



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS2400

INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

WINTER 2021 – SECTION U – ABBREVIATED COURSE OUTLINE¹

(updated January 10, 2021)

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 some synchronous content)
Virtual Office Hours:	Check course website
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.
 - 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 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>

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 an **ONLINE** format. Course content will be provided **asynchronously** on the course website, with some occasional **synchronous** content (“live” through zoom). Times 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 **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/>

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 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 there.
- ▶ **EMAIL COMMUNICATION:** When contacting Professor Ophir via email, please use the prefix “ADMS2400U” 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 U – 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.

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.

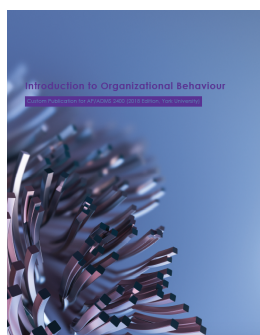
COURSE OBJECTIVES

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/Assignments	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

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 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.

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/>

Including information regarding:

- Academic Accommodation for Students with Disabilities
- Religious Accommodation
- Services for Mature and Part-time Students
- and more

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/>