

**The University of Western Ontario
Management and Organizational Studies**

**MOS 2180 650 Online
Organizational Behaviour**

**Course Outline
September 2009 - April 2010**

Professor: Jody Merritt, DBA (ABD), MBA, CHRP	Office Hours: By appointment
Office: SSC Room 2250	Phone: 661-2111 x 82750
Email: jmerrit9@uwo.ca	Course Website: http://owl.uwo.ca

OBJECTIVES:

This course introduces the student to multidisciplinary approaches to human behaviour in organizational settings. Attention will be paid to both public and private sector organizations. A variety of 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 2180 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

Antirequisite: The former MOS 380E

Prerequisite: Enrolment in MOS

Note: You are responsible for ensuring that you have successfully completed all course prerequisites, and that you have not taken an anti-requisite course. Lack of prerequisites or having taken an anti-requisite course may not be used as a basis for appeal. If you are found to be ineligible for a course, you may be removed at anytime and will receive no adjustment to your fees. This decision cannot be appealed. If you find that you do not have the course prerequisites, it is in your best interest to drop the course well before the end of the drop period. Your prompt attention to this matter will not only protect your academic record, but will ensure that spaces become available for students who require the course for graduation.

TEXTBOOKS:

Johns, G., & Saks, A. M. (2008); Organizational Behaviour: Understanding and Managing Life at Work, 7th Edition; Toronto: Prentice Hall, ISBN: 9780132051927. Supplementary readings will be assigned from time to time.

Mintzberg, Henry (1981). “*Organizational Design: Fashion or Fit?*” Harvard Business Review.

The publishers do not print a study guide but they do have a website that corresponds to your textbook (<http://www.pearsoned.ca/johns/>). The website provides several additional resources such as online quizzes. Please note that the multiple-choice questions provided on the website are often simpler than the ones used on your tests.

EVALUATION:

Midterm 1	25%	(Saturday, October 31/09 – 2-4 p.m. Room SSC 3305)
Midterm 2	25%	(Saturday, February 6/10 – 2-4 p.m. Room TH 3101)
Midterm 3	30%	(April Exam Period – Room, Date and Time TBA)
Class Participation	<u>20%</u>	(See Class Participation Section)
Total	100%	

Format of Midterm(s)/

Final:

Midterm(s) and final will be made up of multiple choice questions. Midterm(s) will be scheduled for two hours and the final for three hours. Both the midterm(s) and final cover the chapters indicated only including lectures and any supplementary assigned readings and are closed book. Students are responsible for material covered in the lectures 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. Students must bring identification to the midterm and final. Nothing is to be on/at one's desk during an exam except writing instruments.

Late Penalties:

Late submissions will not be accepted.

Class Participation (Weekly):

Class participation is compulsory. The participation mark acknowledges the importance of the seminars in the learning and teaching process and is worth 20% of your overall grade. Participation in all of the seminars is required. Make at least two, 800 word contributions from separate chapters to the discussion board forums on the course website under the discussion tabs during the course of the semester. The nature of the contribution is left to the individual student. As a guide, the contribution could be based on thoughts that arise after completing the week's readings from the textbook. The intention with this task is to generate discussion about topics in modules that are of interest to individual students and to make material in the text come alive. Students who make comments, observations or remarks, about other students' contributions (in an appropriately supportive way) will further enhance their marks in this task.

Per the date on the syllabus students must bundle what they consider to be their two best contributions together and send them off to the Professor via the course website assignments tab together in one document in Microsoft Word. Students are strongly advised to make contributions from the very first week rather than leaving it to the last few weeks to make their minimum contribution. Students should participate at minimum 2 times weekly for each discussion board for passing marks (i.e. post your initial response to the question posed each week and then respond appropriately to another student's entry) Please make your first entry for each discussion board early in the week (Monday or Tuesday) so others can respond appropriately to your initial response. The limit of 800 words (plus or minus 10%) is to be strictly observed for the choice of the two best contributions for assessment. Other contributions that are not going to be submitted for assessment may be less than this limit (i.e. one sentence postings or postings that repeat or plagiarize someone else's comments will not considered for marks, and may actually lose you marks). The Professor will view contributions on a weekly basis, provide selective feedback on these weekly contributions and then assess and comment upon the two best you have submitted for further consideration and grading.

