



DEPARTMENT Business and Office Administration

COURSE OUTLINE – FALL 2016

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

INSTRUCTOR: Carly McLeod **PHONE:** 780-539-2946
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OFFICE HOURS: Tues & Thurs 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 5 | Perceptions, Personalities & Emotions | Chapter 2 |
| Sept 12 | MBTI | Handouts |
| Sept 19 | Values, Attitudes & Diversity | Chapter 3 |
| Sept 26 | Theories of Motivation | Chapter 4 |
| Oct 3 | Motivation in Action | Chapter 5 |
| Oct 10 | Groups & Teamwork | Chapter 6 |
| Oct 17 | Mid Term Exam Communication | Chapter 7 |
| Oct 24 | Power & Politics | Chapter 8 |
| Oct 31 | Conflict & Negotiation | Chapter 9 |
| Nov 7 | Organization Culture | Chapter 10 |
| Nov 14 | Leadership | Chapter 11 |
| Nov 21 | Decision Making, Creativity & Ethics | Chapter 12 |
| Nov 28 | Organizational Structure | Chapter 13 |
| Dec 5 | Review | Chapters 1 -13 |

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.
- **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.