



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS2400 (Online)

INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

WINTER 2020

SECTION T (ONLN)

COURSE OUTLINE

Last update: December 6, 2019

Instructor: Professor Ron Ophir
E-Mail: ophir@yorku.ca*
Office Hours: Sign up on course website or email* to set an online/phone/in-person appointment
Course website: moodle.yorku.ca

* When sending an email, please identify yourself with your full name, section, and student ID.

Hello and welcome!

Welcome to the world of Organizational Behaviour! My name is Ron (Professor Ophir, Dr. Ophir, Dr. Ron... your choice) and I will be your instructor for this on-line course. I look forward to meeting each and every one of you on-line and having a meaningful learning experience.

This course, AP/ADMS2400, introduces you to a wide range of issues that affect individuals and groups in the workplace. We will explore many concepts and theories that help us understand how people feel, think and act in organizations. Topics include satisfaction, motivation, conflict, trust, teamwork, and many more.

This preliminary outline provides you with basic information about the course, so that you can prepare for the start of the course. A complete outline will be posted on the course website at the start of the term.

- Our textbook is available at the York U Bookstore in paper or e-Book options.
- Coursework will include individual assignments, group activities and discussion, a midterm examination (February 9th) and a final examination (during the formal examination period).
- Both exams will take place on-campus (off-site exam arrangements can be made for those who are eligible). The rest of the coursework can be completed fully online. Deadlines for activities will be set to facilitate progress through the course.

Please take a moment to familiarize yourself with the content of this preliminary outline.

Ron ☺

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.**

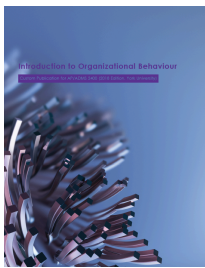
COURSE OBJECTIVES

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 the provided course content, reading assignments, 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.

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.
- ▶ Please note that students can write exams and submit any work **only** in the section that they are registered in.
- ▶ The **outline and weighting** for this section might vary from the in-class 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

COURSE ANNOUNCEMENTS: Notices and updates will be posted to the **Course Announcements** forum on the course website. You will receive an e-mail notice when an announcement is posted (to your preferred email on your Moodle profile). Please check your spam folder regularly in case it captures any of the announcements .

EMAIL COMMUNICATION: When contacting Professor Ophir via email, please use the prefix **ADMS2400 U (online)** for the subject line of your message. Also include in the subject line a brief description of your inquiry. Please remember to identify yourself with your full name and student ID. For example:

“ADMS2400 UB (online) – question about chapter __ (YourName, Student ID 123456789)

This information would ensure that I know to associate you with the online course and speed up my response to your query.

OFFICE HOURS: Signup for office hours times will be provided through the course website. Office hours can be in-person, on-line, conference call or phone call. An individual appointment can also be arranged by email (please send your schedule in that email to facilitate the scheduling.



COURSE EVALUATION (ON-LINE SECTION)

Your course grade will be based on several components:

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

Dates and weighting of the components will be provided at the start of the term. Please mark your calendar now and check on updates closer to the start of the term. (* on-campus)

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.
- ▶ Exams will be held on campus. Students who qualify for off-campus exams should follow timelines and instructions as listed here: <http://elearning.laps.yorku.ca/off-site-examinations/>.

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 (the procedure for a make-up will be posted to the course website). 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.



PREPARING FOR THE START OF THE COURSE - SECTION U

* 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.

Week	Topic	Readings (see comment above about page numbers)
1	Introduction	Colquitt, Chapter 1 (pp. 4-23)

COPYRIGHT NOTICE

- ▶ All course materials posted on the course website are designed for use as part of AP/ADMS2400 U ONLN (Winter 2020) at York University and are the property of the instructor unless otherwise stated. Third party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian Copyright law.
- ▶ Sharing or copying of this material for distribution (e.g. uploading material to a commercial third-party website or note-sharing websites) are not permitted. For more information, see: <http://copyright.info.yorku.ca/>.

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://esloloc.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 Services**. 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/>.

- ▶ **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 !!!