YORK U
UNIVERSITÉ
UNIVERSITY

FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS2400
INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR

FALL 2024
SECTION B
COURSE OUTLINE

This section of the course is offered in **BLEND** format and
CANNOT BE TAKEN REMOTELY

Most classes will be delivered **IN-PERSON (ON CAMPUS)**
Classes will NOT be recorded

Exams will be completed **IN- PERSON (ON CAMPUS)**
Assignments may also be completed during classes
IN- PERSON (ON CAMPUS)

Have a great term!

Course Director:	Dr. Sabrina Deutsch Salamon
Email:	sdeutsch@yorku.ca
Time of Section:	Monday, 16:00 – 19:00
Location of the section:	SLH A
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.

COURSE REGISTRATION

Course Directors (instructors) cannot enroll or approve your enrollment to the course. Please direct all registration questions to the main office of the School of Administrative Studies (apsas@yorku.ca). 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, assignments, cases and exercises.

REQUIRED COURSE TEXTBOOK

Introduction to Organizational Behaviour: Improving Performance and Commitment in the Workplace, 5th Canadian edition
Published by McGraw-Hill Education Canada

Day1Digital access/purchase available via eClass. If you prefer to a hard copy, you can purchase one through the YU Bookstore

Please note that other sections may be using a different textbook. Earlier editions or other textbooks are not appropriate
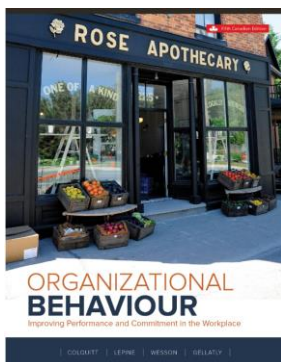
You are expected to complete assigned readings before you attend each class. Please see the Course Schedule on the course website for the assigned readings.

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	15%	To be submitted throughout the term	
Midterm Exam	35%	Sunday, Oct 20ʰ, 14:00-16:30	Timed in-person exam
Final Exam	50%	During the formal Fall examination, date TBA	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 and will include prerequisite check. 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 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 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 CONFLICTS & MISSED MIDTERM EXAMS

Conflict exams for final exams are handled by the main 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. 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).

COURSE REAPPRAISAL POLICY

Midterm Exam: Requests should be submitted to your instructor before the final exam period, see eClass for further information
Final exam: Reappraisal requests are done through the main office.

INTELLECTUAL PROPERTY

Course materials are designed for use as part of this particular course at York University and are the intellectual property of the instructor unless otherwise stated. Third-party copyrighted materials have either been licensed for use in this course or fall under an exception or limitation in Canadian copyright law. Students may not publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course.

Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's *Code of Student Rights and Responsibilities*, the *Senate Policy on Academic Honesty*, and/or legal consequences for copyright violations.

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 appliedwhen 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 may 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 theTurnitin.com website.

Policy on Use of Generative AI Tools: **Unless explicitly allowed in a specific activity, students are not permitted to use generative artificial intelligence (AI) in ADMS** and DEMC courses. Submitting any work created through the use of generative AI tools will be considered a violation of York University's Senate Policy on Academic Honesty. If you do not know whether an online resource or tool can be used in this course, please check the materials posted for your section and contact your instructor for guidance. For more information, please review AI Technology & Academic Integrity: Information for Students.

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/

Includes information regarding: Academic Honesty & Integrity, Academic Accommodations for Students with Disabilities, Religious Accommodation, Service for Mature and Part-time students and more.

SUPPORT

▸ **Getting support when you need it**: Visit the following sites for various information resources that are available to you (academic and non-academic):
- Learning Skills Services: http://lss..info.yorku.ca/
- Learning Commons: http://learningcommons.yorku.ca/
- ESL Open Learning Centre: http://eslolc.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/

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.