



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES  
SCHOOL OF ADMINISTRATIVE STUDIES

# AP/ADMS2400

INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

SECTIONS  
M/S

WINTER 2022 – COURSE OUTLINE<sup>1</sup>

(Updated Jan. 6: remote class through end of January; Dec. 16: corrected date for Midterm #2)

As per York University's recent communication this class will be delivered in remote format through January 31<sup>st</sup>. Same designated day/time. Zoom link available on eClass.

This section is listed as LECT (in-person class) and is expected to switch back to on-campus delivery after January 31<sup>st</sup> 2022.

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

*Be safe and have a great term!*

## BASIC INFORMATION

Delivery mode:	LECT ( <a href="#">what does that mean?</a> )
Section Day/Time:	Wednesdays, 11:30-2:30 (Section S) Thursdays, 11:30-2:30 (Section M)
Course Instructor:	Michele Lustman, PhD ( <a href="mailto:mlustman@yorku.ca">mlustman@yorku.ca</a> )
Course Web Site:	<a href="http://eclass.yorku.ca">eclass.yorku.ca</a>

## CAMPUS HEALTH & SAFETY

**A Community of Care Commitment:** <https://www.yorku.ca/bettertogether/creating-a-community-of-care/>

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, our joint commitment includes:

- **Observing** all COVID-19 health and safety regulations while on our campuses.
- **Supporting** community well-being through healthy personal behaviours and actions.
- Maintaining **compassion, kindness, and empathy** towards one another amid times of uncertainty and difficulty.
- **Respecting** personal health and privacy in balance with the protection of public health., students must observe all University health and safety protocols.
- ▶ **Coming to Campus** information: <https://www.yorku.ca/bettertogether/coming-to-campus/>
- ▶ Changes to **York's Health and Safety Plan for Winter** (Nov. 25 2022): <https://www.yorku.ca/bettertogether/2021/11/25/community-update-71-changes-to-yorks-health-and-safety-plan-for-winter/>
- ▶ **YU Screen** (self-screening): <https://yorku.ubixhealth.com/login>
- ▶ Better Together: <https://www.yorku.ca/bettertogether/>

<sup>1</sup> This outline is subject to change as deemed necessary by the Course Director.

## 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](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.
- ▶ 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 forward one hour on March 8, 2022, 2am.

## 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.
  - Please **check** your spam folder regularly in case it captures any of the announcements made it there.
- ▶ **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 – 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

Check for updates on the section website for information about lectures, materials.



### In-Person Lectures/Classes

This section of the course is offered in a **LECT** format, where classes are offered in-person (on campus). **In-Person class delivery is expected to resume after January 31<sup>st</sup> 2022.**

Internet access might be required for some access to course activities.  
*Note: Check course website closer to the start of the term regarding expected attendance and participation in the course.*



### Remote Classes (Jan. 10-31) (on Zoom)

This class will be **delivered in remote format** for the first few weeks of the winter term, **through January 31<sup>st</sup>, at the same designated day/time.** **Zoom link** available on eClass.



### Submission deadlines

There are **submission deadlines** for activities and assignments. 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 (on-line)

Exams in this course will be delivered **on-line** at designated times (check the next page for dates). 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.

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

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

## 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**

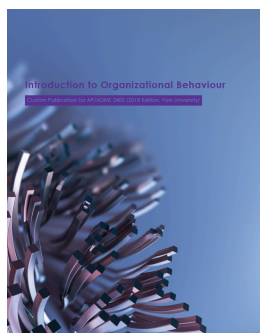
## COURSE LEARNING OBJECTIVES

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



The following list of component and weighting is **tentative** and **will be confirmed by the start of the Winter 2022 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 #1	30%	<b>Sunday, February 13<sup>th</sup> 2022</b> 9:00am EDT (MORNING Toronto time)	On-Line Exams (eClass/turnitin)
Midterm exam #2	20%	<b>Sunday, March 20<sup>th</sup> 2022</b> <b>**REVISED**</b> 9:00am EDT (MORNING Toronto time)	
Final exam	35%	During the formal Winter Term examination period ( <b>April 12-29, 2022</b> ). Date TBA.	

Dates and weighting of the components may change slightly (no later than January 23<sup>rd</sup>, 2022). Please mark your calendar now and keep your eyes open for updates on the course website.

**ACTIVITIES & ASSIGNMENTS**

- ▶ Due dates schedule and expectations will be made available on the course website closer to the start of the term. **Details to be made available on the website.**
- ▶ Deadlines will apply. **Students are responsible** to check for requirements / deadlines of all activities and participation opportunities.

**EXAMINATIONS**

- ▶ **Midterm exams:** two (2) exams (you must write both). See dates on previous page.
- ▶ **Final Exam:** During the formal Winter Term examination period (April 12-29, 2022).
- ▶ **Format & Coverage:** These are **timed, on-line exams**. 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 <https://www.yorku.ca/laps/sas/academic-resources/common-course-policies/>).

**MISTERM EXAMINATION CONFLICTS & MISSED MIDTERM EXAMINATIONS**

- ▶ **General:** Please do not include picture attachments, only pdf. No doctor's note at this time.  
*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.*
- ▶ 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 **immediately (and 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.
- ▶ 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.**

**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](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

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

## 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/>

## 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.
- ▶ **Winter EXAM LOCATION/FORMAT TBD. If not held in-person (on-campus or off-side), online timed exams** will be used in this course, administered through the Learning Management System (e.g. eClass) with use of Turnitin (or equivalent). 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:**

When not 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](http://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.