Evaluation Guidelines for Weekly Participation (10%):

- 9-10 In every module, student makes valuable observations, demonstrates a thorough understanding of the readings, discovers additional readings, and addresses related topics.
- 7-8 Student contributes regularly to the tutorial discussion and demonstrates a reasonable understanding of the readings.
- 5-6 Student makes some attempts to participate, has prepared at a superficial level, but can respond and answer appropriately when asked.
- 3-4 Irregular participation by student, his/her questions and answers reflect inadequate and/or superficial preparation.
- 0-2 Little or no participation by student, and when called upon demonstrates little or no comprehension of the topic or readings.

Format for Best Two Submissions (10%):

Bundle your two best contributions to the weekly discussion forums in Microsoft Word in one document including:

- Cover Page with Student Name and Email Address
- Name of the Course, Name of the Professor
- Date of Submission, Due Date of Assignment
- Table of Contents with appropriate page references
- Bibliography with necessary references
- One inch margins, 12 point Arial font
- Appropriate footnoting and page numbers throughout the paper

POLICY ON CHEATING AND ACADEMIC MISCONDUCT:

Academic honesty is a cornerstone of conduct at university. We cannot have freedom of expression without integrity. While I trust that all of you embrace this principle, instances of cheating or plagiarism arise from time to time. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences.

I urge you to read the section on Scholastic Offences in the UWO Academic Calendar. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted).

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 the words are those 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. Note that the essay may be submitted to a verification program such as Turnitin at the Professor's discretion. This is not meant as a personal affront or 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.

LECTURE OUTLINE:

Below is a tentative list of the lectures for this course. There may be departures from this list as some topics take up more or less time than originally scheduled. The readings corresponding to the lectures are listed below.

Fall 2009/Winter 2010

Date of Class	Topic(s)	Textbook Readings
Sep 14-18	Introduction to Organizational Behaviour	
Sep 21-25	Organizational Behaviour & Management	Chapter 1
Sep 28-Oct 2	Organizational Behaviour & Management Research in Organizational Behaviour	Chapter 1 continued and Appendix (Pages 589-602)
Oct 5-9	Personality and Learning	Chapter 2
Oct 12-16	Perception, Attribution and Judgment of Others	Chapter 3, Pages 72-86 and Pages 98-105
Oct 19-23	Perception, Attribution and Judgment of Others	Chapter 3 continued Pages 86-98
Oct 26-30	Midterm 1 (Chapters 1-3, Appendix) – Sat. Oct. 31/09	2-4 p.m. Room SSC 3305
Nov. 2-6	Values, Attitudes and Work Behaviour	Chapter 4
Nov. 9-13	Values, Attitudes and Work Behaviour	Chapter 4 continued
Nov. 16-20	Theories of Motivation	Chapter 5
Nov. 23-27	Theories of Motivation	Chapter 5 continued
Nov 30-Dec 4	Motivation in Practice	Chapter 6
Dec. 7-11	Motivation in Practice	Chapter 6 continued
Jan. 4-8	Groups and Teamwork	Chapter 7

Jan. 11-15	Social Influence, Socialization and Culture	Chapter 8, pages 260-279
Jan. 18-22	Social Influence, Socialization and Culture	Chapter 8 continued page 279-290
Jan. 25-29	Leadership	Chapter 9
Feb. 1-5	Midterm #2 (Chapters 4-9) – Sat. February 6/09	2-4 p.m. Room TH 3101
Feb 8-12	Communication	Chapter 10
Feb. 15-19	Reading Week – No Class	
Feb. 22-26	Decision Making	Chapter 11
Mar. 1-5	Power, Politics and Ethics	Chapter 12
Mar. 8-12	Power, Politics and Ethics	Chapter 12 continued
Mar. 15-19	Conflict and Stress	Chapter 13
Mar. 22-26	Organizational Structure and “Organizational Design: Fashion or Fit?” by Henry Mintzberg, Harvard Business Review (1981).	Chapter 14 & Mintzberg Article
Mar. 29-Apr 2	Environment, Strategy and Technology	Chapter 15
Apr 5-9	Organizational Change, Development and Innovation Two Best Discussion Board Submissions Due (April 11/10 by midnight)	Chapter 16
April Exam Period	Midterm #3 (Chapters 10-16) – Date TBA	Room & Time TBA

