

York University
Faculty of Liberal Arts and Professional Studies
School of Administrative Studies

Introduction to Organizational Behaviour
AP/ADMS 2400 3.0
Fall 2019
Section F
Course Syllabus

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Office Location: Atkinson 236
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COURSE DESCRIPTION & PREREQUISITES

This course introduces concepts of individual and group behaviour as they affect performance in organizations. Topics covered include motivation, communication, decision-making, leadership and structural issues. Lectures and case discussions are employed to develop theoretical models and illustrate their use. Prerequisites: AP/ADMS 1000 3.00.

Note: AP/ADMS 1000 cannot be taken concurrently with AP/ADMS 2400.

COURSE OBJECTIVES

The learning objectives of this course are to:

- ▶ develop your understanding of major concepts and theories of individual and group behavior in organizations that guide management thinking today
- ▶ develop your ability to apply these concepts and theories to recognize, analyze and suggest solutions to organizational problems
- ▶ develop skills that will help you become a successful and contributing member of an organization (manager or otherwise)

These objectives will be accomplished through lectures, class discussions, and exercises.

REQUIRED COURSE TEXTBOOK/READINGS



Introduction to Organizational Behaviour
Custom Publication for AP/ADMS 2400 (2018 Edition, York University)
Published by McGraw-Hill Education Canada.
[Note: Earlier editions and textbooks used in previous terms not appropriate]

York U's **Bookstore** provides **two alternatives for purchase** of the textbook:
Regular textbook ISBN: 9781260306446
e-Book ISBN: 9781260326338

You may choose the alternative that works best for you to access the required readings. Limited copies are available for 2-hour loan through library reserves @ Bronfman Library

IMPORTANT NOTES

- ▶ **Communication with the Course Director:** When sending an email, please include your full name, student ID, and the course/section enrolled in.
- ▶ **Course registration:** Please direct all registration questions to the main office of the School of Administrative Studies (Atkinson 282). **Course Instructors cannot enroll or approve your enrollment to the course.** If the section is full, the best strategy to enroll in the class is to visit the online course registration system regularly in the first two weeks of classes and check if a space becomes available.
- ▶ **Attendance: Students are expected to attend all lectures from Week 1.** Please note that students can write exams and submit any work only in the section in which they are registered.
- ▶ **Course website:** Please check the course website of this section regularly.

COURSE EVALUATION

Your course grade will be based on the three components below. Additional information about each of these components will be provided in class and posted on the course website.

1. In-class reflection papers: 10% of the final course grade (5 reflection papers, 2% each)
2. A Midterm Examination: 40% of the final course grade on **Sunday October 20, 2019 2pm-4:30pm**
3. A Final Examination: 50% of the final course grade (during the formal examination period, date TBA)

Exams are closed-book (no materials allowed). **Exam questions cover both assigned textbook readings and materials covered in class (e.g., exercises, simulations, videos and class discussions).** Exams may include a combination of multiple choice, short/long questions, and case analysis. Location of exams will be announced closer to the exam date.

MIDTERM EXAMINATION CONFLICTS & MISSED MIDTERM EXAMINATIONS

- ▶ Any **exam conflicts** (religious accommodations, or overlap with another YU midterm examination) must be communicated by the student to the Course Instructor via email **no later than the end of September, 2019.** When the conflict is with other midterm examinations, full details about the other exams must be provided to the course instructor – course, section, date and time of exam. It is the responsibility of the student to follow up about the results of their conflict notice in a timely manner.
- ▶ The weight of the Midterm Examination **cannot** be transferred to the Final Examination.
- ▶ Students who were unable to write the Midterm Exam on its original date may request approval to write a make-up Midterm Exam. To be considered, a request must include valid documentation submitted to the main office of the School of Administrative Studies (282 Atkinson) within the deadlines specified below. **Requests without valid documentation and/or not submitted by the deadlines will not be considered, resulting in a grade of zero on the midterm exam.**

- ▶ **Valid documentation and deadlines** to request approval to write a make-up Midterm Exam:

A. When a student did not write the exam on its original date due to medical reasons, the student must follow each of the following steps:

1. Communicate this matter promptly to the Course Director (instructor) via email
2. Obtain an Attending Physician's Statement (APS) **within 48 hours of the exam, i.e., by October 22, 2019 at 4:30 pm.**

A "Doctor's Note" will not be accepted. The APS must indicate that the student's condition was significantly severe as to affect their ability to write the exam as required.

