



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS2400

INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR
FALL 2020 – SECTION I – ABBREVIATED COURSE OUTLINE¹

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 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. Please take a moment to familiarize yourself with the content of this outline. For a complete outline and for regular updates throughout the term, check out the course website.

Ron ☺

SECTION INFORMATION

| | |
|------------------------------|---|
| Course Director: | Professor Ron Ophir |
| Email: | ophir@yorku.ca |
| Delivery mode: | Online (including optional synchronous content) |
| Virtual Office Hours: | Check course website |
| Course Web Site: | eclass.yorku.ca (Moodle) |

IMPORTANT NOTES

- ▶ **Take care of yourself:** <https://www.yorku.ca/health/mental-health-resources-during-covid-19/>
- ▶ **Communication with the Course Director:** Please include your full name, student number, and the course/section enrolled in. Needless to say, proper conduct of behaviour is expected.
 - If responding to an eClass email announcement, please ensure to replace the recipient address with my email (ophir@yorku.ca), or else the message will not be delivered to me.
- ▶ **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.
- ▶ Note that students can write exams and submit any work **only** in the section in which they are registered.
- ▶ The **outline and textbook** 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 in which they are registered.
- ▶ **Times and deadlines** are in **Toronto time**. Note that Clock moves backwards one November 1st, 2am. For those not in Toronto/GTA time zone, click for **time converter** (use the checkboxes to show time difference): <https://www.timeanddate.com/worldclock/converter.html?iso=20200906T040000&p1=250>

Have a safe, productive and fun term!

¹ This outline is subject to change as deemed necessary by the Course Director.

WHAT TO EXPECT

This section of the course is offered in a **ONLINE** format, where all course content is accessible through the course website. Course content will be provided **asynchronously** on the course website, with occasional **synchronous** content (“live” through zoom). Times options of synchronous content will be provided in advance along with alternative options. Internet access will be required for full access to course resources. All course content and activities will be provided on-line. This course has no in-person or on-campus activities or exams. Students are encouraged to progress in the course weekly, and to attend on the zoom sessions when made available. Check out this outline and updates posted to the section website for information about:



Asynchronous Content

Other course content in this course is designed for **independent learning**; however, activities, participation and other deliverables have **deadlines**.



Submission deadlines

There are **weekly/regular submission deadlines** for activities and assignments on **eClass**. Please note that some course activities may include interaction and discussion **with classmates**; therefore, mutual respect is expected to ensure meeting of deadlines. No extensions.



Textbook

Our textbook is available in both **e-book** and print option through the York U Bookstore. The textbook may vary from other sections of the course this term.



Synchronous Content (“Live”) (on Zoom)
([check eClass for schedule](#))

Occasional “live” meetings/activities (synchronous) on **zoom** will be provided with advanced notice. **Alternatives** will be provided to ensure student access. Please consult the course website for specific times/information during the term.



Exams

Exams in this course will be **timed** and delivered at designated times during the course on **eClass**. Students are expected to be available to write the exams as scheduled. Reliable Internet connection and device are required.



Virtual Office Hours

Pre-scheduled virtual office hours times will be available throughout the term (sign-up link on the course website). Additional times can be scheduled on request.

Keep up with York U updates: <https://yubettertogether.info.yorku.ca/category/students/>

- - Weekly schedule and due dates on the course website - -

COURSE REQUIREMENTS FOR REMOTE LEARNING:

- ▶ Several platforms will be used in this course (e.g., eClass (moodle), Zoom, etc.) through which students will interact with the course materials, the course director, as well as with one another. Please review the course outline and regular updates to the course website to keep up with the schedule, times of activities, and meeting of deadlines.
- ▶ **Timed exams** will be used in this course, which will be administered through the Learning Management System (e.g. eClass/Moodle). Turnitin (or equivalent) will be used. Students are required to have access to minimum technology requirements to complete examinations. Students will be provided with information about the exam setup and will be expected to be familiar with that setup prior to the exam. Students are expected to ensure that they have a stable and reliable internet connection for the duration of the exam. No extensions will be provided for technical issues.

TECHNICAL REQUIREMENTS & SUPPORT:

While we will not be meeting in-person, we will be engaging online and regular submissions will take place online. 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 smartphones/smart devices apps (such as the eClass/Moodle and Zoom apps) may have different/limited functionality compared to their use on a laptop or desktop. A webcam/camera and microphone may be needed for certain communication.

