



The University of Western Ontario  
Faculty of Social Science  
Management and Organizational Studies  
MOS 2181B, Section 001, Winter 2012  
Organizational Behaviour

## Course Outline

### 1.0 Course Information

Instructor:	Corinne Walsh, MA, LL.M.	Office:	SSC Room 2250
Email:	<a href="mailto:cwalsh44@uwo.ca">cwalsh44@uwo.ca</a> (preferred contact)	Office Tel:	519 661 2111 ext 82750
Office hours:	Tuesdays, 1:15-2:15, or by appointment (preferred)		
Course time:	Tuesdays, 2:30-5:30pm	Class location:	UCC-56
Course website:	<a href="http://webct.uwo.ca/">http://webct.uwo.ca/</a>	Dept phone:	519 661 2051

NOTE: The most effective way to contact me is via email. Thank you!

### 2.0 Calendar Description

A multi-disciplinary approach used in the study of human behavior within organizations at the individual, group and organizational levels of explanation.

3.0 lecture hours, 0.5 course

Anti-requisite: Former MOS 380E; Former MOS2180  
Pre-requisite: Enrolment in MOS

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may 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 you are dropped from a course for failing to have the necessary prerequisites.

### 3.0 Course Objectives

This course introduces the student to multidisciplinary approaches to human behavior 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, client and 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 behavior;

- To offer a set of conceptual frameworks, methodological approaches, and analytical skills which are useful in increasing our understanding of human behavior 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.

NOTE: There are several sections of this course. **These sections are NOT interchangeable.** You must attend the section in which you are registered.

#### 4.0 Course Materials

Required Textbook:

Johns, G., and Saks, A.M. (2011). Organizational Behaviour: Understanding and Managing Life at Work. (8<sup>th</sup> ed). Toronto: Prentice Hall.

The publishers do not print a study guide; however, they do have a corresponding website [www.pearsoned.ca/myoblab](http://www.pearsoned.ca/myoblab). Each textbook comes with an access code from the publisher. The website provides several additional resources, such as online quizzes. Please note: The multiple choice questions provided on the publisher website are often much easier than the questions used on your tests.

#### 5.0 Evaluation

Course Element	Weight	Date	Format/Notes
Module #1 Exam	25%	February 07, 2012	Multiple Choice only
Module #2 Exam	25%	March 13, 2012	Multiple choice only
Module #3 Exam	30%	During April exam period – Date determined by the University	Multiple choice and short answer
Assignments and Contribution	20%	Assigned throughout the semester at the discretion of the instructor	May include (but not limited to) spot quizzes, online discussions, case studies and/or short answer written response questions.
Total	100%		

#### Exams

Student evaluation is based on three exams (two in-class exams, and one exam scheduled during the April exam period) and ongoing assignment and contribution assessments. Please note: To comply with HRPAs guidelines for course equivalency, Exam Three will be comprehensive in format, covering all material from the entire course.

Exams 1 & 2 are each valued at 25% of your course mark, will consist of multiple choice questions, and will be a maximum of two hours in length. Exam 3 is valued at 30% of your course mark, will consist of both multiple choice questions and short answer written responses, and will be three hours in length.

All exams will test your knowledge of the textbook and course material. All exams will be closed book – no books, notes, calculators, electronic dictionaries, or aids of any type will be allowed. **Please bring your UWO student card to exams – you will require your student ID to gain entry to the exam.**

### Assignments and Contribution

Students will be provided with several assignments throughout the semester, including (but not limited to) spot quizzes, online discussions, case studies, and short answer questions. The intention of these assessments, discussions and exercises is to generate discussion about course topics to make the material come alive, and provide opportunities to clarify issues and considerations surrounding effective organizational behaviour strategies, techniques and processes.

#### Assignments

**Case Studies:** Students will be assigned three case studies during the term. Students must submit two of the three assignments for review; which case studies a student chooses to submit is within the discretion of the student. If a student chooses not to submit a case study, a mark of zero will be given for that assignment. If a student completes all three assignments, their two highest marks will be used for evaluation purposes.