APS Form: <http://www.registrar.yorku.ca/pdf/attending-physicians-statement.pdf>

3. Submit the APS to the main office of the School of Administrative Studies (282 Atkinson), no later than seven (7) days after the exam, **i.e., by October 27, 2019.**

B. When a student did not write (or asks in advance not to write) the exam on its original date due to a reason other than medical, the student may appeal to write a make-up exam based on compassionate grounds. To do so, the student must follow each of the following steps:

1. The student must communicate this matter promptly (in advance when relevant) to the Course Director (instructor) via email.
2. The student must submit a signed statement indicating the reason for the request (such as, a death in the immediate family) with relevant documentation (e.g., a death certificate) to the main office of the School of Administrative Studies (282 Atkinson), **no later than seven (7) days after the exam, i.e., by October 27, 2019.**

- ▶ Students will be informed by e-mail whether their request to write a make-up exam was approved. It is the responsibility of the student to inquire about the results of their request if they do not receive an e-mail notice by October 31st, 2019.
- ▶ **NOTE: Students whose requests are not approved will receive a grade of zero on the Midterm Exam.**

GENERAL EXAMINATION POLICIES

- ▶ Students seeking religious accommodations or alternate exam provisions are expected to follow York University policies and guidelines regarding advance notice and procedures.
- ▶ Electronic devices and wireless devices must be turned off during the examination.

WEEKLY COURSE SCHEDULE

The weekly course schedule and assigned readings are provided below. Students are expected to cover the readings BEFORE attending class. Changes may take place so please visit the course website regularly for updates. All the assigned readings below are included in the required course textbook.

Page numbers listed in the schedule are those at the bottom corner of the custom textbook, colour-coded based on the colour of the banner at the bottom of the page: **RED** for Colquitt et al., **BLUE** for McShane et al., and **GREEN** for the appendices.

Class/Date	Topic	Readings (see comment above about page numbers)
1 Sep 4	Introduction	Colquitt, Chapter 1 (pp. 4-21)
2 Sep 11	Behavioural Outcomes	Colquitt, Chapter 2 (pp. 28-47) Colquitt, Chapter 3 (pp. 65-68 (Examples of Withdrawal Behaviour)
3 Sep 18	Perception & Individual Differences	McShane, Chapter 3 (pp. 293-316) Colquitt, Chapter 4 (pp. 78-110)
4 Sep 25	Attitudes & Emotions	Colquitt, Chapter 3 (pp. 52-73) [pp. 65-68 covered in Week 2] Colquitt, Chapter 5 (pp. 116-139)
5 Oct 2	Motivation	Colquitt, Chapter 7 (pp. 144-169)
Midterm Exam -- Sunday October 20, 2019 at 2pm		
6 Oct 23	Teams & Decision Making	McShane, Chapter 8 (pp. 323-348) Colquitt, Chapter 9 (pp. 211-221 on Decision Making)
7 Oct 30	Trust & Organizational Justice	Colquitt, Chapter 8 (pp. 174-187 + pp. 195-198, excluding ethics)
8 Nov 6	Communication	McShane, Chapter 9 (pp. 354-378)
9 Nov 13	Power, Influence & Leadership	Colquitt, Chapter 12 (pp. 230-241, up to Conflict Resolution) Appendix B: Social Networks (pp. 425-429) McShane, Chapter 12 (pp. 383-405)
10 Nov 20	Conflict & Negotiation	Colquitt, Chapter 12 (pp. 241 _[bottom] -251)
11 Nov 27	Organizational Culture, Change & Stress	Colquitt, Chapter 15 (pp. 256-272 + pp. 282-285) Appendix C: Organizational Change (pp. 433-444) Appendix A: Stress (pp. 414-421)
Final Exam		

