

THE UNIVERSITY OF WESTERN ONTARIO
LONDON, CANADA

Management and Organizational Studies

MOS 2180 Section 650
Organizational Behaviour

Distance Studies - On-Line
September 2008 - April 2009

COURSE OUTLINE

1.0 CALENDAR DESCRIPTION

A multidisciplinary approach to the study of human behavior in organizations from the individual, group, and organizational levels of explanation. Antirequisites: Administrative and Commercial Studies 380E, the former Administrative Studies 180, 380E

2.0 COURSE INFORMATION

Instructor: Roland Kriening

E-mail: course related questions should be submitted to Prof's WebCT mailbox.

E-mail Office Hours: Most week days (email is checked on a regular basis)

3.0 TEXTBOOK

Johns, G., Saks, A.M., (2005) *Organizational Behaviour: Seventh Edition, Understanding and Managing Life and Work*, Toronto, ON: Pearson-Prentice Hall, ISBN 0-13-613436-X

4.0 COURSE OBJECTIVES

The course is designed to be an introduction to human behavior in organizational settings. The objective of the course is to introduce students to major theoretical and empirical issues confronting employers, employees, families and society.

5.0 EVALUATION

Exams (80%) - There will be three tests in this course, two worth 25% of the final grade, and one worth 30% of the final grade. Please refer to section 6.0 below to identify which chapters will be covered on each test/exam. Tests/exams may consist of various types of questions such as: multiple choice, fill in the blank and short answer or essay questions. Tests/exams are 2 hours in length. Students are only allowed to bring writing instruments to the test/exam; no books, calculators, dictionaries, etc. are allowed. Students are responsible for material covered in class as well as the assigned chapters in the text. Students are required to complete all tests/exams in this course - no exceptions.

The instructor will not answer questions during the exams. My policy during tests/exams is this... if you find a typo, or duplicate question please bring it up and point it out so I can let the class know, otherwise everyone sits quietly and writes. If you come across a question that you find to be misleading or poorly worded, please make a note of it on the top of the question sheet (not the answer sheet). If enough students tag the same question I will review it and may consider removing it from the exam prior to marking. After years of proctoring exams and tests, I found this to work very well.

Participation (10%) - Participation will be graded based on the student's participation in on-line discussions with the rest of the class, as well as responses to instructor questions. The instructor may ask students to submit one to two paragraph responses directly to him/her or to a general discussion area. The quality and

quantity of responses will be taken into account. Postings to the discussion area or to the instructor will have a deadline – **late postings (those submitted after the module has been completed, will not be considered for marks.**

How is participation measured and graded?

In each module you will find one or two discussion topics (questions), and students will be required to research the topic and post something new and insightful, not just what is found in the text. Your grade will be based on the quantity and quality of your postings. Lengthy postings (more than a page) are not necessary and actually discouraged. One or two paragraphs are fine. Remember the key is to engage your fellow students in a discussion and point them to relevant research. You should be reading everyone else's postings, but be careful not to plagiarize another student's work. I will monitor the discussions and may add comments from time to time, but for the most part you are discussing and sharing concepts with your fellow students. Any postings made to the discussion area after we have completed that module and moved on to the next, will NOT be considered for marks.

How many times do I need to post in the discussion section to receive a passing mark on the participation component?

Students who post at least twice per discussion topic, and their submissions are well thought out, usually receive a passing mark on this component. Students who have posted their initial response to the discussion topic and wish to improve their mark are encouraged to engage others in discussion by asking questions of one another related to readings or postings and post additional ideas or concepts they have come across. Students who do this usually go beyond the two postings per discussion topic. For example, if there are 6 discussion topics, you would need to post 12 times (2 per topic) to achieve a 50% in participation. One sentence postings or postings that repeat or plagiarize someone else's comments will not be considered for marks, and may actually lose you marks.

Assignments (10%) – There are two assignments each worth 5% of your final mark. Each assignment requires a 1-2 page response to specific questions related to individual case studies presented in the text. The first assignment will be due in by the end of module 5 (or the fifth week of the course) and the second by the end of module 10 (the 10th week of the course). More details will be provided during the course.

