YORK UNIVERSITÉ UNIVERSITY

SECTION R

FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS2400

INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

WINTER 2023 – COURSE OUTLINE[1]

(Updated January 4, 2023)

Winter term classes begin the week of January 9. This section will be delivered in-person (on campus). Exams for this course are in person (on campus) as well.

Welcome to Organizational Behaviour!

BASIC INFORMATION

Course Director:	**Michele Lustman, PhD** (mlustman@yorku.ca)
Section Day/Time/Location:	**Wednesdays, 2:30pm-5:30pm** (Section **R**), ACW 005
Exams:	on campus, in person
Course Web Site:	eclass.yorku.ca

IMPORTANT NOTES

- **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 forward one hour on March 23, 2023, 2am.

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

[1] This outline is subject to change as deemed necessary by the Course Director.

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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.

WHAT TO EXPECT

Check for updates on the section eClass 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). Internet access might be required for some access to course activities.
Submission deadlines	There are **submission deadlines** for activities and assignments. Details will be provided on eClass.
Textbook	Our textbook is available for in Day1Diginal format. Information and link will be available on eClass regarding access and purchase. The publisher is not providing hardcopies for sale through the York U Bookstore.
Exams	Exams are in-person (on campus). Check eClass closer to the date of the exam date for the room location where you will be writing the exam (pay attention – multiple rooms will be used for ADMS2400).
Office Hours	Details to be provided on eClass.

COMMUNICATION

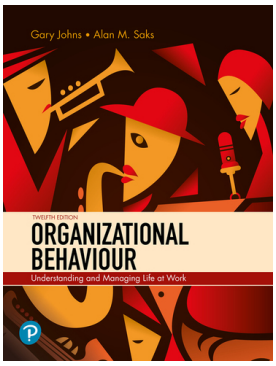
- **COURSE ANNOUNCEMENTS**: Notices and updates will be posted to the Course Announcements forum on the course website. You will receive an e-mail notice when an announcement is posted (sent to your preferred email on your eClass profile).
  - When responding to an eClass email announcement, please ensure 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.

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Required Course Readings



Organizational Behaviour: Understanding and Managing Life at Work, 12th Edition by G. Jones & A. M. Sacks (2022)
Published by Pearson Canada.

Day1Digital access/purchase available via eClass. Unfortunately, the publisher does not provide print copies to be sold through the YU Bookstore. Request for library reserves is in process.

Specifics about required readings are provided in the weekly outline for the course.

Please note that other sections may be using a different textbook. Earlier editions or other textbooks are not appropriate

Weekly Content and Reading Assignment

- Weekly/module schedule, required readings, due dates on eClass -

Course Evaluation

Activities/Assignments	15%	Weekly or periodic activities and/or assignments. Details and expectations to be made available on the course eClass.	Submission due dates and format TBA.
Midterm Exam	35%	**Sunday, February 26th 2023** 10:00am-1:00pm (exact duration TBA)	On campus (Rooms TBA)
Final Exam	50%	During the formal Winter Term examination period (**April 12-27, 2023**). Date TBA.	On campus (Rooms TBA)

Dates and weighting of the components may change slightly (no later than January 23rd, 2023). 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**.
- Deadlines will apply. **Students are responsible** to check for requirements / deadlines of all activities and participation opportunities.

General Examination Policies

- **What to Bring?** Pen, pencil, a good eraser. Proper identification (YU Card). You may wish to bring a bottle of water, and maybe something sweet to keep you going (no noisy wrappers please).
- 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/).
- Electronic devices and wireless devices (including cell phones and wearable devices) **must be turned** off during examinations.

Midterm Exam

- Date & time: **Sunday, February 26, 2023, 10:00am-1:00pm** (exact duration TBD).
- Weighting: 35% of the final course grade.

- Location: On campus. Rooms to be announced closer to the exam date.
- Format: This is a closed-book exam. No materials allowed. Exams questions may include a combination of multiple choice, definitions, short/long written answers, and case-based questions.
- Coverage: Content of Modules 1 through 5, including all assigned readings and all class content and materials (including exercises, simulations, videos, cases and class discussions). Check for updates on course website and in-class announcements.
- Additional details will be provided, as needed, in class and on the course website.

MIDTERM EXAMINATION CONFLICTS & MISSED MIDTERM EXAMINATIONS

- 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. Please do not include picture attachments, only pdf.
  - ***Note:*** *As per University Senate decision, the waiver on required Attending Physician's Statement to support of a request for deferred standing, petitions, or appeals is extended through December 31, 2023.*
- Approval to write a makeup is at the discretion of the course director or relevant office, and will include prerequisite check. 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.**

FINAL EXAM

- Date and time: The exam will take place during the formal examination period (April 12-27, 2023) for the semester. Date and time will be published by the Registrar's Office. Duration: 3 hours.
- Weighting: 50% of the final course grade.
- Format and coverage: The final exam will test your understanding and application of course content. This is a closed-book exam. No course materials, papers, notes, books, etc. are allowed. Further information will be provided prior to the exam date.
- Conflict exams for final exams are handled by the main office (apsas@yorku.ca).

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/
  - ***Note:*** *As per University Senate decision, the waiver on required Attending Physician's Statement to support of a request for deferred standing, petitions, or appeals is extended through December 31, 2023.*
- ALL deferral concerns should be addressed to the main office (apsas@yorku.ca).

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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 online submissions of 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.

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SUPPORT

Getting support when you need it: Following is a selection of resources (academic and non-academic):

- 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/
- My Online Services: https://myonlineservices.students.yorku.ca/
- Manage your Academic Record: http://myacademicrecord.students.yorku.ca/
- Online/Remote Support & Resources: https://www.yorku.ca/laps/support/tips-for-a-digital-semester/
- Additional LA&PS student resources: https://www.yorku.ca/laps/services/

For **important sessional dates**, please refer to: http://registrar.yorku.ca/enrol/dates/

CAMPUS HEALTH & SAFETY

A Community of Care Commitment:

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.

- **Keep up to date with Health & Safety update** information: https://students.yorku.ca/covid-info/
- **Better Together**: https://www.yorku.ca/bettertogether/

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REMOTE LEARNING INFORMATION

Several platforms might 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. Students are required to have access to minimum technology requirements to complete online activities and assignments.

TECHNICAL REQUIREMENTS & SUPPORT:

When meeting online or completing coursework 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://www.yorku.ca/laps/support/tips-for-a-digital-semester/
- **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/
- Check your internet connection speed: 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.

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