Working individually, students must review and analyze the assigned case and respond to the assigned questions. Your response should be:

- Maximum of two pages, typed, double-spaced
- 12 point font, 1" margins
- No cover page – please include your name, student number and date in the upper corner
- Double-sided printing or stapled

Completed assignments are to be submitted at the beginning of class on the due date. Electronic submissions will not be accepted. The case studies are:

<b>Due Date</b>	<b>Case Title</b>	<b>Location in Textbook</b>
Jan 24, 2012	The Well-Paid Receptionist	Page 140ff
Feb 28, 2012	Changing the Culture at Home Depot	Page 282ff
Mar 20, 2012	Standard Media Plan	Page 387ff

Please note: Not all questions associated with the case will be assigned. Specific case study questions will be released on WebCT one week prior to the assignment due date.

**Spot Quizzes:** As noted above, course assignments and contribution may also include spot quizzes held during the term at the discretion of the instructor. These quizzes will likely take place at the beginning of class, and will be short assessments of both the material covered in previous classes as well as the material/readings assigned for that class. Therefore, it is important students complete the assigned readings prior to class.

#### Contribution

Contribution encompasses contribution made in class and on discussion boards. Contribution is expected to be relevant to the current discussion and includes answering direct questions, volunteering answers, advancing the

discussion to a new level, developing one side of an argument, clarifying difficult concepts, and asking questions pertinent to the topic.

Attending class is important. If you are unable to attend a class for any reason, you must advise the instructor in advance. Under University regulations, your instructor can determine at which point absenteeism has become excessive. At the discretion of your instructor, any student who misses more than 25% of scheduled classes will receive a class contribution grade of 0% for the course.

### Grading

Students must complete all elements of evaluation in order to receive a passing grade in the course. There will be no re-weighting of components within the course. Please note, grades cannot be adjusted on the basis of need. Your mark in the course will be the mark you earn based on your demonstrated understanding of the course content. Extra-credit assignments are not available and tests and exams cannot be rewritten to obtain a higher mark. Once a student has written a test or examination, he/she is committed to the mark earned.

Students are encouraged to speak with the instructor if they have concerns about their performance or if they would like to discuss strategies to support regular contribution.

To respect privacy laws, and the privacy of individual students, student grades will be communicated only via WebCT, direct contact with your instructor, or on a completed test or assignment. Your instructor will not email your grade to any email address.

Student grades are confidential. Please take this into consideration when sharing your grades or asking others to share their grades. Your choice to share your grades will not be taken into consideration in any grading decision made by your instructor.

## 6.0 Test and Examination Schedule

<b>Exam</b>	<b>Date</b>	<b>Weight</b>
Module #1 Exam	February 07, 2012	25%
Module #2 Exam	March 13, 2012	25%
Module #3 Exam	During April exam period – Date determined by the University (scheduled by the Registrar's Office)	30%
Assignments and Contributions	Throughout the semester at the discretion of the instructor	20%
Total		100%

Students are encouraged to check for any conflicts that may occur during scheduled exam times and report such conflicts to your instructor first; then have the conflicts confirmed by a Social Science counselor (Social Science Academic Counseling Office, Room 2105, Social Science Centre, Tel: 519 661 2011; Fax: 519 661 3384). The counselor will send an email to your professor allowing for a make-up exam to take place in the future. Without counselor approval, no make-ups are allowed.

## Make-up Exams

Students are responsible for contacting their instructor **IN ADVANCE** if they are unable to write an exam for any reason. Exams must be written on the scheduled date unless you have a legitimate excuse recognized by University admission. Valid reasons include medical or compassionate reasons, and must be substantiated by proper documentation (e.g., a medical certificate). A student who misses a regularly scheduled exam for any other reason, or who is unable to justify a claim, will be assigned a mark of zero for that exam. All necessary supporting documentation must be submitted in a timely fashion.

## 7.0 Reading Schedule

The following is a tentative schedule for the course. There may be departures from this list as some topics take more – or less – time than scheduled. Changes to the proposed schedule will be announced in class and/or WebCT. It is the student's responsibility to keep up-to-date with the course schedule and any adjustments or changes.

Readings may be expanded upon by way of online discussions, videos and/or class discussions (in those sections where applicable). Students are expected to read all assigned material before class. All assigned material – whether online or in class lectures – should be expected on assessments and evaluations. There will be evidence-based written assignments (such as spot quizzes, case studies, online discussions, etc.) given at various points throughout the semester. Although they do not appear in the schedule below, students should expect to receive such assignments throughout the semester.

