine, J.A., Wesson, M.J., & Gellatly, I.R. (2018). *Organizational Behaviour: Improving Performance and Commitment in The Workplace*. 4th Canadian Edition, Toronto: McGraw Hill Ryerson.

NOTE: Students must purchase stand-alone CONNECT e-book version for this course to ensure access to the publishers online CONNECT site (Contact Western bookstore if you have questions).

CONNECT – Publisher Website: You will be expected to use SmartBook 2.0 on the McGraw Hill Ryerson publisher CONNECT site. This will be made available to you when you purchase your e-book because a password will be given to you. **NOTE:** If you are purchasing a used hard copy textbook, ensure that the CONNECT password was not activated by the previous student user; otherwise it will be of no help to you during assessment and evaluation, you will not be able to get into the site, so be aware.

3.1 Additional Readings/Podcasts/Videos

In addition to the above e-book & SmartBook 2.0 tools found on the CONNECT site, students will be required to read articles provided by the professor as well as watch podcasts/videos online in the form of hyperlinks that will be provided to you on the OWL 'Forum' site or under 'Lessons'. The purpose of these additional readings/podcasts/videos is to provide students with the opportunity to read, watch, understand, and appreciate evidence-based information around management and behaviour-related issues. These learning materials will be referred to during online discussions and can enrich OB understanding within a broader context.

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.

4.1 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 MOS2181A-650 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

4.2 Course format

All assessments and evaluations will be conducted online using the Western OWL learning platform as well as SmartBook 2.0/CONNECT by McGraw Hill Ryerson. Students will be expected to follow the dates for all online discussion postings, online assignments and two exam evaluations provided on the week-by-week course schedule found within this syllabus. There are no lectures for this course.

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

Online M/C Exam 1 (chpts 1-7)	12.5% (June 7 @12am-11:59pm; 24 hrs. to complete)
Online M/C Exam 2 (chpts 8-15)	12.5% (July 28 @ 12am-11:59pm; 24 hrs. to complete)
Online Dropbox Paper	22.5% (July 19 @ 11:55pm – See OWL for guidelines/rubric)
Online OWL Weekly Discussions	32.5% (See OWL Forum for posting guidelines/dates/rubric)
Online SmartBook 2.0 Assignments	<u>20%</u> (See CONNECT site for 15 assignments total to complete)
Total = <u>100%</u>	

Exams are MC **in format**. Each exam, in total, will be scheduled for 100 minutes, **consist of approx. 70 questions**, and are open book examinations. Exams cannot be returned to students because they exist only online; however, the results may be reviewed by contacting your Instructor.

Although exams are not cumulative; OWL discussions as well as the online dropbox paper do encourage concepts and ideas from throughout the semester to be applied. Please see the Weekly Lessons, Assignments and Examination Schedule that are found within this syllabus; instructions and rubrics will be posted for all online postings/discussion boards/dropbox assignments; all information regarding the two exams will be posted on the OWL home page prior to exams.

Students are responsible for material covered in additional readings/podcasts/videos as well as the assigned chapters/sections in the e-text.

All assessment and evaluation will take place online using the OWL & CONNECT.

Completion of this course will require you to have a reliable internet connection. Exams will not be returned to students but may be reviewed by contacting your Instructor.

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.

ADDITIONAL INFORMATION: SmartBook 2.0 – Found on the CONNECT Site of textbook publisher: McGraw Hill Ryerson (password comes with e-book purchase)

- Once you have purchased your e-book – click on the unique course URL hyperlink provided below, scroll down and click ‘register now’ button for ‘**MOS2181A-650 ONLINE WESTERN UNIV.**’ **Instructor: Victoria Digby. Section: MOS2181 – SUMMER 2021 Prof. Digby.** You will need the password to gain access to the site . . . passwords are supplied by the publisher when you purchase your e-book. For hardcopy books, the password came attached to your book. For e-books bought at the bookstore, the password was probably provided on your bookstore receipt – double check with the UWO bookstore that you purchased an e-books that needs a password. For e-books purchased online, the publisher will provide a password for you directly.

Your unique CONNECT section URL web address is:

<https://connect.mheducation.com/class/v-digby-copy-of-mos2181---summer-2021-prof-digby>

- Once in CONNECT, register for our section and proceed to review CONNECT. The CONNECT site is rather intuitive; you may find success by opening the Library menu and then going through the various items listed.
- Understanding the opening page of CONNECT:
 - You’ll first see the front cover of the OB textbook (Colquitt, 4th Cdn edition) - you may click on it to go directly to the e-book pages. The computer will open a new tab with the text found on it. To go back home at any time, just toggle to the previous tab opened.
 - Also, notice that on this opening page, there are 15 chapter assignments listed – the first opens May 1st @ 12 am and closes May 16 @ 11:59 pm. You’ll be expected to complete

this assignment online during the week it opens – mark it on your calendar and note all future assignments open on May 1st but each have their own due date as they vary weekly.