GENERAL INFORMATION

If, on medical or compassionate grounds, you are unable to meet your academic responsibilities, (i.e., unable to write term tests or final examinations or complete course work by the due date), you should follow the instructions listed below. You should understand that academic accommodation will not be granted automatically on request. You must demonstrate that there are compelling medical or compassionate grounds that can be documented before academic accommodation will be considered. Read the instructions carefully. In all cases, action must be taken at the earliest possible opportunity, prior to the scheduled examination, test or assignment.

1. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance. The course outline should include the preferred method of contact (e-mail, phone, etc.).
2. Inform the instructor prior to the date of the scheduled time of the test or examination or due date of the assignment. If you are unable to contact the instructor, leave a message for him/her at the department office.
3. Bring your request for accommodation to the Social Science Academic Counselling Office, Room 2105, Social Science Centre, telephone 519 661-2011 or fax 519 661-3384. Be prepared to submit documentation of your difficulties.
4. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of the test or examination reweighted on a retroactive basis is not permitted.

TERM TESTS and MIDTERM EXAMS

1. If you are unable to write a term test, inform your instructor (prior to the scheduled date of the test). If the instructor is not available, leave a message for him/her at the department office.
2. Be prepared, if requested by the instructor, to provide supporting documentation. Submit your documentation to the Social Science Academic Counselling Office.
3. Make arrangements with your professor to reschedule the test.
4. The Academic Counselling Office will contact your instructor to confirm your documentation.

FINAL EXAMINATIONS

1. You require the permission of the Dean, the instructor, and the Chair of the department in question to write a special final examination.
2. If you are unable to write a final examination, contact the Social Science Academic Counselling Office in the first instance to request permission to write a special final examination and to obtain the necessary form. You must also contact your instructor at this time. If your instructor is not available, leave a message for him/her at the department office.
3. Be prepared to provide the Social Science Academic Counselling Office and your instructor with supporting documentation.
4. You must ensure that the Special Examination form has been signed by the instructor and Department Chair and that the form is returned to the Social Science Academic Counselling Office for approval without delay.

LATE ASSIGNMENTS

1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).
2. Submit documentation to the Social Science Academic Counselling Office.
3. If you are granted an extension, establish a due date.
4. Extensions beyond the end of classes must have the consent of the instructor, the Department Chair and Dean. A Recommendation of Incomplete form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the Department Chair, and the Dean's representative in the Academic Counselling Office.

SHORT ABSENCES

If you miss a class due to a minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow 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. This must be done by the appropriate deadlines. (Refer to the Registrar's website for official dates.) The Social Science Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed of your difficulties.

DOCUMENTATION

Personal Illness: If you consulted Student Health Services regarding your illness or personal problem, you should complete a Records Release Form at the time of your visit allowing them to notify Social Science Academic Counselling Office. Once your documentation has been assessed, the academic counsellor will inform your instructor that academic accommodation is warranted. If you were seen by an off-campus doctor, obtain a certificate from his/her office at the time of your visit. The doctor must provide verification of the severity of the illness for the period in question. Notes stating "For Medical Reasons" are not considered sufficient.

In Case of Serious Illness of a Family Member: Obtain a medical certificate from the family member's physician.

In Case of a Death: Obtain a copy of the newspaper notice, death certificate or documentation provided by the funeral director.

For Other Extenuating Circumstances: If you are not sure what documentation to provide, ask an Academic Counsellor.

Note: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offense and you will be subject to academic sanctions.

ACADEMIC CONCERNS

1. You need to know if your instructor has a policy on late penalties, missed tests, etc. This information may be included on the course outline. If not, ask your instructor.
2. You should also be aware of attendance requirements in courses such as Business and English. You can be debarred from writing the final examination if your attendance is not satisfactory.
3. If you are in academic difficulty, check the minimum requirements for progression in your program. If in doubt, see your Academic Counsellor.
4. If you are registered in Social Science courses but registered in another faculty (e.g., Arts or Science), you should immediately consult the Academic Counselling Office in your home faculty for instructions.