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

Introduction to Organizational Behaviour

AP/ADMS 2400 3.0, Sections O & P
Winter 2023

COURSE SYLLABUS

Course Director/Instructor: Victoria Daniel, PhD
Email: vdaniel@yorku.ca
Office Hours: By appointment.
Delivery: Classes and exams will be delivered synchronously, completely in-person.

Class Time & Location
Section O: Tuesday 11:30am-2:30pm, Curtis Lecture Hall - Room M (CLH M)
Section P: Tuesday 4-7pm, Vari Hall – Room D (VH D)

Course Description & Eligibility

This course introduces concepts of individual and group behaviour as they affect performance in organizations. Example topics covered include motivation, communication, decision-making, leadership, and structural issues. Lectures and other course activities are employed to develop theoretical models and illustrate their use in practice.
Prerequisites: AP/ADMS 1000 and AP/ADMS1010; For students in the BHRM program, AP/HRM1000. For BDEM and BPA students, AP/ADMS 1000. Course credit exclusion: HH/PSYC 3570.

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 contemporary management thinking today
- develop your ability to apply these concepts and theories to recognize, analyze and recommend solutions to organizational problems
- develop foundation skills (e.g., critical thinking, problem solving) that will serve you in becoming a successful and contributing member of an organization and society

Objectives will be accomplished through lecture, class discussion, exercises, and assignments.

Required Course Textbook

Johns, G. & Saks, A. M. (2023). *Organizational Behaviour: Understanding and Managing Life at Work* (12th edition). Pearson Canada.

- Day1Digital access/purchase is available via eClass or visit the York Bookstore webpage.
- Print copies of the textbook are not stocked by the Bookstore but can be ordered from the publisher or alternate outlets of your choice.
- This course does not require Pearson's Revel resources – only the textbook itself.

OVERVIEW OF COURSE EVALUATION

Course Engagement	10%	In class participation and exercises as well as homework activities.
Reflection Paper	5%	Completion of one short self-reflection paper.
Midterm Exam	35%	Closed-book exam held in-person. **Sunday, February 26th, 2023.**
Final Exam	50%	Closed-book exam held in-person; non-cumulative. **During Winter Final Exam period, Date TBA.**

NOTE: Additional information about will be provided in class and posted on the course website. The instructor reserves the right to make changes to the activities that make up these assessments throughout the term and in the delivery of the course as needed.

Communication

- **Email communication with the Course Director**: When sending an email, please include the course/section you are enrolled in in the subject line. Before doing so, please check the course outline and materials posted on the course website to verify that your question has not been answered already. Please direct your instructor correspondence to vdaniel@yorku.ca. You should receive a response within two business days. Do not send any communication via eClass messages.

- **Course announcements and website**: Please check the course website of this section regularly by logging into eClass with your YorkU passport. Notices and updates about the course will be posted to the Course Announcements forum on the course website which should also provide you an e-mail notice when an announcement is posted (sent to your preferred email on your eClass profile).

Important Information

- **Course registration**: Please direct all registration questions to the main office of the School of Administrative Studies. Course Instructors cannot enroll or approve a student's 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 only write exams and submit any work in the section they are registered. This area does not permit late enrolments.

- **Technical requirements:** It is recommended students use a wireless electronic device (laptop/notebook) at each session in order to follow the lecture slides, activities, assignments, etc. 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. Note: if you have any issues/technical difficulties, please contact the UIT Client Services at askit@yorku.ca.

Expectations

To facilitate clear communication about the mutual expectations for the delivery of the course and learning environment, the following provides an overview of what is expected for all parties.

Role of the Instructor

The role of the instructor is primarily to *guide* students' learning to achieve the aforementioned objectives. Most importantly, the instructor is there to encourage and help students to become independent thinkers and learners as well as cultivate a safe and constructive learning environment that benefits all students. For example, this may occur through the intentional design of course materials and assessments, asking questions that probe the depth of understanding of key issues, and supporting students in presenting different points of view. The role of the instructor is NOT to review every detail of the required material.