- That's all you'll need on this opening page - note that there are no recorded lectures posted for this course, no bookmarks, no other items . . .so you may disregard these parts of the opening page.

There are a total of 15 SmartBook 2.0 chapter assignments that will have to be completed in the time given. All assignments open on May 1; however, all the assignments vary in terms of closing time/dates. If you miss the deadline for that assignment, a grade of zero will be earned and placed within your gradebook. Students that wish to expedite assignments may work ahead as much as they desire.

Here are the important dates for you to follow on CONNECT when completing the SmartBook 2.0 Assignments:

• Week 3	chpt 1	closes May 16 @ 11:59pm	(weight factor 1.33%)
• Week 4	chpt's 2 & 3	closes May 23 @ 11:59pm	(combined weight factor 2.66%)
• Week 5	chpt's 4 & 5	closes May 30 @ 11:59pm	(2.66%)
• Week 6	chpt's 6 & 7	closes June 6 @ 11:59pm	(2.66%)
• Week 8	chpt 8	closes June 20 @ 11:59pm	(1.33%)
• Week 9	chpt's 9 & 10	closes June 27 @ 11:59pm	(2.66%)
• Week 10	chpt's 11 & 12	closes July 4 @ 11:59pm	(2.66%)
• Week 11	chpt's 13 & 14	closes July 11 @ 11:59pm	(2.66%)
• Week 12	chpt 15	closes July 18 @ 11:59pm	(1.33%)

7. Lecture and Examination Schedule

WK #1. May 3-7: Getting Organized For Online Learning:

- Purchase e-book
- Log into McGraw Hill Ryerson Publisher CONNECT site – orientate yourself to the various assignments to be completed online each week. Also note when you will be completing the online Exams #1 & #2.
- Log into Western OWL learning platform – read the opening introduction from your professor. . . orientate yourself to the menu listing various learning tools utilized throughout the semester.
- Make note of all important dates for exams, due dates for postings, etc. into your agenda day planner.
- OWL Forum Discussion Board – Bonus .5% Open, read, follow instructions and post (notice closing date May 9th @ 11:55pm)

WK #2. May 10-14: Introduction to Organizational Behaviour:

- Textbook reading: Chapter 1
- Complete SmartBook 2.0 Assignment on CONNECT: chpt 1
- Watch additional podcast: *CBC podcast: Precarious Work: David Weil "The Disappearing Company Job. . . The Fissured Workplace."* Click on hyperlink: <https://www.cbc.ca/radio/ideas/the-disappearing-company-job-1.4433392>
- OWL Forum Discussion Board – Week #2 - The Changing Workplace

WK #3. May 17-21: Job Performance & Organizational Commitment:

- Textbook readings: Chapters 2 & 3
- Complete two SmartBook 2.0 Assignments on CONNECT: chpt's 2 & 3
- OWL Forum Discussion Board – Week #3 (Topic To Be Determined)

WK #4. May 24-28: Personality, Cultural Values, Ability and Job Satisfaction:

- Textbook readings: Chapters 4 & 5
- Complete two SmartBook 2.0 Assignments on CONNECT: chpt's 4 & 5
- Additional Reading: (To Be Determined)
- OWL Forum Discussion Board – Week #4 (Topic To Be Determined)

WK #5. May 31-June 4: Stress and Motivation:

- Textbook readings: Chapters 6 & 7
- Complete two SmartBook 2.0 Assignments on CONNECT: chpt's 6 & 7
- OWL Forum Discussion Board – Week #5 – (Topic To Be Determined)

WK #6. June 7

- CONNECT Online Exam #1: Chpt's 1-7 . . . June 7 @ 12am-11:59pm; 24 hrs. to complete (See OWL for review sheet, test policies and late submission penalty)
- Online Dropbox Paper Assigned Today – See OWL for due date, instructions and rubric

WK #7. June 14-18: Trust, Justice, Ethics:

- Textbook reading: Chapter 8
- Complete SmartBook 2.0 Assignment on CONNECT: Chapter 8
- OWL Forum Discussion Board – Week #7 – (Topic To Be Determined)

