



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS2400
INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

FALL 2020
SECTION E
COURSE OUTLINE

PLEASE CHECK THE COURSE WEBSITE ON MOODLE AT THE BEGINNING OF THE TERM FOR A MORE DETAILED OUTLINE

This section of the course is offered in a **REMOTE** format. The course combines synchronous and asynchronous delivery. The synchronous part will be delivered via Zoom within the time of your section. You are also expected to be available online during exams (see dates in Course Evaluation below).

Internet would be required to access course resources. All course readings are available for purchase also in digital format (check the Required Course Textbook section). Online exams will be timed (see note regarding proctoring). In-person or on-campus activities and learning are not expected. Keep safe and have a great term!

Course Director: Dr. Sabrina Deutsch Salamon
Email: sdeutsch@yorku.ca
Time of Section: Mondays, 11:30-14:30 EDT (Toronto Time)
Virtual Office Hours: Check course website
Course Web Site: moodle.yorku.ca

COURSE REQUIREMENTS FOR REMOTE LEARNING:

Several platforms will be used in this course (e.g., Moodle, Zoom, etc.) through which students will interact with the course materials, with the course director, and with one another. Please review the syllabus to determine how the class meets (in whole or in part), and how office hours will be conducted. Students shall note the following:

- Zoom is hosted on servers in the U.S. This includes recordings done through Zoom.
- If you have privacy concerns about your data, provide only your first name or a nickname when you join a session.
- The system is configured in a way that all participants are automatically notified when a session is being recorded. In other words, a session cannot be recorded without you knowing about it.

This course may require the use of online proctoring for examinations. The instructor may use an online proctoring service to deliver the exam(s), which would be administered through the Learning Management System (e.g. Moodle). Students are required to have access to minimum technology requirements to complete examinations. If an online proctoring service is used, students will need to become familiar with it at least five days before exam(s).

TECHNICAL REQUIREMENTS & SUPPORT:

While we will not be meeting in-person, we will be engaging online and regular submissions will take place online during the course. Please ensure that you have access to a stable, higher-speed Internet connection and an appropriate computer/device that can support your learning. Please note that apps (such as the Moodle and Zoom

apps) may have different/limited functionality on smartphones/smart devices. A webcam/camera and microphone may be needed for certain communication.

Check out these links for e-learning information and quick help:

- Student Guide to eLearning at York University: <http://elearning-guide.apps01.yorku.ca/>
- Student Guide to Moodle: <https://lthelp.yorku.ca/student-guide-to-moodle>
- Zoom@YorkU Best Practices: <https://staff.computing.yorku.ca/wp-content/uploads/sites/3/2020/03/Zoom@YorkU-Best-Practicesv2.pdf>
- Computing for Students Website: <https://student.computing.yorku.ca/>

IMPORTANT NOTES

- ▶ **Take care of yourself:** <https://coronavirus.info.yorku.ca/2020/05/this-week-york-may-5-special-edition-mental-health/>
- ▶ **Communication with the Course Director:** Please include your full name, student number, and the course/section enrolled in every time you communicate with your instructor.
- ▶ **Zoom meeting etiquette:** <https://lthelp.yorku.ca/94581-zoom/zoom-meeting-etiquette>
- ▶ **About course registration:** Please direct all registration questions to the main office of the School of Administrative Studies (apsas@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 class is to visit the online course registration system regularly until a space becomes available. Students are expected to keep up with the course submission deadlines regardless of timing of enrolment.

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 3.00 and AP/ADMS1010 3.00; For students in the BHRM program, AP/ADMS 1000; For BPA students, AP/ADMS 1000 3.00. Course credit exclusion: HH/PSYC 3570 3.00.

Note: The above prerequisites **cannot be taken concurrently with AP/ADMS 2400 3.00.**

REQUIRED COURSE TEXTBOOK



Introduction to Organizational Behaviour

Custom Publication for AP/ADMS 2400 (2018 Edition, York University)

Published by McGraw-Hill Education Canada. You can purchase either a hard copy or e-book via York U's Bookstore

Hard copy ISBN: 9781260306446

e-Book ISBN: 9781260326338

Note: Earlier editions or other textbooks are not appropriate

Course Evaluation

Response Papers	20%	To be submitted throughout the term by due dates	Submit on-line
Assignment	15%	Due: Nov 9, 2020 @ 11:30 am	Submit on-line through turnitin
Midterm Exam	30%	Saturday, Oct 17 th @ 7:30 pm 2020, pm EDT	Timed on-line exam
Final Exam	35%	During the formal Fall examination, date TBA The formal exam period in the Fall will run from December 9 to 23, 2020	Timed on-line exam

SELECTED SCHOOL & UNIVERSITY INFORMATION AND POLICIES

- ▶ **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 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/>
- ▶ **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>.
- ▶ **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>.

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.
- ▶ **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/>.

Have a Great Term !!!