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

- **LA&PS Resources:** <https://going-digital.laps.yorku.ca/student-resources/>
- **York U's Student Guide to eLearning:** <http://elearning-guide.apps01.yorku.ca/>
- **Technology requirements and FAQs for eClass:** <https://lthelp.yorku.ca/95440-student-faq>
- **Student Guide to eClass:** <https://lthelp.yorku.ca/student-guide-to-moodle>
- **Zoom meeting etiquette:** <https://lthelp.yorku.ca/94581-zoom/zoom-meeting-etiquette>

Additional computing support:

- Computing for Students Website: <https://student.computing.yorku.ca/>
- UIT laptop borrowing program: <https://laptops.uit.yorku.ca/> (if still available)
- Check your internet connection speed: www.speedtest.net

Disclaimers:

- 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 (inform the course director in advance).
- 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.

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 (sent to your preferred email on your eClass/Moodle profile).
 - When responding to an eClass email announcement, please ensure to **replace** the recipient address with my email (ophir@yorku.ca), or else the message will not be delivered to me.
 - Please **check** your spam folder regularly in case it captures any of the announcements made it there.
- ▶ **EMAIL COMMUNICATION:** When contacting Professor Ophir via email, please use the prefix "ADMS2400 Sec.I" 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 Sec.I – question about chapter __ (YourName, Student ID 123456789)
 This information would ensure that I know to associate you with the correct course/section and speed up my response to your query.
- ▶ **OFFICE HOURS:** Signup for office hours times will be provided through the course website. An individual appointment can also be arranged by email (please send your schedule in that email to facilitate the scheduling). Office hours can be on zoom, Teams, or phone call.

COURSE DESCRIPTION & PREREQUISITES

AP/ADMS2400 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.

PRE-requisites: 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.

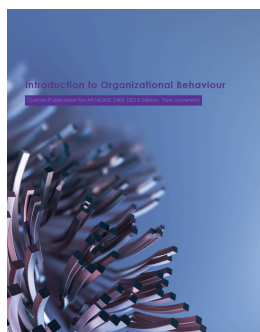
COURSE OBJECTIVES

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 activities.

REQUIRED COURSE READINGS AND TEXTS



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

Please note that other sections may be using a different textbook. Earlier editions or other textbooks are not appropriate

COURSE EVALUATION



Your course grade will be based on the following components:

| | | | |
|---------------------------------------|-----|---|---------------------------------------|
| Activities & Participation | 20% | Submitted weekly throughout the term, due Thursdays 12noon . Details on course website. | Submit on-line on eClass. |
| Midterm exam | 30% | Saturday, October 17th 2020 7:30pm EDT (Toronto time) | Timed on-line exam (duration 2hrs) |
| Case/Application Paper | 15% | Additional details TBA. Due: Thursday, November 12th 2020, 12noon | Submit on-line on eClass (w/Turnitin) |
| Final exam | 35% | During the formal Fall Term examination period (December 9-23, 2020). Date TBA. | Timed on-line exam |

Dates and weighting of the components may change slightly (no later than September 22, 2020). Please mark your calendar now and keep your eyes open for updates on the course website.

ACTIVITIES & PARTICIPATION (20% of the final course grade)

- ▶ **Activities and participation opportunities** throughout the course will be a combination of self-paced (asynchronous) and occasional "live" (synchronous) activities. **Details on available on the website.**
- ▶ Deadlines will apply. **Students are responsible** to check for requirements / deadlines of all activities and participation opportunities.

CASE/APPLICATION PAPER (15% of the final course grade)

- ▶ Information TBA on the course website

MIDTERM EXAMINATION (30% of the final course grade)

- ▶ **Date and time:** **Saturday, October 17, 2020, 7:00pm-9:00pm** (Toronto time)
- ▶ **Format & Coverage:** This is a **timed, online exam**. Additional information will be provided separately on the course website.
- ▶ Students seeking **religious accommodations** or **alternate exam provisions** are expected to follow York University policies and guidelines regarding advance notice and procedures (see pages 6-7).