Week No.	Date	Topic	Required Reading from Textbook	Notes
<b>MODULE 1 – Introduction and Individual Behaviour</b>				
1	10 Jan 2012	Organizational Behaviour and Management Social Science Research Methods	Chapter 1 Appendix, pgs 566-576	
2	17 Jan 2012	Personality and Learning Perception, Attribution and Judgment of Others	Chapter 2 Chapter 3	
3	24 Jan 2012	Perception, Attribution and Judgment of Others cont'd Values, Attitudes and Work Behaviour	Chapter 3 cont'd Chapter 4	Case Study #1 (The Well-Paid Receptionist) due at beginning of class
4	31 Jan 2012	Theories of Work Motivation Motivation in the Workplace	Chapter 5 Chapter 6, pgs 180-198	
5	07 Feb 2012	Exam #1 Introduction to Groups and Teamwork	Module 1 materials Chapter 7	Exam #1

Week No.	Date	Topic	Required Reading from Textbook	Notes
<b>MODULE 2 – Social Behaviour and Organizational Processes</b>				
6	14 Feb 2012	Groups and Teamwork cont'd Social Influence, Socialization and Culture	Chapter 7 cont'd Chapter 8	
<b>Reading Week – No Classes</b>				
7	28 Feb 2012	Social Influence, Socialization and Culture cont'd Leadership	Chapter 8 cont'd Chapter 9	Case Study #2 (Changing the Culture at Home Depot) due at beginning of class
8	06 Mar 2012	Communication	Chapter 10	
9	13 Mar 2012	Exam #2 Introduction to Decision-making	Module 2 materials Chapter 11	Exam #2
<b>MODULE 3 – Processes and The Total Organization</b>				
10	20 Mar 2012	Decision-making	Chapter 11	Case Study #3 (Standard Media Plan) due at beginning of class
11	27 Mar 2012	Power, Politics and Ethics	Chapter 12	
12	03 Apr 2012	Conflict and Stress Organizational Structure	Chapter 13 Chapter 14	
13	10 Apr 2012	Organizational Change, Development and Innovation	Chapter 16	
April Exam Period	Exam #3	All course materials – Modules 1-3 inclusive		Exam #3

### Powerpoints, Lecture Notes and Required Reading

Abridged versions of Powerpoint slides will be posted on WebCT, typically the day before class. Students are encouraged to review these slides, and are expected to read all assigned course material prior to class. The lecture adds valuable clarification and detail to the posted slides. Students skipping the lectures will find the slides are not complete. If a student misses class, it is their responsibility to cover any materials missed. The instructor's notes will not be provided to students – it is your responsibility to obtain notes and any additional course materials from a classmate.

### Time Commitment

Students are expected to have all required readings completed prior to class. Students can expect these readings and assignments take 3-5 hours weekly, in addition to classroom time.

### Exam Content

Exams are comprehensive. All assigned readings, assignments, presentation material, moderated discussions (whether online or in class) should be expected on all assessments and evaluations.

## 8.0 Statement on Academic Offences

### Information on Academic Offences

Scholastic offenses are taken seriously and students are directed to read the appropriate policy, specifically the definition of what constitutes plagiarism and a Scholastic Offence, at the following website:

[http://www.uwo.ca/univsec/handbook/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf).

For more information on Academic Rights and Responsibilities, refer to the University of Western Ontario Academic Calendar 2011, available at: <http://www.westerncalendar.uwo.ca/2011/pg113.html#>.

### Textual Similarity Review

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 for such checking 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 (<http://www.turnitin.com>).

### Computer-marked Multiple Choice Questions

Cheating on tests and examinations is unacceptable and a serious academic offence. 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.

### Preamble

Members of the University Community accept a commitment to maintain and uphold the purposes of the University and, in particular, its standards of scholarship. It follows, therefore, that acts of a nature which prejudice the academic standards of the University are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process, also undermines the integrity of the University's degrees. The University will take all appropriate measures to promote academic integrity and deal appropriately with scholastic offences.