WK #8. June 21-25: Learning & Decision Making, Communication:

- Textbook readings: Chapters 9 & 10
- Complete two SmartBook 2.0 Assignments on CONNECT: Chapters 9 & 10
- Additional Reading or Video: (To Be Determined)
- OWL Forum Discussion Board – Week #8 – (Topic To Be Determined)

WK #9. June 28 – July 2: Teams & Processes and Power, Influence & Negotiation:

- Textbook readings: Chapters 11 & 12
- Complete two SmartBook 2.0 Assignments on CONNECT: Chapters 11 & 12
- Additional reading: (To Be Determined)
- OWL Forum Discussion Board – Week #9 – (Topic To Be Determined)

WK #10. July 5-9: Leadership Styles & Behaviour and Org Structure:

- Textbook readings: Chapters 13 & 14
- Complete two SmartBook 2.0 Assignments on CONNECT: Chapters 13 & 14
- Additional Reading: (To Be Determined)
- OWL Forum Discussion Board – Week #10 – (Topic To Be Determined)

WK #11. July 12-16: Culture and Change:

- Textbook reading: Chapter 15
- Complete SmartBook 2.0 Assignment on CONNECT: Chapter 15

WK #12. July 19

- Online Dropbox Paper Due today @ 11:55pm in your OWL Dropbox.

EXAM WEEK. July 28

- CONNECT Online Exam #2: Chpt's 8-15 on July 28 @ 12am-11:55pm; 24 hrs. to complete (See OWL review sheet)

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.

8.1 Respect

Please act respectfully when communication via email as well as posting comments within the online discussion towards the Professor and your fellow students. What you write is being assessed using the posted rubric (see OWL); acting respectfully provides a better learning experience for everyone.

8.2 No Recording of Classes

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

8.3 Copyright Notice

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** reproduce (or allow others to reproduce) course materials publicly and/or for commercial purposes without professor written consent.

9. Exam Policies

- Each student is expected to complete all work by themselves – without the assistance of anyone unless identified by the Western Accommodated Exams department.
- Online exams will be open book and graded by the computer/AI systems of McGraw Hill Ryerson.
- Weekly SmartBook 2.0 Assignments on CONNECT will be graded by the computer/AI systems of McGraw Hill Ryerson.
- Online weekly discussions posted on OWL will be graded by professor using a rubric that will be posted on OWL.
- Online Dropbox Paper will be graded by professor using a rubric that will be posted along with the assignment on OWL.

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".

10.1 OWL Message System For Emails Only

For privacy reasons, students must use their OWL message system to contact the professor and only under emergency circumstances should they 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.).

10.2 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 (**MOS2181A-650 Organizational Behaviour**). 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.

10.3 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

10.4 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

This course is totally delivered online. There is no in-class attendance component; yet there is graded work that must be completed by each student weekly online. The time allowances are fairly flexible and allow for students to complete their work within a reasonable amount of time each week. This means that if you are sick or not feeling well at the beginning of the week, then there are still many days left in the week to complete the work on time – and the professor does not need to be advised of your short-term illness in an online self-reporting manner. (see section 14 of this syllabus for details related to illness). Long-term assignments are assigned several weeks before the due date as well, again, allowing for flexibility within a student summer schedule. The AI/computers of both OWL and CONNECT will maintain the results of all weekly contributions/performance. It is expected that students will engage with the course material on an ongoing basis throughout the weeks the course is running. There are no lecture notes. Students will be expected to engage in ongoing weekly OWL discussion forums with professor and other students which will allow them to share their thoughts with others and/or exchange ideas regarding the material they are learning.

11.1 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.

11.2 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. Online assignments and other CONNECT activities are assessed using standard rubrics. There is lots of lead time allowed in the summer schedule to complete the work. Students are expected to self-manage by being organized and proactive in their learning online. Rubrics and standard policies are used to ensure fairness is applied to all students so as to be treated equally and be evaluated using the criteria set out in this course.

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

Exam and SmartBooks 2.0 Assignment 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

14.1 Illness

For details on University Policy and student responsibilities go to:

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

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

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

14.2 Make Up Examinations

The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which an SRA (non-final exams worth 30% or less) or adequate documentation is received by the instructor (this notice must be supplied by the [Academic Counseling office](#)).

The date and time of the make-up examination will be set by the instructor, who will communicate the date to the student.

If a student is unable to meet the scheduled make-up 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

17.1 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/your-services/>

Academic Support and Engagement can be reached at: <http://academicsupport.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.

17.2 Academic Concerns.

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