SELECTED SCHOOL & UNIVERSITY INFORMATION AND POLICIES

Getting support when you need it: Visit the following sites for various resources that are available to you (academic and non-academic):

Manage your Academic Record: <http://myacademicrecord.students.yorku.ca/>

Learning Commons: <http://learningcommons.yorku.ca/>

Writing Centre: <http://writing-centre.writ.laps.yorku.ca/>

Student Accessibility Services: <http://accessibility.students.yorku.ca/>
Student Counselling & Development: <https://counselling.students.yorku.ca>
Mental Health and Wellness at York: <http://mhw.info.yorku.ca/>
Office of Student Community Relations: <http://oscr.students.uit.yorku.ca/>
Additional student resources: <http://laps.yorku.ca/student-resources/>
For important sessional dates, please refer to: <http://registrar.yorku.ca/enrol/dates/>

Final examination conflicts & missed final examinations:

Conflict exams for final exams are handled through the Registrar's Office.

Deferred Final Exams: Deferred standing may be granted to students who are unable to write their final examination at the scheduled time or to submit their outstanding course work on the last day of classes. Details can be found at <http://myacademicrecord.students.yorku.ca/deferred-standing>
Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

DSA Form: http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf

Attending Physician's Statement: <http://registrar.yorku.ca/pdf/attending-physicians-statement.pdf>

In order to apply for deferred standing, students must register online at the link below and receive a ticket number <https://sas-app.laps.yorku.ca/>

Students requesting deferred standing for the final examination must register on-line to record their request and receive a **ticket number** (<https://sas-app.laps.yorku.ca/>). Students must then **submit** the completed DSA form as well as supporting documentation directly to the main office of the School of Administrative Studies (282 Atkinson), writing down their ticket number on all forms and documents. The DSA and supporting documentation must be submitted no later than seven (7) days from the date of the exam. DSA requests will be considered on their merit. Decisions will be updated to the online DSA system. Students are responsible to **check** the status of their request on-line at <https://sas-app.laps.yorku.ca/>.

Decisions and exam dates will not be sent to students (no letter or e-mails). Students with approved DSA will be able to write their deferred examination during the School's deferred examination period (date and location will be updated to the DSA system). No further extensions of deferred exams shall be granted. The format and covered content of the deferred examination may be different from that of the originally scheduled examination. The deferred exam may be closed book, cumulative and comprehensive and may include all subjects/topics of the textbook whether they have been covered in class or not. Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted. Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards. Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist.

Students should review the York Academic Honesty policy for themselves at:

<http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

Students might also wish to review the interactive on-line Tutorial for students on academic integrity

at <https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

Reappraisals: Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty. Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed.

Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed. For reappraisal procedures and information, please visit the Office of the Registrar site at:

<http://myacademicrecord.students.yorku.ca/grade-reappraisal-policy>

Accommodation Procedures: LA&PS students who have experienced a misfortune or who are too ill to attend the final examination in an ADMS course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit: <http://ds.info.yorku.ca/academic-support-accommodations/>

Religious Accommodation: York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents. For more information on religious accommodation, please visit: <http://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>

Academic Accommodation for Students with Disabilities (Senate Policy) The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses. Provided that students have given sufficient notice about their accommodation needs, instructors shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established hereunder. For more information, please visit the Counselling and Disability Services website at <http://www.yorku.ca/dshub/>

York's disabilities offices and the Registrar's Office work in partnership to support alternate exam and test accommodation services for students with disabilities at the Keele campus. For more information on alternate exams and tests please visit <http://www.yorku.ca/altexams/>

Please alert the Course Director as soon as possible should you require special accommodations.

Course Performance Summary: requests for CPS forms (required for some petitions) should be submitted with all relevant materials to the SAS main office (282 Atkinson).

Have a Great Term !!!