Grading Weights for Evaluation Components

Test 1	25%
Test 2	25%
Test 3	30%
Participation	10%
Assignments	10%
Total	100%

6.0 EXAMINATION SCHEDULE

Test 1	Covers Chapters 1 - 4	Date to be posted on course site.
Test 2	Covers Chapters 5-9	Date to be posted on course site.
Test 3	Covers Chapters 10-14, 16	During final exam period in April. (Chapter 15 is not covered in course or on exam)

7.0 STUDY SCHEDULE

Module (Unit)	Chapters	Start Date	Topic
1	1	Sept 8	Organizational Behaviour and Management
2	2	Sept 22	Personality and Learning
3	3	Oct 6	Perception, Attribution and Judgment of Others

4	4	Oct 20	Values, Attitudes and Work Behaviour
Test 1		November 1, 2008 (tentative)	
5	5	Nov 3	Theories of Work Motivation
	6		Motivation in Practice
Assignment 1		Due November 28	
6	7	Nov 17	Groups and Teamwork
7	8	Jan 5	Social Influence, Socialization and Culture
8	9	Jan 19	Leadership
Test 2		Feb 07, 2009 (tentative)	
9	10	Feb 2	Communication
10	11	Feb 23	Decision Making
	12		Power, Politics and Ethics
Assignment 2		Due March 13	
11	13	Mar 9	Conflict and Stress
12	14	Mar 23	Organizational Structure
	16		Organizational Change, Development and Innovation
Test 3		During April Exam period (TBD)	

8.0 POLICY REGARDING ILLNESS

Students are entitled to a rescheduling of exams or an extension of deadlines for legitimate medical or compassionate reasons only. It is the student's responsibility to inform the instructor prior to the due date, to arrange a timely makeup, and, if requested, to provide acceptable documentation to support a medical or compassionate claim. In the case of a final exam or assignment in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which the student must provide acceptable documentation.

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

9.0 PROFESSOR'S REQUIREMENTS REGARDING ILLNESS

Only on the documented basis of illness or other extreme circumstance will students be permitted to write a make-up test. In the case of illness, a student must contact the instructor via email or through the Distance Studies Office prior to the test. The student must provide an official illness certificate on appropriate letterhead from their physician which states that, due to medical reasons, it was impossible for the student to write the exam at the scheduled time. A NOTE SCRIBBLED ON A PRESCRIPTION PAD IS **NOT** AN ACCEPTABLE MEDICAL CERTIFICATE.

The make up exam or assignment may differ in format and content from the original exam or assignment and would be scheduled at the completion of the course.

10.0 POLICY ON CHEATING & ACADEMIC MISCONDUCT

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are encouraged 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 and course without the knowledge and approval of the instructor to whom it is submitted, and academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. In writing scholarly papers, you must keep firmly in mind the need to avoid plagiarism. Plagiarism is the unacknowledged borrowing of another writer's words or ideas. The following rules pertain to the acknowledgments necessary in academic papers: in using another writer's words, you must place the words in quotation marks and acknowledge that they are the words of another writer; in adopting

another writer's ideas, you must acknowledge that they are his/hers. If you are in doubt about whether what you are doing is appropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

Plagiarism: Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

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.

Cheating will not be tolerated; students are referred to the university policy on scholastic offenses (see section 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 and may be removed from the course.

A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the test may ask students to move to another seat during the exam, cover their paper, avert their eyes from other student's 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 251 University Community Centre, 519-661-3573.

11.0 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 Executive Officer of Undergraduate Affairs. If the response of the department 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.

12.0 OTHER INFORMATION

- bring student identification to the exam (picture ID)
- nothing is to be on the desk during an exam except for a pencil / pen and eraser
- do not wear caps - baseball or other
- do not bring any electronic devices such as cell phones, pagers, cd players, etc. to exams.

Note ** Portions of these sections were taken from the following sources: Academic Calendar; Academic Handbook of Senate Regulations; Department of Psychology Procedures for Appealing Academic Evaluations; and the Department of History Document on Plagiarism.