In general, the course is lecture-based with many interactive components to facilitate students' learning (e.g., via various in-class exercises, cases, etc.) which may vary instructor to instructor. This approach has several advantages such as providing a practical opportunity to expand students' understanding of the course materials, apply those theories and concepts in trying to analyse and solve real world problems, and developing foundational skills that will serve students both professionally and personally (e.g., developing and communicating ideas productively, learning to challenge others' opinions in a respectful and growth-focused way).

Role of the Student

Students are expected to behave as adult learners. That is, students will attend and come prepared to class, and participate in class where opportunities to do so arise. It is the student's responsibility to stay up to date with each week's readings/lectures and to ensure that they are aware of the assignment deadlines and exam dates. If a student needs something from the instructor, it is their responsibility to communicate that with the instructor as soon as possible.

Overall, students are expected to be respectful and contributing members of the shared learning environment. I believe that every student has the ability to succeed in this course, and students are therefore expected to try their best and to challenge themselves. The best classes are those in which engagement in activities allow students to discover for themselves the relevance and applicability of conceptual ideas as well as when there is healthy discussion around different viewpoints on a case or issue and a sharing of perspectives that can counteract commonly held assumptions. But this is only possible with sufficient input on behalf of the students. In other words, you will get out of this course what you put into it.

Note about the course outline: Do not be alarmed if a change is made to the course outline or if there are differences in course delivery from other sections/instructors. The outline serves as an overview of what to expect in this course more broadly. At the discretion of the instructor, other material may be introduced that is *not* on this outline which is meant to further illustrate the topics under study. Put simply, the outline is not carved in stone—variations may arise during the semester dependent on the instructor's assessment of progress and students' needs.

Policy Regarding Exam Conflicts and Missed Exams

Midterm Exam:

- For any known exam conflicts that arise (e.g., out of scheduling that overlaps with another YU test/examination, religious accommodations, etc.) and may cause a student to miss a scheduled exam, these must be communicated by the student via email to the Course Director (instructor) no later than two weeks (14 days) before the midterm date.
- In the case of other significant reasons that may prevent a student from writing the midterm exam on its original date (e.g., illness and medical reasons), they should provide the Instructor with as much advance notice as possible but must notify the Instructor via email no later than 48 hours after the exam occurs.
- Full details about the reason for the conflict must be provided (e.g., date, time, location, contact person where applicable). If approval is granted, a solution will be communicated to the student by email. In all cases it is the student's responsibility to proactively address the matter with the Instructor and to inquire about the results of their conflict notice/request.
  → *As per the 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.*
- Failure to receive permission to write the makeup midterm exam or failure to write the makeup exam results in a grade of zero and NO further extensions will be given. The weight of the midterm exam cannot be transferred to the final exam as a result of missing the originally scheduled or makeup midterm.
- A maximum of one (1) opportunity to write a different makeup exam will be provided to students that receive an excused absence from the original midterm exam from the Instructor. There will be no adjustments or alternatives to start or end times of originally scheduled or makeup midterm examinations under any circumstances.
- Approval to write a makeup is at the discretion of the course director or relevant office, and may include prerequisite check. Students whose requests are *not approved*, or those who did not submit a request within the required timeline, will receive a grade of zero (0) on the midterm.

Final Exam:

- Deferred standing for the final exam might be granted to students with legitimate reasons for being unable to write their final examination at the scheduled time.
- Students seeking to defer a final exam are expected to follow University policies and guidelines. You are responsible for following the correct procedures and doing so with enough advanced notice.

- The process for deferring a final exam can be found in the link provided. Of note, you will need to complete a DSA form, provide any required documentation, login to the Deferred Exam Request system using your Passport York, and submit the completed form and any supplementary materials to the School of Administrative Studies by emailing apsas@yorku.ca to request approval for deferred standing.
- The deferred final exam period for the Winter 2023 semester is May 26-28, 2023. This information is also posted on York's Deferred Exam page.

