



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS2400

INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

WINTER 2021 – SECTIONS M, P, Q & S

COURSE OUTLINE¹ (UPDATED JANUARY 10, 2021)

BASIC INFORMATION

| | |
|--------------------------------|--|
| Sections: | M, P, Q and S |
| Delivery mode: | Remote (including synchronous content) |
| Timing of synchronous content: | Designated time for the section (Toronto Time) (check here: https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm) |
| Course Web Site: | eclass.yorku.ca |

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.
- ▶ **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 forward one hour on March 14th, 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?p1=250>

WHAT TO EXPECT

This section of the course is offered in a **REMOTE** format, where all content is accessible through the course website. You should expect **synchronous** content ("live" through zoom) delivered weekly (or as indicated on the course website) **during the designated meeting time for this section**. 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/lectures. Check out this outline and updates posted to the section website for information about:

Have a safe, productive and fun term!

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

| | | | |
|-------------------------------|-----|--|--------------------------------------|
| Assignments/Activities | 15% | Submitted weekly throughout the term. Details on course website. | Submit on-line on eClass. |
| Midterm exam #1 | 30% | Sunday, February 21st 2021 9:00am EDT (MORNING Toronto time) | Timed on-line exam (eClass/turnitin) |
| Midterm exam #2 | 20% | Sunday, March 21st 2021 7:00pm EDT (EVENING Toronto time) | Timed on-line exam (eClass/turnitin) |
| Final exam | 35% | During the formal Fall Term examination period (April 14-28, 2021). Date TBA. | Timed on-line exam (eClass/turnitin) |

Dates and weighting of the components may change slightly (no later than January 25th, 2021). Please mark your calendar now and keep your eyes open for updates on the course website.

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

ASSIGNMENTS / ACTIVITIES (15% of the final course grade)

- ▶ **Weekly** throughout the course. **Details and DEADLINES available on the website.**
- ▶ Deadlines will apply. **Students are responsible** to check for requirements / deadlines of all activities and participation opportunities.

MIDTERM EXAMINATIONS

- ▶ We will have **TWO** midterm exams, you must write both:
 - **Midterm #1: Sunday, February 21st, 2021, 9:00am (MORNING** Toronto time)
 - **Midterm #2: Sunday, March 21st, 2021, 7:00pm (EVENING** Toronto time)
- ▶ **Format & Coverage:** These are **timed, online exams**. Additional information, including the detailed coverage, 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 as listed here: <https://www.yorku.ca/laps/sas/academic-resources/common-course-policies/>.

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 a Midterm Examination** on its original date for other reasons (e.g., illness) may request approval to write a make-up Midterm Exam for that 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 on time, will receive a grade of **zero** on the exam.
 - ▶ **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.
 - ▶ **Limits:** A maximum of one (1) opportunity for a missed makeup exam would be provided for students that missed that 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 Exams 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 (April 14-28, 2021)** for the semester. Date and time will be published by the Registrar's Office. Expected duration: 3 hours.
- ▶ **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: <https://www.yorku.ca/laps/sas/academic-resources/deferred-exam-requests/>
- ▶ 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

IMPORTANT SCHOOL AND UNIVERSITY POLICIES & INFORMATION

COURSE REAPPRAISAL POLICY

General reappraisal policies are listed in the Common Course Policies.

Specific for AP/ADMS2400:

- **Midterm Exam** reappraisal requests (before the final exam period) – see your section's website / announcements.
- **Final Exam** reappraisal requests – please do not contact your Course Director for final exam reappraisals or reappraisals of midterm exams after the last day of the term. All such reappraisal requests must be done through the main office.

COMMON COURSE POLICIES

Check out common course policies for ADMS/DEMS courses on the School website:

<https://www.yorku.ca/laps/sas/academic-resources/common-course-policies/>

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://esloc.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/>

REMOTE LEARNING INFORMATION

COURSE REQUIREMENTS FOR REMOTE LEARNING:

- ▶ Several platforms will be used in this course (e.g., eClass, 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 synchronous 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). 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 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.