# York University

Faculty of Liberal Arts and Professional Studies School of Administrative Studies

**Introduction to Organizational Behaviour**

# **AP/ADMS 2400 3.0, SUMMER 2020**

# **Course Syllabus**

**Section A: ON-LINE**

**Section B: ON-LINE**

**Instructor**: Len Karakowsky

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**Course website**: moodle.yorku.ca.

Online classroom: This course will be delivered completely on-line via my recorded lectures and other postings on or moodle course website. The entire course, including the submission of assignments etc. will take place on the course’s Moodle.

To access, log in with your passport York @ https://moodle.yorku.ca/.

NOTE - If you have any issues/technical difficulties using Moodle, please contact the UIT Client Services: https://moodle.yorku.ca/students/contact/index.html.

**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**

Organizational Behaviour: Improving Performance And Commitment In The Workplace, 4th Edition 1259654974 · 9781259654978, By Jason A. Colquitt, Jeffery A. LePine, Michael J. Wesson, Ian Gellatly, 2019

York U’s Bookstore (<https://www.bookstore.yorku.ca/buy_textbooks.asp?>) provides two alternatives for purchase of the textbook:   
Regular textbook OR e-book

**Regular textbook: ISBN10: 1259654974 | ISBN13: 9781259654978**

**E-Book: ISBN10: 126030535X | ISBN13: 9781260305357**

You may choose the alternative that works best for you.

Please visit the York Bookstore webpage for ordering e-books



**IMPORTANT NOTES**

1. **Communication with the Course Director**: When sending an email, please include your full name, student ID, and the course/section enrolled in.
2. **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. Please note that students can write exams and submit any work only in the section in which they are registered. This area does not permit late enrolments.
3. **Course website**: Please check the course moodle website of this section regularly.

4. **Technical requirements:** It is strongly recommended to use a wireless electronic device (laptop/notebook) on each session, in order to follow the lectures, assignments, tests, exams. To determine Internet connection and speed, there are online tests, such as [Speedtest](https://www.speedtest.net/), that can be run. Check your equipment regularly to avoid any issues that will avoid you to access the material or submit them on time. Deadlines are strictly imposed. Here are some useful links for student computing information, resources and help: [Student Guide to Moodle](https://lthelp.yorku.ca/student-guide-to-moodle), [Computing for Students Website](https://student.computing.yorku.ca/) , [Student Guide to eLearning at York University](http://elearning-guide.apps01.yorku.ca/). If you are not familiar with the Moodle environment, visit [*Recommended Browser Settings*](https://moodle.yorku.ca/students/documentation/recommended_browser_settings.html) *and* [*Moodle student guides*](https://moodle.yorku.ca/students/documentation/index.html)*. If you have any issues/technical difficulties using Moodle, please contact the UIT Client Services:* [*https://moodle.yorku.ca/students/contact/index.html*](https://moodle.yorku.ca/students/contact/index.html)*.*

**5. Organization of the Course:** Every week a recorded class (Session) will be uploaded on the Moodle website for your access. Remember to keep up with each week’s readings/recorded lecture in order to keep up with the assignments, quizzes and exam deadlines. You are expected to watch a set of recorded lecture videos each week that deliver the basic content of the week’s subjects. You need to do this in order to keep up with the graded requirements of the course.

The course is composed of twelve chronological weeks’ on-line classes. i.e., You should begin the course in Intro and then Session 1, and complete it before moving onto the next Sessions. The Sessions have been organized in sequential order, so that you build skills and knowledge required for the assignments, quizzes and exams.

**COURSE EVALUATION**

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

1. **TWO (2) Multiple-Choice Timed (30 minutes) Quizzes (10% each): 20% of grade**

25 questions, no deduction for incorrect answers, timed for 30 minutes with the opportunity to write this quiz within a 48 hour period beginning on the date indicated below. Sessions 1-11 reading/self-testing must be completed by the following schedule below.

**1. MULTIPLE CHOICE QUIZ #1 - covers Sessions 1-4, June 18 10%**

**2. MULTIPLE CHOICE QUIZ #2 - covers Sessions 7-9, July 29 10%**

THERE ARE NO DEFERRALS OR EXTENSIONS UNDER ANY CIRCUMSTANCES. IF YOU DON’T SUBMIT BY THE DEADLINE, NO GRADE IS AWARDED FOR THAT MC.