Other Policies

Re-Grading of Coursework

For any minor mathematical errors or otherwise in the calculation and recording of a grade, this can be verbally amended between instructor and student; for example, this applies to if marks were incorrectly summed or inputted to the system. However, in the event that a student feels something material was overlooked in the grading of any coursework, they must provide a brief written summary of what warrants further attention. This submission must be made within one (1) week of receiving the grade according to when marks are released on eClass. **Any request for coursework to be re-graded will re-graded in its entirety (e.g., an entire exam). Therefore, the final grade on this assessment may increase OR decrease (or stay the same) because of the second grading.** If no written request is provided within one week after it is returned, the grade is considered to be final and will be no longer open for re-grading. The instructor will not accept personal lobbying efforts on behalf of grade changes unless the aforementioned procedure is followed, but will be more than happy to discuss a students work with them for educational purposes (i.e., not a specific grade change in this unofficial format). For more information on reappraisals of final course grades see the University Policy on Regrading.

Academic Misconduct

Please note that students involved in any form of academic misconduct may receive a zero grade on the course and a notation of academic dishonesty on their transcripts. In this course, academic misconduct ("cheating") includes but is not limited to copy or use of unauthorized aids in examinations (e.g., using unsanctioned notes, devices, etc.); working with other students to complete a test/assignment without explicit approval; plagiarism; submission of work that is not your own, including a lack of proper citations for paraphrasing material information from other sources; submission of work generated for another courses without prior clearance by the instructor of this course; aiding and abetting another student's dishonesty; and giving false information for the purpose of gaining credit.

Students are strongly encouraged to make themselves familiar with the University regulations concerning Academic Misconduct as outlined in the online calendar and visit the interactive on-line tutorial for students on academic integrity.

Student Privacy

To ensure students' privacy in the course of delivering a positive educational experience, every reasonable effort will be made to keep the personal information of the student private and secure. If a student is concerned with or needs to make special arrangements to accommodate

specific privacy issues, they must bring these matters to the attention of the instructor as soon as possible—i.e., within the first week of classes—so that reasonable accommodations can be made or an alternate section can be selected by the student.

Privacy of Instructor and Copyright of Course Materials
The educational materials developed for this course including but not limited to lecture notes and slides, handout materials, examinations and assignments, and any materials posted to *eClass*, are the intellectual property of the course instructor. These materials have been developed for student use only and they are not intended for wider dissemination and/or communication outside of a given course. Posting or providing unauthorized audio, video, or textual material of lecture content, including that of the instructor, to any third-party violates an instructor's privacy and intellectual property rights, York University's copywrite policies, and the Canadian Copyright Act. Recording lectures in any way is prohibited in the course unless specific permission has been granted by the instructor. Failure to follow these instructions may be in contravention of the university's Code of Student Conduct and/or Code of Academic Conduct and will result in appropriate penalties. **Participation in this course constitutes an agreement by all parties to abide by the relevant University Policies, and to respect the intellectual property of others during and after their association with York University.**

Student Resources

There are several different resources that students have access to which can enhance their overall experience and learning. For more information and an overview of different services, please visit Student Services or My Online Services. For other ways to get support when you need it, below are a selection of helpful resources.

- General University Policies
- Important Sessional Dates
- LA&PS Student Resources
- Learning Skills Services
- Learning Commons
- Academic Support & Accommodations through Student Accessibility Services
- Religious Accommodation
- Academic Accommodation for Students with Disabilities
- Writing Centre
- ESL Open Learning Centre
- Student Counselling & Development
- Mental Health and Wellness at York
- Sexual Violence Response & Support
- Community Safety
- Office of Student Community Relations
- York International
- Manage your Academic Record
- Additional LA&PS Student Resources