YORK UNIVERSITÉ UNIVERSITY

FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS2400

INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

WINTER 2020

SECTION P

COURSE OUTLINE

Last update: December 6, 2019

Instructor: Michele Lustman
E-Mail: mlustman@yorku.ca*
Class time: Tuesday, 11:30am-2:15pm, **Room DB 0014 (NEW ROOM)**
Office Hours: By appointment.
Course website: moodle.yorku.ca
* When sending an email, please identify yourself with your full name, section, and student ID.

COURSE DESCRIPTION & PREREQUISITES

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. **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.
- **assist** you in developing 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 available for 2-hour loan at through **library reserves** @ Bronfman Library.

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IMPORTANT NOTES



- **About Course Registration**: Please direct all registration questions to the main office of the School of Administrative Studies (Atkinson 282), (http://sas.laps.yorku.ca/).
  Course Directors (instructors) **cannot enroll or approve** your enrollment to the course.
  If the section is full, the best strategy to enroll in the course is to visit the online course registration system regularly until a space becomes available. **Students are expected to attend lectures from week 1.**
- Please note that students can write exams and submit any work **only** in the section that they are registered in.
- The **outline** for this section might vary from other sections in this course. Students bear the sole responsibility for keeping up with the material covered in the section that they are registered in.
- **Communication with the Course Director**: Emails to the course director must include a professional greeting (e.g. Dear Professor X), the student's name, student number, and the course/section enrolled in. Please be respectful of this request to allow for efficient response to your message. Emails not containing this information may not be responded to.



COURSE EVALUATION (IN-CLASS SECTIONS)

Your course grade will be based on three components:

Assignments/Activities	10%	(throughout course; deadlines apply)
Midterm examination:	40%	(**Sunday, February 9, 2020**, 2pm-5pm; exact duration TBD)
Final Examination:	50%	(Formal examination period, **April 7-25, 2020**)

Dates and weighting of the components may change (adjustments may be posted by January 20, 2020). Please mark your calendar now and check on updates closer to the start of the term.

ASSIGNMENTS/ACTIVITIES

- **In-class and/or on-line activities and assignments** throughout the course will count towards 10% of the final course grade. **Details available in class and on the section's website**.
- **Students are responsible** to check for attendance requirements for in-class activities and for deadlines of all other activities and assignments.

MIDTERM EXAMINATION

- Date and time: **Sunday, February 9, 2020, 2:00pm-5:00pm** (exact duration TBD)
- Weighting: 40% of the final course grade.
- Location: To be announced closer to the exam date.
- Format: This is a closed-book exam. No materials allowed. Exam questions may include a combination of multiple choice, definitions, short/long written answers, and case-based questions.
- Coverage: Content of Lectures 1 through 5, including all assigned readings and all in-class content and materials (including exercises, simulations, videos, cases and class discussions). Check for course website and in-class updates.
- What to Bring? Pen, pencil, a good eraser. Proper identification (YU-Card / sessional identification card). You may wish to bring a bottle of water, and maybe something sweet to keep you going (no noisy wrappers please).
- Additional details will be provided, as needed, in class and on the course website.

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MIDTERM EXAMINATION CONFLICTS & MISSED MIDTERM EXAMINATIONS

- Any **exam conflicts** (religious accommodations, YU sports team participation, or overlap with another YU midterm examination) must be communicated by the student to the Course Director (instructor) via email at least two (2) weeks (14 days) prior to the exam date (no later than January 26, 2020). When the conflict is with other midterm examinations, full details about the other exams must be provided – course, section, date and time of exam. When approval is granted, a solution will be communicated to the student. It is the responsibility of the student to inquire about the results of their conflict notice if they do not receive a response by **February 3rd**.
- **The weight of the Midterm Examination cannot be transferred to the Final Examination.**
- Students who were **unable to write the Midterm Examination** on its original date may request approval to write a make-up Midterm Exam. To be considered, any requests must include valid documentation and received **no later than seven (7) days** from the date of the Midterm Exam as detailed below. NOTE: Students whose requests are **not approved**, or those who did not submit a request within the required timeline, will receive a grade of **zero** on the Midterm Exam.
  - When a student did not write the exam on its original date due to **illness/medical reasons**, the student must communicate this matter promptly to the Course Director (instructor) via email, obtain an **Attending Physician's Statement (APS) within 48 hours of the exam** and submit it to 282 Atkinson **no later than seven (7) days after the exam**. A "Doctor's Note" will not be accepted. The APS must indicate that the student's condition was significantly severe as to hamper their ability to write the exam as required. **Link to APS form**: http://www.registrar.yorku.ca/pdf/attending-physicians-statement.pdf
  - When a student did not write (or asked 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. The student must communicate this matter promptly (in advance when relevant) to the Course Director (instructor) via email. In addition, the student must submit a signed statement indicating the reason for the request (such as, a death in the immediate family), providing relevant documentation to support this request to 282 Atkinson **no later than seven (7) days after the exam**.
  - When approval is granted for a make-up exam, students will be informed via e-mail. Note: 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 **February 20th**.

FINAL EXAMINATION

- Date and time: The exam will take place during the formal examination period (April 7-25, 2020) for the semester. Date and time will be published by the Registrar's Office. Duration: 3 hours.
- Weighting: 50% of the final course grade.
- Format and coverage: The final exam will test your understanding and application of course content. This is a closed-book exam. No course materials, papers, notes, books, etc. are allowed. Further information will be provided prior to the exam date.
- **Conflict exams** for final exams are handled through the Registrar's Office.
- **Deferred standing**: detailed policy on page 6 of this course syllabus.

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 (including cell phones and wearable devices) must be turned off during examinations.