**No late submissions/deferrals will be accepted for any reason** - i.e., it is irrelevant if you are ill, absent, your internet failed etc. since these assignments will be made available for 48 hours, as above.

**2. FOUR (4) Reflection papers (5% each): 20% of grade**

* **See deadlines below in Session Schedule**

You will write a 600 word essay-style submission. THERE ARE NO DEFERRALS OR EXTENSIONS UNDER ANY CIRCUMSTANCES. IF YOU DON’T SUBMIT BY THE DEADLINE, NO GRADE IS AWARDED FOR THAT SUBMISSION.

**No late submissions will be accepted for any reason** - i.e., it is irrelevant if you are ill, absent, your internet failed etc. since these assignments will be made available well in advance of their submission deadline and they can be submitted from the time the instructor posts them to the day/time of the posted deadline. NOTE: Because a reflection paper is a highly personal and subjective document, your reflection is evaluated as pass/fail. You will earn a passing mark as long as you demonstrate understanding of the issue discussed and a serious and thoughtful effort to address the question presented. **You must submit an electronic copy via moodle turnitin by the assigned deadline.**

**Four (4) reflection questions – each with its own due date to be submitted via moodle/turnitin ONLY, as below:**

**4 REFLECTION PAPER QUESTIONS**

**Reflection Paper #1.** **(Due June 5, 3pm) 5%**

**Why might the study of organizational behavior be of value to your career?**

**Reflection Paper #2. (Due June 30, 3pm) 5%**

**What motivates you to do your best in school and at work?**

**Reflection Paper #3.** **(Due July 17, 3pm) 5%**

**How could you describe culture of York university?**

**Reflection Paper #4.** **(Due Aug. 7, 3pm) 5%**

**How would you describe your ideal leader at work?**

**3. On-line Midterm Exam: 30% of grade. 2 hours,**

**Date: July 2, time to be announced**

Open-book; Material covers Sessions 1-5. Questions cover both assigned textbook readings and materials covered in lectures. Exam will include a combination of multiple choice, short/long questions, and mini-case scenario analysis. If you are absent from the midterm exam you will receive a grade of zero unless one of the exceptions (discussed below syllabus), apply to you.

**4 . On-line Final Examination Timed: 30% of grade, 2 hours**

**Date: to be announced (During the formal examination period, Aug.14-21)**

Open-book. Non-Cumulative - Material will cover Session 7-12. Exam questions cover both assigned textbook readings and materials covered in lectures. Exams may include a combination of multiple choice, short/long questions, and mini-case scenario analysis. If you are absent from the final exam you will receive a grade of zero unless one of the exceptions (discussed below syllabus), apply to you.

**ADVICE FOR SUCCESS IN THIS ONLINE COURSE**

* STAY ON SCHEDULE – I.E., WATCH RECORDED LECTURES WEEK-BY-WEEK PER OUR SYLLABUAS DATES. PREPARE FOR EACH OF THE 4 GRADES ELEMENTS OF THIS COURSE. MAKE SURE YOU NOTE THE STRICT DEADLINES.
* Stay organized. Create a folder to keep your files organized and up-to-date.
* Read the instructions for each assignment/activity thoroughly and carefully.
* Do not procrastinate. Note all due dates and plan your work accordingly (Note whether the due time is your locale time, or the instructor’s locale time, or the server’s time).
* Plan to perform online tasks and submit your assigned material at least several hours before the due time to allow the internet processing time, avoid potential problems due to the heavy internet traffic, and take into account of possible technology fails.

**CAUTION**: While an online course may offer a little more flexibility for self-paced study, it does not translate into complete freedom from a schedule. Although you won’t usually be required to participate in a session at a specific time, you do need to ensure you meet all the course submission deadlines.

