



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES  
SCHOOL OF ADMINISTRATIVE STUDIES

**AP/ADMS2400**  
**INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR**

**FALL 2021**  
**SECTION G**  
**COURSE OUTLINE**

This section of the course is offered in **REMOTE** format.

This section combines synchronous and asynchronous delivery. The synchronous delivery includes activities via Zoom within the time scheduled for your section on Tuesdays at 11:30 am-2:30 pm (Toronto Time).

You are expected to attend the synchronous delivery and participate in the activities; the synchronous delivery will not be recorded.

Internet would be required to access course resources and participate in the synchronous delivery. Online exams will be timed. In-person or on-campus activities are not expected.

Keep safe and have a great term!

**Course Director:**  
**Email:**  
**Time of Section:**  
**Course Web Site:**

Dr. Sabrina Deutsch Salamon  
sdeutsch@yorku.ca  
Tuesdays 11:30-14:30 (Toronto Time)  
eClass.yorku.ca

**COMMUNICATION WITH PROFESSOR DEUTSCH SALAMON**

**1. Questions about the Course** You are very welcome to raise any questions you might have about the course (e.g., questions about the course material, assignments, etc) during our scheduled Zoom classes. I will also allow time for questions at the end of each scheduled Zoom class.

If you have an urgent question about the course that cannot wait until the next scheduled Zoom class, email me, but please adhere to the following:

- **Before sending an email with a question, please check the course outline, and materials posted on the course website, including the page Frequently Asked Questions (FAQ's),**

**and verify that your question has not been answered already.**

- Include in your email subject line your full name, student number, and the section in which you are enrolled
- Be respectful in your communication, I will not respond to rude emails
- I will do her best to respond to your email within 48 hours during weekdays. Emails will not be read on weekends and holidays.
- Please do not send any communication via eClass messages

**2. Office Hours** If you need to communicate privately with me, please register to an office hour on the course website

### **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, with the course director, and with one another. 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.

### **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](mailto: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**

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 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**. If you did not complete the pre-requisites, do not take this course.

### **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 the e-book via York U's Bookstore

### **COURSE FORMAT AND COURSE MATERIALS**

The course materials covered in this remote course include those in the assigned readings, asynchronous materials posted on the course website (e.g., slides, recorded lectures), and those covered via synchronous delivery.

**Assigned readings** – You are expected to complete assigned readings every week before you attend the synchronous classes.

**Asynchronous materials** – online materials (e.g., slides, recorded lectures) will be posted on the course website every week. You are expected to cover them before attending the synchronous classes.

Note: While there is some overlap between the online materials and the assigned readings, there is content in the assigned readings that is not covered in the online materials, and there is content in the online materials that is not covered in the assigned readings. **You are responsible to cover all materials.**

**Synchronous Delivery** – we will meet by Zoom for synchronous activities. The synchronous delivery complements the asynchronous delivery and provides an opportunity to ask questions, deepen your understanding of the course material, develop your ability to apply theoretical knowledge to real life scenarios and interact with peers via breakout rooms in Zoom.

The synchronous part will be delivered within the time of your scheduled section.

**COURSE EVALUATION**

<b>Assignments</b>	15%	To be submitted throughout the term by due dates	Submit on-line
<b>Midterm Exam</b>	40%	<b>Sunday, October 24 @ 10am – 1pm (Toronto time)</b>	Timed on-line exam
<b>Final Exam</b>	45%	During the formal Fall examination, date TBA	Timed on-line exam

**Assignments:** Detailed information about the assignments will be posted on the course website

**Midterm Exam:** Detailed information about the coverage and format of the midterm exam will be posted on the course website

**Final Exam:** Detailed information about the coverage and format of the exam will be posted on the course website

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

**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](mailto: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

**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/>.