



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS2400
INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

S1 2022
SECTION B
COURSE OUTLINE

This section of the course is offered **IN- CLASS**.
You are expected to attend all the classes and exams in person.
Classes will NOT be recorded.

Keep safe and have a great term!

Course Director: Dr. Sabrina Deutsch Salamon
Email: sdeutsch@yorku.ca
Time of Section: Mondays & Thursdays, 16:00- 19:00
Course Web Site: eClass.yorku.ca

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

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.

COURSE OBJECTIVES

This course is designed to enhance your understanding of human behavior in organizations. 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
- Develop skills that will help you become a successful and contributing member of an organization (manager or otherwise)

These objectives will be accomplished through lectures, class discussions, cases and exercises.

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

You are expected to complete assigned readings **before** you attend each class. Please see the Course Schedule on the course website.

COMMUNICATION WITH PROFESSOR DEUTSCH SALAMON

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 classes. Also feel free to approach me at the end of the class.

If you have an urgent question about the course that cannot wait until the next 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

COURSE EVALUATION *

Assignments & Reflections	20%	To be submitted in- class throughout the term	
Midterm Exam	40%	Sunday, May 29 @ 2pm -5pm	Timed in-person exam
Final Exam	40%	During the formal S1 examination, date TBA The formal exam period will run from June 22-24, 2022	Timed in-person exam

* Additional information can be found on the course website

MIDTERM EXAM CONFLICTS & MISSED MIDTERM EXAMS

Any exam conflicts (religious accommodations, or overlap with another YU midterm exam) must be communicated by the student via email to the Course Director (instructor) no later than two 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). 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 no later than 3 days from the date of the Midterm Exam. Requests must include a statement indicating the reason for the 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 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.

CONFLICT & MISSED FINAL EXAMS

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: <https://sas-app.laps.yorku.ca/>

ALL deferral concerns should be addressed to the main office (apsas@yorku.ca).

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/>.