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COURSE SCHEDULE – SECTION P

* Students are encouraged to visit the section website before the first class for downloadable materials and preparation tasks.

* **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 Jan. 7	**Introduction**	Colquitt, Chapter 1 (pp. 4-23)
2	**Behavioural Outcomes**	Colquitt, Chapter 2 (pp. 28-47) Colquitt, Chapter 3 (pp. 62-68 on Withdrawal Behaviour)
3	**Perception & Individual Differences**	McShane, Chapter 3 (pp. 293-317) Colquitt, Chapter 4 (pp. 78-110)
4	**Attitudes & Emotions**	Colquitt, Chapter 3 (pp. 52-73) [pp. 62-68 covered in Week 2] Colquitt, Chapter 5 (pp. 116-139)
5	**Motivation**	Colquitt, Chapter 7 (pp. 144-169)
Midterm Exam -- Sunday February 9th, 2:00pm-5:00pm (exact duration TBD)		
6	**Communication**	McShane, Chapter 9 (pp. 354-380)
Winter Reading Week (February 15th-21st)		
7	**Trust & Organizational Justice**	Colquitt, Chapter 8 (pp. 174-187 + pp. 195-198, excluding ethics)
8	**Teams & Decision Making**	McShane, Chapter 8 (pp. 323-350) Colquitt, Chapter 9 (pp. 211-221 on Decision Making)
9	**Power, Influence & Leadership**	Colquitt, Chapter 12 (pp. 230-241, up to Conflict Resolution) Appendix B: Social Networks (pp. 425-429) McShane, Chapter 12 (pp. 383-406)
10	**Conflict & Negotiation**	Colquitt, Chapter 12 (pp. 241[bottom]-251)
11	**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 (April 7th-25th)		

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IMPORTANT SCHOOL AND UNIVERSITY POLICIES & INFORMATION

- **Getting support when you need it**: Visit the following sites for various information resources that are available to you (academic and non-academic):
  Manage your Academic Record: http://myacademicrecord.students.yorku.ca/
  Learning Skills Services: http://lss.info.yorku.ca/
  Learning Commons: http://learningcommons.yorku.ca/
  Writing Centre: http://writing-centre.writ.laps.yorku.ca/
  ESL Open Learning Centre: http://eslolc.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/
  Sexual Violence Response & Support: http://thecentre.yorku.ca/
  Community Safety: https://safety.yorku.ca/
  Office of Student Community Relations: http://oscr.students.yorku.ca/
  Additional LA&PS student resources: http://laps.yorku.ca/student-resources/
- For **important sessional dates**, please refer to: http://registrar.yorku.ca/enrol/dates/
- **Academic Accommodation for Students with Disabilities:** Accommodation and support for students with learning, mental health, physical, sensory, or medical disabilities is guided by the principles laid out in York's Policy on Academic Accommodation for Students with Disabilities:

  Students who seek such accommodation for their academic studies must be registered with **Student Accessibility Service**s. This office arranges for academic accommodations and provides support to students with documented disabilities on the Keele Campus. Registered students will receive a Letter of Accommodation, outlining the nature and recommendation of their accommodation. To register with Student Accessibility Services, students should upload their disability-related documentation to the online registration form at: https://accessibility.students.yorku.ca.

  Once registered with Student Accessibility Services, students are responsible to arrange for their accommodation in advance and in a timely fashion, based on the accommodations suggested in their letter of accommodation. Accommodations provided shall be consistent with the guidelines established in York's policy, preserving the academic integrity of the curriculum and the academic standards of courses and programs.

  - **Exams, when relevant**: Please register for your examination date(s) with Alternate Examination Centre (https://altexams.students.yorku.ca/request-an-alternate-exam) within the **deadlines specified** by the Centre. Any rescheduling requests should be communicated to the Course Director promptly, along with appropriate documentation, so that the main office can review these requests.
  - **Other components and aspects, when relevant**: Please inform the Course Director of your accommodation letter as soon as possible. Please note that sufficient notice is needed so that reasonable steps for accommodation can be provided in a way that is consistent with the guidelines established in York's policy, preserving the academic integrity of the curriculum and the academic standards of courses and programs.
- **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. **Students seeking religious accommodation should pursue their request in timely fashion.** For deadlines and additional information on religious accommodation, please visit: https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs
- **Services for Mature and Part-time Students:** The Atkinson Centre for Mature and Part-time Students (ACMAPS) maintains and strengthens York University's ongoing commitment to welcome and to serve the needs of mature and part-time students. For further information and assistance visit: http://acmaps.info.yorku.ca/.

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- **Academic Honesty:** The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. The Senate Policy on Academic 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/

- **Deferred FINAL Exam:** 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 https://sas-app.laps.yorku.ca/

  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 (APS) form:
  http://registrar.yorku.ca/pdf/attending-physicians-statement.pdf

  Students requesting deferred standing for the final examination must register on-line (link) to record their request and receive a **ticket number**. 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 online (link). Decisions and exam dates will NOT be sent/emailed to students (no letter or e-mails). Link to DSA system: https://sas-app.laps.yorku.ca/

  Students with approved DSA will be able to write their deferred examination for that term, which during the School's deferred examination period. Deferred exams might take place during the regular exams period or in subsequent weeks depending on the course; precise dates are known when the Office of the Registrar publishes the final exam schedule of the term. 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.

- **Reappraisals:** After course grades have been released, 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. Reappraisals of final course grades (including final exams viewing) should be done through the main office of the School of Administrative Studies, 282 Atkinson). 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.

- Any requests for a **Course Performance Summary** (CPS form, required for some petitions) should be submitted with all relevant materials to the SAS main office (282 Atkinson).

Have a Great Term !!!

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