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 via email to the Course Director (instructor) **no later than two (2) weeks (14 days)** before the exam date. Full details about the conflict must be provided (date, time, location, link/URL if available, contact person where applicable (e.g. coach)). Approval to write a makeup is at the discretion of the course director or relevant office. When approval is granted, a solution will be communicated to the student. In all cases it is the student's responsibility to proactively address the matter with the Course Director and to inquire about the results of their conflict notice/request.
- ▶ Students who were **unable to write the Midterm Examination** on its original date for other reasons (e.g., illness) may request approval to write a make-up Midterm Exam. Requests for consideration must be submitted via to the Course Director **no later than seven (7) days** from the date of the Midterm Exam. Requests must include a statement indicating the reason for the request, providing relevant documentation to support this request. Approval to write a makeup is at the discretion of the course director or relevant office. If you are approved to write, you will be sent details regarding time of your makeup. In all cases it is the student's responsibility to proactively address the matter with the Course Director and to inquire about the results of their request. 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.
- ▶ **General:** Please do not include picture attachments, only pdf. Note: As communicated 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.
- ▶ A maximum of one (1) opportunity for a makeup exam would be provided for students that missed the midterm exam for any reason. Students who do not write either the regular or makeup midterm exam as scheduled will receive a grade of zero (0) on this component. **The weight of the Midterm Exam cannot be transferred to the Final Exam.**

FINAL EXAMINATION (35% of the final course grade)

- ▶ **Date and time:** The exam will take place during the **formal examination period (December 9-23, 2020)** for the semester. Date and time will be published by the Registrar's Office. Expected duration: TBA.
- ▶ **Format and coverage:** The final exam will test your understanding and application of course content. This is a **timed, online** exam. Further information will be provided.
- ▶ **Conflict exams** for final exams are handled through the Registrar's Office.
- ▶ Students seeking **religious accommodations** or **alternate exam provisions** are expected to follow York University policies and guidelines regarding advance notice and procedures (see pages 6-7).

DEFERRED FINAL EXAMS

- ▶ **Deferred standing** for the final exam might 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.
- ▶ Deferred standing requests for ADMS courses should follow the procedure and registration outlined here: <http://apps.eso.yorku.ca/apps/adms/deferredexams.nsf>.
- ▶ ALL deferral concerns should be addressed to the main office (apsas@yorku.ca).
- ▶ Note: As communicated 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

- - *Weekly schedule and due dates on the course website* - -

IMPORTANT SCHOOL AND UNIVERSITY POLICIES & INFORMATION

ACADEMIC HONESTY & INTEGRITY

Academic Honesty: Students are reminded to maintain standards of academic integrity to the highest extent possible. Common examples of breaches of academic honesty and integrity include cheating, plagiarism, falsification, and aiding and abetting others in such activities. **Please familiarize yourself with the meaning of academic integrity at York** by completing the interactive on-line Tutorial for students at:

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

Suspected breaches of academic honesty will be investigated and pursued; significant penalties will be applied when a breach has been found to have occurred.

Following these simple rules will help you avoid breaches of academic honesty:

- Complete your work well in advance of the deadline
- Write your entire work yourself (each and every word!) from the ground up
- DO NOT: “consult” others or search online for “ideas”
- DO NOT use tutoring or editing services to prepare your work

The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. As per the Policy, “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”. Please familiarize yourself with York’s Senate Policy Academic Honesty:

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

Turnitin: To promote academic integrity in this course, students will normally be required to submit their written work through Turnitin (via the course eClass) for a review of textual similarity and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University’s use of the Turnitin service are described on the Turnitin.com website.

SUPPORT

Getting support when you need it: Following is a selection of resources (academic and non-academic):

- LA&PS Student Resources: <https://going-digital.laps.yorku.ca/student-resources/>
- 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/>
- York International: <https://yorkinternational.yorku.ca/> (see special COVID-19 tab)
- My Online Services: <https://myonlineservices.students.yorku.ca/>
- Manage your Academic Record: <http://myacademicrecord.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 (LOA), outlining the nature and recommendation of their accommodation. To register with Student Accessibility Services, visit <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:** If you are registered with Accessibility Services and are seeking alternate exam accommodation (including extra time on a timed online examination), **please inform your Course Director ASAP, but no later than three (3) weeks (21 days) before the scheduled examination date.** Please attach your LOA (Letter of Accommodation) to the request. If the accommodation is provided through the Alternate Exam office, please follow the timeline and procedures of that office in a timely fashion (<https://altexams.students.yorku.ca/request-an-alternate-exam>). Any requests to reschedule an alternate exam must be submitted promptly to the main office (apsas@yorku.ca), cc'ing the Course Director (please do not include picture attachments). In all cases it is the student's responsibility to proactively address a missed or alternate exam situation.
- **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 discussed.

Accommodations provided shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses.

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>.

Grading Scheme and Feedback Policy: For more information on the Grading Scheme and Feedback Policy, please visit: <http://secretariat-policies.info.yorku.ca/policies/grading-scheme-and-feedback-policy/>

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.

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/>