### Scholastic Offences

Scholastic Offences include, but are not limited to, the following:

1. Plagiarism, which may be defined as “The act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own.” Excerpted from Black’s Law Dictionary. West Group. 1999. 7<sup>th</sup> ed., at 1170.  
This concept applies with equal force to all assignments, including laboratory reports, diagrams, and computer projects. Students wishing more detailed information should consult their instructor, Department Chair, or Dean’s Office. In addition, students may seek guidance from a variety of current style manuals available at the University’s libraries. Information about these resources can be found at: <http://www.lib.uwo.ca/services/styleguides.html>.
2. Cheating on an examination or falsifying material subject to academic evaluation.
3. Submitting false or fraudulent assignments or credentials; or falsifying records, transcripts, or other academic documents.
4. Submitting a false medical or other such certificate under false pretenses.
5.
  - a. Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
  - b. Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant Department, or the Registrar as soon as possible after receiving the paper in question.
6. Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
7. Intentionally interfering in any way with any person’s scholastic work.
8. Submitting for credit in any course or program of study, without the knowledge and written approval of the instructor to whom it is submitted, any academic work for which credit has been obtained previously or is being sought in another course or program of study in the University of elsewhere.
9. Aiding or abetting any such offence.

In addition to any proceedings within the University, evidence of wrongdoing may result in criminal prosecution.

No books, crib notes, calculators, computers or other paraphernalia that can be considered suspicious should be brought into exams.

**No electronic devices, including cell phones, will be allowed during exams.**

Computer-marked multiple choice tests and/or exams may be subject to submission for similarity review by software that checks for unusual coincidences in answer patterns that may indicate cheating. The penalties for a student guilty of cheating on an exam range from failure on that exam to failure in the course, or even suspension or expulsion from the University.

Finally, all grades on tests and the final grade in the course will be assigned solely on merit. We cannot make grade adjustments on the basis of need (e.g., to meet program requirements or gain admission into a program).

## 9.0 Policy Regarding Requests for Academic Accommodation

Students are entitled to a rescheduling of exams or an extension of deadlines for legitimate medical or compassionate reasons. It is your responsibility to inform me, your professor, **prior to** the midterm, exam or due date, to arrange a timely makeup **AND** to provide acceptable documentation which supports a medical or compassionate claim. Requests for academic accommodation are not granted automatically – the student must demonstrate there are



compelling medical or compassionate grounds that can be documented before academic accommodation will be considered.

In the case of a final examination or assignment in the course, students must arrange for a Special Examination or Incomplete through the Dean's Office, for which you will be required to provide acceptable documentation. Formal policy on these and other issues follows below, and may also be found in the Department of Social Science.

If you feel you have a medical or personal problem that is interfering with your work, you should contact the 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 the occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

#### General Information, re: Requests for Accommodation

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 upon request. You must demonstrate there are compelling medical or compassionate grounds that can be documented before academic accommodation will be considered.

#### Policy on Accommodation for Medical Illness

For a copy of the student medical certificate, as well as to review the UWO Policy of Accommodation for Medical Illness, students should read <https://studentservices/uwo.ca/secure/index.cfm>

#### Instructions for Seeking Accommodation

Students are advised to read the following instructions carefully. In all cases, action must be taken at the earliest possible opportunity, preferably 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 (email, 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, Tel: 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 or Mid-Term Exams

1. If you are unable to write a term test, inform your instructor (preferably 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.

#### In Class Assignments and Contribution

1. As stated in UWP Policy on Accommodation for Medical Illness, for any class work worth less than 10% of the total course grade, it is up to the instructor to determine if a makeup will be allowed contingent on medical documentation supplied by the student to the university. You are encouraged to review [http://www.uwo.ca/univsec/handbook/appeals/accommodation\\_medical.pdf](http://www.uwo.ca/univsec/handbook/appeals/accommodation_medical.pdf) . If you are not able to participate and contribute to an in-class assignment for medical or not medical reasons, then proper documentation must be submitted by the student directly to the appropriate Faculty Dean's Office and not to the instructor. It will be the Dean's Office that will determine if accommodation is warranted.
2. If the Dean's Office agrees to allow accommodation, then the instructor will make arrangements with the student directly to complete the work within a specified period of time.
3. Contribution to class discussion and group effort between other members of the class may place a significant role in some assignments; if this is the case, then it may not be possible to reissue or allow an individual makeup of said assignment. This speaks to the normative expectation in management education that class members will prepare for class, attend class, and contribute to class discussion and exercises. This is based on linkages between attendance and academic performance, as well as your obligation to your peers to be well-informed and positively engaged.
4. Time spent together within a learning community (either in class or online) represents a valuable, scarce resource, and the quality of the collective experience depends to a very great extent on the value of our individual contributions to the rest of the class. At a minimum, we ought to attend class, be prepared to engage in courteous, respectful dialogue with each other. We may also promote discussion in line with the principles discussed in Bonnycastle (1996), create opportunities for others to contribute, clarify abstract or difficult points, or be helpful to the group in any number of ways.

