

York University
Faculty of Liberal Arts and Professional Studies
School of Administrative Studies

Introduction to Organizational Behaviour

AP/ADMS 2400 3.0, SUMMER 2022

COURSE SYLLABUS

Section A: ON-LINE

Section B: ON-LINE

Instructor: Len Karakowsky

Email: lkarakow@yorku.ca

Course website: e-course.yorku.ca.

Online classroom: This course will be delivered asynchronously, completely online. The entire course, including the submission of assignments etc. will take place on the course's website. To access the online modules, you will need to log in to eclass with your York U passport. NOTE - If you have any issues/technical difficulties, please contact the UIT Client Services - askit@yorku.ca.

Course Description & Pre-Requisites

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.

Note: AP/ADMS 1000 cannot be taken concurrently with AP/ADMS 2400.

Course Objectives

The learning objectives of this course are to:

- develop your understanding of major concepts and theories of individual and group behaviour 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, and exercises.

Required Course Textbook

Johns, G. & Saks, A. M. (2020). *Organizational Behaviour: Understanding and Managing Life at Work* (11th edition). Pearson Canada: Toronto. ISBN: 0134302796.

The bookstore has digital version only. (This course does not require Pearson's Revel resources – only the textbook itself is required).

Important Notes

1. **Communication with the Course Director:** When sending an email, please include your full name, student ID, and the course/section enrolled in, in the subject line. Please check the course outline, and materials posted on the course website and verify that your question has not been answered already. Please direct your instructor correspondence to lkarakow@yorku.ca – please do not send any communication via eClass messages.
2. **Course registration:** Please direct all registration questions to the main office of the School of Administrative Studies. **Course 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 regularly visit the online course registration system in the first two weeks of classes and check if a space becomes available. Please note that students can write exams and submit any work only in the section they are registered. This area does not permit late enrolments.
3. **Course website:** Please check the course website of this section regularly.
4. **Technical requirements:** It is strongly recommended to use a wireless electronic device (laptop/notebook) on each session, in order to follow the lectures, assignments, tests, exams. To determine Internet connection and speed, there are online tests, such as Speedtest, that can be run. Check your equipment regularly to avoid any issues that will prevent you from accessing the material or submit them on time. Deadlines are strictly imposed.
5. **Organization of the Course:** Every week a recorded class (Session) will be uploaded on the course website for your access. Remember to keep up with each week's readings/recorded lecture to ensure that you fulfil the assignments, quizzes and exam deadlines. You are expected to watch a set of recorded lectures each week that deliver the basic content of the week's subjects. You need to do this to keep up with the graded requirements of the course.

The course is composed of twelve chronological weeks' on-line classes. i.e., You should begin the course in Session 1 (Week of May 9) and complete it before moving onto the next Session. The Sessions have been organized in sequential order, to build skills and knowledge required for the assignments, quizzes and exams. (SEE COURSE SCHEDULE BELOW).

Course Evaluation

Your course grade will be based on the **FOUR** components below. Additional information about each of these components will be provided in class and posted on the course website.

1. TWO (2) Multiple-Choice Timed (30 minutes) Quizzes (5% each): 10% of grade

Twenty-five questions, no deduction for incorrect answers, timed for **30 minutes** with the opportunity to write this quiz within an 8 hour window/period beginning on the date & time indicated below. You have an 8 hour window/period to write these quizzes (each timed for 30 minutes) as follows:

- 1. MULTIPLE CHOICE QUIZ #1 - covers Sessions 1-4, June 16 available 6:00pm EST 5%**
- 2. MULTIPLE CHOICE QUIZ #2 - covers Sessions 7-9, July 28 available 6:00pm EST 5%**

There are no deferrals or extensions under any circumstances. if you don't submit by the deadline, no grade is awarded for that mc. **No late submissions/deferrals will be accepted for any reason** - i.e., it is irrelevant if you are ill, absent, your internet failed etc., since these assignments will be made available for 8 hours, as above.

2. FOUR (4) Reflection papers (1% each): 4% of grade

- **See deadlines below in Session Schedule**

You will write a 600 word essay-style submission. THERE ARE NO DEFERRALS OR EXTENSIONS UNDER ANY CIRCUMSTANCES. IF YOU DON'T SUBMIT BY THE DEADLINE, NO GRADE IS AWARDED FOR THAT SUBMISSION.

No late submissions will be accepted for any reason - i.e., it is irrelevant if you are ill, absent, your internet failed etc. since these assignments will be made available well in advance of their submission deadline. They can be submitted from the time the instructor posts them to the day/time of the posted deadline. NOTE: Because a reflection paper is a highly personal and subjective document, your reflection is evaluated as pass/fail. You will earn a passing mark as long as you demonstrate understanding of the issue discussed and a serious and thoughtful effort to address the question presented. **You must submit an electronic copy via Turnitin by the assigned deadline.**

Four (4) reflection questions - each with its own due date to be submitted via Turnitin ONLY, as below:

4 REFLECTION PAPER QUESTIONS

Reflection Paper #1. (Due May 26, 6pm EST) 1%

What personal skills do you think are the most important for YOU to build in order to achieve success in your career?

Reflection Paper #2. (Due June 9, 6pm EST) 1%

In what important ways do you think the pandemic has changed workplace behaviour?

Reflection Paper #3. (Due July 7, 6pm EST) 1%

What is more important to you - a high paying career or a motivating career?

Reflection Paper #4. (Due July 21, 6pm EST) 1%

Why do you think you could make a good leader? Or why not?