**WEEKLY COURSE SCHEDULE – see next page**

|  |  |  |  |
| --- | --- | --- | --- |
| **Session** | **Topic TpTopic** | | **Required Readings & Lecture** |
|  | **Welcome** | | Pre-recorded Video Presentation |
| **#1**  May 11- | **What is Organizational**  **Behaviour?** | | Chapter 1 + pre-recorded lecture #1 |
| **#2**  May 18- | **Personality, Cultural**  **Values & Ability** | | Chapter 4 + pre-recorded lecture #2 |
| **#3**  May 25- | **Perception** | No Reading,  Pre-recorded lecture #3 | |
| **#4**  June 1- | **Motivation** | Chapter 7 + pre-recorded lecture #4 | |
| **#5**  June 8- | **Emotions & Attitudes** | Chapter 5, 3 + pre-recorded lecture #5 | |
| **#6**  June15- | **Communication** | Chapter 10 + pre-recorded lecture #6 | |
|  |  | **JULY 2 THURSDAY MIDTERM EXAM** | |
| **#7**  **July 6-** | **Teams** | Chapter 11+ pre-recorded lecture #7 | |
| **#8**  **July 13-** | **Organizational Culture**  **& Change** | Chapter 15+ pre-recorded lecture #8 | |
| **#9**  **July 20-** | **Leadership** | Chapter 13 + pre-recorded lecture #9 | |
| **#10**  **July 27-** | **Decision-making** | Chapter 9 + pre-recorded lecture #10 | |
| **#11/12**  **Aug.3** | **Power & Influence: Stress** | Chapter 12, 6+ pre-recorded lecture #11/12 | |

Note: Midterm exam is July 2, time to be announced. Coverage: Session 1-5

Note: Reading week is June 23-26

Note: Final exam will be held on-line during final exam period(August 14-21).

Coverage Sessions 7-12. Date/time to be announced.

**MISSED MIDTERM EXAMINATIONS**

* If you cannot write the midterm exam on the assigned date due to religious observance, then the process follows York’s policy on Religious Accommodations, This should be communicated by the student to the Course Instructor via email promptly.
* The weight of the Midterm Examination cannot be transferred to the Final Examination.
* When a student did not write the exam on its original date due to medical reasons, the student must communicate this matter promptly to the Course Director (instructor) via email no later than 5 working days after the exam.
* When a student did not write the mid-term exam on its original date due to a significant reason other than medical, the student must communicate this matter promptly to the Course Instructor via email with documented evidence of the reason. In addition, the student must submit a signed statement indicating the reason for the request along with the relevant supporting documentation . Without any supporting evidence, a makeup exam cannot be granted.
* If approval is granted for a make-up midterm exam, the student will be informed by e-mail of the date of the makeup exam. It is the responsibility of the student to inquire about the results of their request if they do not receive an e-mail notice within 7 business days. Failure to receive permission to write the makeup midterm exam or failure to write the make-up exam results in a grade of zero. No further extensions.

**FINAL EXAMINATION CONFLICTS & MISSED FINAL EXAMINATIONS**

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>. Deferred standing requests for ADMS courses should be addressed to the main office: procedure and registration here: <http://apps.eso.yorku.ca/apps/adms/deferredexams.nsf>.

Note: As communicated to the University community on March 13, 2020, Senate Executive has waived until further notice the requirement for students to submit an Attending Physician’s Statement in support of a request for deferred standing or petitions.

Followed by handing in a completed DSA form and supporting documentation directly to the main office of the School of Administrative Studies (NOT to the instructor) and add your ticket number to the DSA form. The DSA and supporting documentation must be submitted no later than five (5) business days from the date of the exam. These requests will be considered other merit and decisions will be made available by logging into the above-mentioned link.

Students with approved DSA will be able to write their deferred examination during the School's deferred examination period. 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.

**OTHER RELEVANT UNIVERSITY REGULATIONS**

**Academic Honesty** <http://www.yorku.ca/secretariat/policies/document.php?document=69>

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/>

**Religious Accommodation** <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>

**Academic Accommodation for Students with Disabilities (Senate Policy)**

Counselling and Disability Services website at <http://www.yorku.ca/dshub/>

**Other York university policies**

<http://www.yorku.ca/univsec/policies/document.php?document=86>

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

[http://ds.info.yorku.ca/academic-support-](http://ds.info.yorku.ca/academic-support-accomodations/)  [accomodations/](http://ds.info.yorku.ca/academic-support-accomodations/)