#### Final Examination

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 appropriate 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.

Note: Make sure you know the date, time and location of the Special Examination. For more information, see Examinations – Common Situations.

### Late Assignments

Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment). **Late assignments are not accepted unless prior communication has been made with the instructor, the instructor has agreed to accept the submission, and the following process is followed:** Submit documentation to the Social Science Academic Counselling Office. If you are granted an extension, establish a due date. 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, instructor, Department Chair, and Dean's representative in the Academic Counselling Office.

### Short Absences

If you miss a class due to a minor illness or other problems, 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 Record 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 counselor 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 off-campus medical certificate form must be used. Please see <http://www.uwo.ca/univsec/handbook/appeals/medicalform.pdf> 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 offence and you will be subject to academic sanctions.

Please see the Academic Information section of the online 2011 Academic Calendar <http://www.westerncalendar.uwo.ca/2011/pg111.html#> for information on the following:

#### Academic Rights and Responsibilities

- Student academic appeals
- Scholastic discipline for undergraduate students
- Penalties
- Academic sanctions
- Code of student conduct
- Absences due to illness
- Academic accommodation for students with disabilities
- Religious holidays
- Political candidacy of students

#### Academic Policies/Regulations

- Course structure
- Scheduling of assignments, tests, final examinations
- Special/supplemental examinations
- Incomplete standing

#### Registration

- Adding/dropping courses

#### Failed Year

Procedures for completing a Waiver of the Progression Requirements (the deadline is June 30<sup>th</sup>). [Click here for BMOS Waiver of Progression Requirements.](#)

In your petition letter, you must address all of the following questions:

- What were the extenuating circumstances which contributed most significantly to your poor academic performance? When did the problem(s) arise? Appropriate supporting documentation (e.g., medical note from a doctor to document problems, or a letter from a family member or close personal friend to support compassionate grounds) must be submitted with the petition. If you need more information regarding the submission of appropriate documentation, please contact the Dean's Office.
- Answer the following questions:
  1. What attempts did you make at the time you were encountering problems that affected your academic performance to contact your instructors, Academic Counsellors, the staff in the Student Development Centre (Learning Skills Counsellors), the Ombudsperson, or Student Health Services?
  2. What academic accommodation did you request at the time you were experiencing major problems that were affecting your academic performance?
  3. What steps did you take to minimize the impact on your academic work of the difficulties you were encountering?
  4. Approximately what percentage of classes did you attend in each course?
  5. What assignments/test/labs/quizzes/exams did you complete in each course?
  6. Please record the grades you received for assignments/labs/tests/quizzes/exams, etc. in each course. If you failed to complete all the course requirements, explain and provide reasons.
  7. Please list the final grade earned in each course in which you were registered during the past academic year.
- Why do you think you would be successful in University-level academic studies, if your petition was granted?
- What are your academic goals?

- What is your long-term degree/program objective?
- In what specific program do you wish to register during the coming year?
- What specific courses do you wish to take during the coming year?

Note: In (b) and (c), do not list courses or programs for which you are not currently eligible. You must check the prerequisites for the program and courses you wish to take.

## 10.0 Other Information

### Accessibility at Western

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 wish to contact Services for Students with Disabilities (SSD) at 519 661 2111 ext 82147 for any specific questions regarding an accommodation. More information about 'Accessibility at Western' is available at <http://accessibility.uwo.ca>

### BMOS Grade Distribution Policy

The DAN Program has a grade policy which states that for courses in 1000-2999 range, the class average must fall between 65% and 70% 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 Assistant Director or the Director. Class averages are not grounds for appeals.

### Communicating with the Instructor

Email ([cwalsh44@uwo.ca](mailto:cwalsh44@uwo.ca)) is the best way to connect with the instructor. I will check WebCT on a weekly basis – more frequently when assignments are posted or exams are pending. If your question relates to course material, you may post it on WebCT discussion boards. Questions of a private nature or requests for office appointments should be sent to the instructor via email outside the WebCT environment – [cwalsh44@uwo.ca](mailto:cwalsh44@uwo.ca).

If you wish to meet, please make an appointment – either speak with me after class or send an email to establish a mutually convenient time. When we meet, please have an objective for our discussion and bring any appropriate materials (e.g., copy of your paper or exam, textbook selections with questions to discuss, etc.).

