



**DEPARTMENT Business and Office Administration**

**COURSE OUTLINE – FALL 2017**

**OT 3010 A2 - BEHAVIOUR IN ORGANIZATIONS – 3(3-0-0) 45 HOURS**

**INSTRUCTOR:** Carly McLeod                      **PHONE:** 780-539-2946  
**OFFICE:** C307                                        **E-MAIL:** cmcleod@gprc.ab.ca  
**OFFICE HOURS:** M/W 11:30-12:50pm

**CALENDAR DESCRIPTION:** The course examines the sociological and psychological bases of individual behaviour in organizations. Topics of individual psychology examined will include cognition, perception, attitude formation and change, personality structures and change, and motivation. The course will also investigate the behaviour of individuals in groups and organizations. In this context various aspects of group dynamics such as leadership, communication, interpersonal sensitivity, morale and satisfaction, and the formation and attainment of individual and group goals will be discussed.

**PREREQUISITE(S)/COREQUISITE:** None

**REQUIRED TEXT/RESOURCE MATERIALS:** Robbins, Stephen P., and Langton, Nancy. (2012) Organizational Behaviour, Concepts, Controversies, Applications (Sixth Canadian Edition). Toronto. Pearson Prentice Hall.

**DELIVERY MODE(S):** A variety of teaching methods will be used including lectures, discussions, Internet demos, student presentations, in-class exercises, and small group exercises.

**COURSE OBJECTIVES:**

- To gain an appreciation of the contribution of the behavioural sciences to the understanding of the management process;
- To develop a theoretical basis for analyzing human behaviour in organizational settings;
- To develop the ability to put theory into practice through application to personal experience and/or case studies;
- To develop an understanding of the effects of interaction and structure on human behaviour;
- To develop and improve interpersonal skills relevant to OB in practice.

**LEARNING OUTCOMES:**

Upon successful completion of the course, students will be able to:

1. Research, plan, execute and evaluate an effective team projects.
2. Apply different theories of motivation to the workforce.
3. Assess personal strengths and weaknesses utilizing Organization Behaviors theories

**TRANSFERABILITY:** Athabasca University: ORGB 364 (3), Burman University: BUAD 3xx (3), Concordia University of Edmonton: BUS 2xx (3), King's University, The: BUSI 3xx (3), MacEwan University: ORGA 316 (3), University of Alberta: SMO 301 (3) OR AUOption 2xx (3), University of Calgary: HROD 317 (3), University of Lethbridge, The: MGT 2030 (3)

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at

<http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

**Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

### EVALUATIONS:

Quizzes	20%	Midterm	20%
Personal SWOT Analysis	20%	Final Examination	35%
Case Study	5%	Total	100%

**GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)** Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

### COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Required Reading
Aug 31	What is OB?	Chapter 1
Sept 4	Perceptions, Personalities & Emotions	Chapter 2
Sept 11	MBTI	Handouts
Sept 18	Values, Attitudes & Diversity	Chapter 3
Sept 25	Theories of Motivation	Chapter 4
Oct 2	Motivation in Action	Chapter 5
Oct 9	Groups & Teamwork	Chapter 6
Oct 16	Mid Term Exam Communication	Chapter 7
Oct 23	Power & Politics	Chapter 8
Oct 30	Conflict & Negotiation	Chapter 9
Nov 6	Organization Culture	Chapter 10
Nov 13	Leadership	Chapter 11
Nov 20	Decision Making, Creativity & Ethics SWOT Due Nov 20	Chapter 12
Nov 27	Organizational Structure	Chapter 13
Dec 4	Review	Case Presentations

## **STUDENT RESPONSIBILITIES:**

- Your attendance and participation are important to the success of this course. As well, you are responsible for obtaining any notes or handouts you may have missed due to an absence.
- Unauthorized late assignments, if accepted, will have a 10% per day late penalty applied to the assignment grade. If you believe that you have a legitimate reason for handing in an assignment or other deliverable, please contact the instructor beforehand.
- The SWOT analysis must be completed to pass OT3010
- **No rewrites will be given on missed quizzes and the Mid-term. If there is an excusable absence for missing the Mid-term, the weighting of the missed exam will be added onto the final exam weighting.**

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

\*\*Note: all Academic and Administrative policies are available on the same page.