



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS2400

INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

SECTION B— FALL 2021 — PRELIMINARY COURSE OUTLINE¹

(Updated Sep 3, 2021)

This section is listed as LECT.

As per York University's reopening plan, this FALL 2021 section is expected to be delivered in-person (on campus), **except for our first class**, which will be delivered remotely. Fall exams in this section will likely be on-line.

YU reopening updates: <https://www.yorku.ca/bettertogether/>

For up-to-date Fall 2021 ADMS/DEMS course information, please visit:
<https://www.yorku.ca/laps/sas/2021/06/21/fall-2021-adms-dems-courses/>

BASIC INFORMATION

Instructor: Michele Lustman
E-Mail: mlustman@yorku.ca
Delivery mode: LECT (in person)
When: Thursdays 11:30-2:30
Where: YK CLH C
Course Web Site: eclass.yorku.ca

HEALTH AND SAFETY ON CAMPUS

As part of York's [Community of Care Commitment](#), all members of the York community share in the responsibility of keeping others safe on campuses. In this class, as elsewhere on campus, students must comply with all University health and safety protocols, including:

- *Self-screening using the [YU Screen tool](#) prior to coming to campus for any in-person activities*
- *Not attending in-person activities at any of York University's campuses/locations where you are feeling unwell or if you answer YES to any of the screening questions.*
- *Wearing masks or face coverings that completely cover the mouth, nose and chin while on campus*
- *Avoiding eating and drinking in classrooms, research and in shared spaces, where eating is explicitly not permitted (e.g., Libraries)*

¹ This outline is subject to change as deemed necessary by the Course Director.
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- *Engaging in good hand hygiene*
- *Following instructions in designated spaces, as they pertain to giving space to one another and/or protocols for entry to and exit from classrooms, instructional and other shared spaces (e.g., Libraries), when applicable.*

Information about COVID-19 health and safety measures can be found on the [Better Together](#) website.

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 your course director's email, or else the message will not be delivered to them.
- ▶ **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: Clock moves backwards one hour on November 7th, 2021. 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>

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.

CHECK that you have your PRE-Requisites for the course

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

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 your **course instructor's email** or else the message will **NOT** be delivered to them.
- ▶ **EMAIL COMMUNICATION:** When contacting your Course Director (instructor) via email, please use the prefix "ADMS2400 X" (where X is your section letter) 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 **SectionLetter B**– question about chapter __ (YourName, YourStudentID)
 This information would ensure that I know to associate you with the correct course/section and speed up my response to your query.

WHAT TO EXPECT is section of the course is offered in a **LECT** format, where it is expected that the course will be offered in-person (on campus). Fall exams in this section will likely be on-line. Internet access might be required for some access to course activities



Submission deadlines

There are **submission deadlines** for assignments/activities. Details will be provided at the start of the term. 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 for purchase as **e-book** through our course website. Hardcopy of the custom book may be available through the York U Bookstore. The textbook may vary from other sections of the course.



Exams

Exams in this course will be **timed** and will likely be delivered online via **eClass**. Students are expected to be available to write the exams as scheduled. Reliable Internet connection and device are required.



Office Hours

Details will be provided at the start of the term.

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

COURSE EVALUATION



The following list of component and weighting is **tentative** and **will be confirmed by the start of the Fall 2021 term**.

Activities/Assignments	15%	Due dates schedule and expectations will be made available on the course website closer to the start of the term.	Submission format TBA.
Midterm exam	40%	Sunday, Oct 24 10am- 1pm (Toronto Time)	Timed, likely on-line exam (eClass/turnitin)
Final exam	45%	During the formal Fall Term examination period Date TBA.	Timed, likely on-line exam (eClass/turnitin)

Dates and weighting of the components may change slightly (no later than September 21st, 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 - -

PLEASE CHECK COURSE WEBSITE FOR DETAILS ABOUT COMPONENTS AND POLICIES ABOUT WHAT (AND IF) PROVISIONS ARE AVAILABLE FOR MISSED EXAMS AND SUBMISSIONS.

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/>

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/>