## A Note About Email

Email is a useful communication tool, especially if used for sharing information; however, it is not a good tool for discussion. Therefore, please follow these guidelines regarding the use of email in our course:

- Email is an appropriate communication medium when:
  - Sharing information with the instructor – e.g., you will be absent from class, or late for class, or you have a question about what assignment is planned for class that week.
  - Setting up meetings and appointments.
  - You have a simple question or clarification regarding assignment. Please first re-read the Course Outline and any materials on WebCT before sending your question – perhaps the answer is already available to you. Also, please do not use email for responses that require more than a one or two sentences – these are questions that are more complex and should be addressed through a meeting so we can discuss at greater length.
- Email is not appropriate medium to discuss grades or an issue with group dynamics. Please make an appointment to discuss this in person.
- Email requires a tone of respect and appropriate, proper language. Rudeness and disrespect will not be tolerated.
- I check my email account ([cwalsh44@uwo.ca](mailto:cwalsh44@uwo.ca)) daily between Monday-Friday throughout the term. I do not check WebCT email daily; therefore, please email outside of the WebCT environment. I do my best to respond to emails in a timely manner, usually within 24 hours. Instantaneous responses will not be provided.

## Course Website

WebCT is a web-based course management system that enables instructors to manage course materials, interact with students and provide feedback. I will use WebCT to provide students with updated course information and course materials, including Powerpoints, announcements, additional articles, handouts, etc. Materials posted to WebCT form part of the required materials for the course and will be tested on exams.

WebCT will also serve as an online meeting place for the class – a virtual environment where students can ask questions, continue classroom dialogues and interact with classmates.

Please note: You are welcome to post questions on the WebCT discussion board. However, if you have a question you wish me to address promptly or personally, **please email me outside of the WebCT environment ([cwalsh44@uwo.ca](mailto:cwalsh44@uwo.ca)).**

Please note:

- Students may not use WebCT to submit assignments
- Students should not use WebCT to email me – please use [cwalsh44@uwo.ca](mailto:cwalsh44@uwo.ca)
- Students should check WebCT regularly – i.e., at least weekly – for announcements and additional materials
- Powerpoint slides and other course materials will be posted on WebCT.

## Recording Lectures

Our classroom is intended to be a safe environment where students can explore ideas and express themselves respectfully. On occasion, students may communicate something which is sensitive or personal, either one-on-one, in a small group discussion or a larger group environment. In a spirit of respect for all class participants, recording of lectures or discussions in any format (including videotaping, audiotaping, webcasting etc.) is strictly prohibited.

### Student Use of Technology in Class

The use of laptops and other technology by students during lectures, seminars, labs etc., shall be for matters related to the course at hand only. Inappropriate use of technology – such as reading/writing email, texting, the internet, playing games, looking at photos, etc. – creates a significant disruption, is distracting for others, not conducive to your own learning and disrespectful to the instructor. The instructor expects laptops will only be used for note-taking during lectures and seminars. This is a privilege extended on the basis of trust. **Students misusing this privilege will have their privilege removed and will be asked to discontinue using their laptop at class.**

As well, cell phone ringing during class will not be tolerated. Please ensure your phones are turned OFF prior to entering the classroom and do not use such devices while the course is in session. Use of cell phones or other electronic devices will not be permitted during exams.

Further, to provide a safe classroom environment, students are strongly advised to operate laptops with batteries rather than power cords.

### Classroom Ethic

This course will be guided by an ethic of mutual respect and responsibility. At times, dialogue may become spirited or controversial as different points of view are discussed. While disagreement is part of a healthy scholarly atmosphere of exploration and debate, please engage your colleagues and the instructor with respect.

Listening well to all perspectives is a valuable learning opportunity. Discussions – whether in small groups or involving the entire class – are an opportunity to dialogue, explore issues, and learn from one another. Please stay on topic and refrain from chatting with neighbours. **Students engaging in ‘sidebar’ conversations will be asked to discontinue their conversation and/or leave the classroom.** Occasionally, the instructor will need to close a debate when time is running short, when the conversation devolves into a series of monologues, or when we get ‘stuck’ in a topic and need to move forward.

### Final Remarks

All the best with the course! I would be delighted to meet with students to discuss the course – particularly if you have questions, concerns or find you are struggling – and to help you identify available resources and supports. I look forward to our time together as we explore organizational behaviour.

Cheers,  
Corinne Walsh