
**MOS 2181A: Organizational Behavior
Course Outline: Section 003, Fall 2015**

1. Course Information

Class Location and Time

Room: SSC-2024
Day/time: Tuesdays 6 PM - 9 PM
Instructor: Nancy Annett, MBA, CHRL

Office Hours: Following Class or by appointment.

Email: nannett3@uwo.ca
Website Address: <http://owl.uwo.ca/portal>

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

The DAN Program has a grade policy, which states that for courses in the 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 Undergraduate Chair or Chair. Class averages are not grounds for appeal.

Note: The evaluation components detailed below are set to a level of rigor to meet the grade policy.

2. Calendar Description

The purpose of this course is to study 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)

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.”

3. Textbook

Colquitt, J. A., Lepine, J. A., Wesson, M. J., & Gellatly, I. R. (2016). *Organizational behaviour: Improving performance and commitment in the workplace*. Toronto: McGraw-Hill. ISBN: 9781259454448.

4. Course Objectives and Format

Course objectives

This course introduces multidisciplinary approaches to human behavior 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 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

Course Outcomes

Upon completion of this course, the student will be able to:

- Identify, explain and predict individual behavior within various workplace situations; recognize and correct workplace situations that are experiencing inadequate levels of employee performance (i.e., those behaviors 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 behavior.
- 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 behavior 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.

Course format

There are several sections of MOS2181 being taught this semester; although all follow a common curriculum, each operates under a unique format. You must attend the section in which you are registered. **The various sections taught by various teachers use diverse methodology/delivery techniques and are NOT interchangeable.**

5. Evaluation

Course Component	% of Course Grade	Date(s)
<u>Exam #1</u> <ul style="list-style-type: none">Covers all material from Part #1 of the course2 hours in lengthMultiple choice and short answer questions	40%	<ul style="list-style-type: none">Friday October 236pm-8pmLocations to be announced
<u>Exam #2</u> <ul style="list-style-type: none">Covers all material from Part #2 of the course2 hours in lengthMultiple choice and short answer questions	40%	<ul style="list-style-type: none">December 2015 exam periodDate/time determined by the Registrar's Office
<u>In-Class Assignments</u> <ul style="list-style-type: none">a small group in-class assignment will be completed for each session<u>no</u> make ups will be granted for missed assignments	1.8% per assignment totaling 20%	<ul style="list-style-type: none">each session

Exams

- Exam 1 and Exam 2 are multiple choice, and/or fill in the blank with an answer bank, and/or matching, 2 hours in length (each).
- Exams are non-cumulative. That is, Exam 1 will cover material in Part #1 of the course and Exam 2 will cover material in Part #2 of the course.
- Students are responsible for material covered in the lectures as well as the text.
- Exams will not be returned to students but may be reviewed by appointment with the instructor.
- Some of the exam questions will be specific to the section and instructor. As such, it is important to attend the section for which you have signed up.
- All exams will be closed book – no books, notes, calculators, electronic dictionaries, or aids of any type will be allowed. Please bring your student card to the exams.
- Dictionaries are NOT allowed into the examinations. Calculators are not allowed (and are not necessary).
- Exams will be scored using the program Scan Exam which examines the answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

In-Class Assignments

- The structure of the assignments will vary by section. Assignments may include (but are not limited to) quizzes, cases, online discussions, and short answer questions. Because the assignments vary based on section and instructor, it is important that you attend the section for which you signed up.
- Assignments are scheduled throughout the semester at the discretion of the instructor. See your Lecture Schedule for assignment dates for your section.

Additional Information

- 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.

6. Lecture and Examination Schedule

(The lecture schedule may be subjected to modifications by the instructor)

MOS 2181A (003) Fall 2015 Lecture Schedule

Date of Class	Week	Topic(s)	Textbook Readings
PART #1			
Sept 15	Introduction	Introduction review course requirements	
Sept 22	Week 1	Introduction to Organizational Behavior	Chapter 1
Sept 29	Week 2	Job Performance Organizational Commitment	Chapter 2 Chapter 3
Oct 6	Week 3	Personality, Cultural Values, & Ability	Chapter 4
Oct 13	Week 4	Job Satisfaction Stress	Chapter 5 Chapter 6
Oct 20	Week 5	Motivation, Trust, Justice, & Ethics Review for Exam #1	Chapter 7 Chapter 8 Review
PART #2			
Oct 27	EXAM #1: Covers all lecture material and textbook readings from (Part #1)		
Nov 3	Week 6	Learning & Decision Making	Chapter 9
Nov 10	Week 7	Communication	Chapter 10
Nov 17	Week 8	Team Characteristics & Processes	Chapter 11
Nov 24	Week 9	Power, Influence, & Negotiation	Chapter 12
Dec 1st	Week 10	Leadership Styles and Behaviors Movement Video	Chapter Chapter 13

Dec 8th	Week 11	Organizational Structure Organizational Culture & Change	Chapter 14 Chapter 15

University Policy Regarding Illness

Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy

http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your 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 occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on

medical or compassionate grounds will not be considered.

Make Up Examinations

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

Attendance

It is expected that students will attend all classes. The professor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

7. University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 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. 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. 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.

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.

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.

8. 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 Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director 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.

9. Student Responsibilities

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.

In this class, some students may be unaware that their private discussions are distracting to other

people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

As stated in the 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/medicalform.pdf>. If you are not able to participate and contribute to an in-class assignment for medical or non-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. 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.

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 an 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.

10. 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/services/>

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

Students who are in emotional/mental distress should refer to Mental Health@Western

http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

11. Other Issues

Short Absences

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

Extended Absences

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

Academic Concerns

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

Important Dates

September 10, 2015	Classes begin
September 18, 2015	Last day to add a full course or first-term half course
October 29 - 30, 2015	Fall study break
November 5, 2015	Last day to drop a first term half course.
December 9, 2015	Fall session classes end.
December 10, 2015	Study Day
December 11-22, 2015	December examination period.

12. Other Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: http://www.uwo.ca/univsec/academic_policies/index.html