Open-book; Material covers Sessions 1-6. Questions cover both assigned textbook readings and materials covered in lectures (eg., video clips). The exam will include a combination of multiple-choice, short/long questions, and mini-case scenario analysis. If you are absent from the midterm exam, you will receive a grade of zero unless one of the exceptions (discussed below syllabus) applies to you.

4. Timed, On-line Final Examination Timed: 45% of grade, 3 hours

Date: to be announced (During the formal examination period, August 11-18)

Open-book. Non-Cumulative - Material will cover Session 7-11/12. Exam questions cover both assigned textbook readings and materials covered in lectures. Exams may include a combination of multiple-choice, short/long questions, and mini-case scenario analysis. If you are absent from the final exam, you will receive a grade of zero unless one of the exceptions (discussed below) applies to you.

Advice for Success in this Online Course

- **STAY ON SCHEDULE** – I.E., WATCH RECORDED LECTURES WEEK-BY-WEEK PER OUR SYLLABUS DATES. PREPARE FOR EACH OF THE 4 GRADED COMPONENTS OF THIS COURSE. MAKE SURE YOU NOTE THE STRICT DEADLINES.
- **Stay organized.** Create a folder to keep your files organized and up to date.
- **Read the instructions for each assignment/activity thoroughly and carefully.**
- **Do not procrastinate.** Note all due dates and plan your work accordingly (Note whether the due time is your locale time, or the instructor's locale time, or the server's time).
- Plan to perform online tasks, **submit your assigned material at least several hours before the due time to allow the internet processing time, avoid potential problems due to the heavy internet traffic, and consider possible technology fails.**
- **DO NOT SUBMIT YOUR REFLECTION ASSIGNMENTS AT THE LAST MINUTE AND THEN STATE THAT YOU HAD PROBLEMS SUBMITTING ON TIME.**

CAUTION: While an online course may offer a little more flexibility for self-paced study, it does not translate into complete freedom from a schedule. Although you won't usually be required to participate in a session at a specific time, you need to ensure you meet all the course submission deadlines.

WEEKLY COURSE SCHEDULE - see next page

Session	Topic	Required Readings & Lecture
1. Week of May 9	Introduction to Course	Chapter 1 + pre-recorded lecture
2. Week of May 16	Personality & Learning	Chapter 2 + pre-recorded lecture
3. Week of May 23	Perception	Chapter 3, Pre-recorded lecture
4. Week of May 30	Values & Attitudes	Chapter 4 + pre-recorded lecture
5. Week of June 6	Motivation	Chapter 5,6 + pre-recorded lecture
6. Week of June 13	Groups & Teamwork	Chapter 7 + pre-recorded lecture
READING WEEK (June 21-24)		
JUNE 26 SUNDAY	MIDTERM EXAM 6:30-9:30pm EST	
7. Week of June 27	Organizational Culture	Chapter 8 + pre-recorded lecture
8. Week of July 4	Leadership, power & politics	Chapter 9 + pre-recorded lecture
9. Week of July 11	Communication	Chapter 10 + pre-recorded lecture
10. Week of July 18	Decision Making	Chapter 11+ pre-recorded lecture
11. Week of July 25	Power, Politics & Ethics; Conflict and Stress	Chapter 12 + pre-recorded lecture
12. Week of August 1	Conflict and Stress	Chapter 13 + pre-recorded lecture

Note: Reading week: June 21-24; Study days: August 6-10; Exam week: August 11-18.

Note: Midterm exam is June 27, 6:30pm-9:30 pm EST. Coverage: Session 1-6

Note: Final exam will be held on-line during final exam period.

Coverage Sessions 7-12. Date/time to be announced.

Midterm Exam Conflict and Missed Midterm Exam

- 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). If 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.
 - The weight of the Midterm Examination cannot be transferred to the Final Examination.
 - When a student did not write the exam on its original date due to medical reasons, the student must communicate this matter promptly to the Course Director (instructor) via email no later than 5 working days after the exam. Form to submit: <http://www.registrar.yorku.ca/pdf/attending-physicians-statement.pdf>
 - When a student did not write the mid-term exam on its original date due to a significant reason other than medical, the student must communicate this matter promptly to the Course Instructor via email with documented evidence of the reason. In addition, the student must submit a signed statement indicating the reason for the request along with the relevant supporting documentation. Without any supporting evidence, a makeup exam cannot be granted.
- If approval is granted for a makeup midterm exam, the student will be informed by email of the date of the makeup exam. It is the responsibility of the student to inquire about the results of their request if they do not receive an email notice within seven business days. Failure to receive permission to write the makeup midterm exam or failure to write the makeup exam results in a grade of zero. No further extensions.

Final examination Conflicts & Missed final examinations

- 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).
 - DSA Form: http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf
 - Attending Physician's Statement form: <http://registrar.yorku.ca/pdf/attending-physicians-statement.pdf>
- In order to apply for deferred standing, students must register at <http://apps.eso.yorku.ca/apps/adms/deferredexams.nsf> followed by completed DSA form and supporting documentation directly to the School of Administrative Studies and add your ticket number to the DSA form. The DSA and supporting documentation must be submitted no later than five (5) business days from the date of the exam.

Other Relevant University Regulations

Academic Honesty <http://www.yorku.ca/secretariat/policies/document.php?document=69>

Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at:

<https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

Religious Accommodation <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>

Academic Accommodation for Students with Disabilities (Senate Policy)

Counselling and Disability Services website at <http://www.yorku.ca/dshub/>

Other York university policies

<http://www.yorku.ca/univsec/policies/document.php?document=86>

<http://myacademicrecord.students.yorku.ca/grade-reappraisal-policy>

<http://ds.info.yorku.ca/academic-support-accommodations/>