



## DEPARTMENT OF BUSINESS ADMINISTRATION

COURSE OUTLINE – Winter 2013

BA1380 3(3-0-0)UT – Organizational Behaviour I

<b>Instructor</b>	Richard Beeson	<b>Phone</b>	539-2864 (office)
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<b>Office Hours</b>	Monday & Wednesday 10:00 – 11:00 or by appointment		

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### **Prerequisite:**

None

### **Required Text/Resource Materials:**

Robbins, Stephen P., and Langton, Nancy. (2012) Organizational Behaviour, Concepts, Controversies, Applications (Sixth Canadian Edition). Toronto. Pearson Prentice Hall.

### **Description:**

The organization of human productive energy is the central focus of this introductory course. Themes of balancing task, relationship requirements, and the needs of the organization with those of the individual, are stressed. Specific topics include: perception, personality, values, attitudes, motivation, group behaviour, teamwork, power and politics.

### **Credit/Contact Hours:**

This is a 3 credit course with 3 lecture hours per week. Students are expected to attend all classes.

### **Delivery Mode(s):**

The course work includes a combination of lectures, class discussions, group work, in-class exercises, videos and case studies. Where appropriate and when available, guest speakers will be used.

## **Objectives:**

To explore the meaning of Organizational Behaviour.

To understand how perception, personality, values and attitudes can impact the workplace.

To apply different theories of motivation to the workforce.

To explore the concept of teamwork and its use in the workplace.

To understand how effective interaction can occur to achieve cohesive work groups.

## **Transferability:**

Athabasca University, University of Lethbridge, Thompson Rivers' University (Kamloops), Royal Roads University, Lakeland College (into their Applied Degree in Financial Services) and Okanagan College. Please check with the receiving institution for confirmation.

## **Grading Criteria:**

Attendance and Participation	10%
2 Presentations (10% each)	20%
7 Quizzes	35% (5% each)
2 Cumulative Exams(10%, 6%)	16%
Cumulative Exam Chapters 1-7	14%
<b>TOTAL</b>	<b>100%</b>

This course will cover a large volume of material. For some students, the material will be completely new, while others will have a background in various aspects of the material presented.

To help ensure that students have a full understanding of ALL the course material presented, and to reduce the problems that are created when students are absent, please note the following:

Students are expected to attend class on a regular basis, and unless it is unpreventable, to be in class on time.

All assignments submitted are to be on time and in an acceptable format.

Unauthorized late assignments will have a 20% per day late penalty applied to the assigned grade.

*Presentations:* There will be two fifteen minute presentations. Presentations will be of a topic of interest in a chapter, or of a case at the end of a chapter. They will consist of a presentation and some time for questions.

*Participation:* This is reserved to reflect attendance and contributions to class. In particular it will be used to enhance grades for participation in case discussion, and class discussion. It will default to the average of the other earned grades unless there is no contribution or poor attendance, in which case it will be revised negatively. Positive contributions will result in a positive adjustment. Failure to attend on student presentation days results in a negative one added to counted attendance.

**A final grade will not be assigned until all assignments have been submitted.**

**No assignment will be accepted after the last scheduled day of class.**

Grades will be assigned on the Letter Grading System.

			<b>Business Administration Department</b>
			<b>Grading Conversion Chart</b>
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A+</b>	<b>4</b>	<b>95 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>90 – 94</b>	
<b>A-</b>	<b>3.7</b>	<b>85 – 89</b>	<b>FIRST CLASS STANDING</b>
<b>B+</b>	<b>3.3</b>	<b>80 – 84</b>	
<b>B</b>	<b>3</b>	<b>76 – 79</b>	<b>GOOD</b>
<b>B-</b>	<b>2.7</b>	<b>72 – 75</b>	
<b>C+</b>	<b>2.3</b>	<b>68 – 71</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 67</b>	
<b>C-</b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D+</b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

**C3 Course Schedule/Timeline:**

<b><u>Week</u></b>	<b><u>Chapter</u></b>
January 08	General Introduction
January 10	Chapters 1 What is Organizational Behaviour?
January 15	Chapters 1 Exam
January 17	Chapter 2 Perception, Personality, and Emotions
January 22	Presentation: Perception, Personality, and Emotions
January 24	Presentation: Perception, Personality, and Emotions
January 29	Exam
January 31	Chapter 3 Values, Attitudes, and Diversity in the Workplace
February 05	Values, Attitudes, and Diversity in the Workplace
February 07	Values, Attitudes, and Diversity in the Workplace
February 12	Exam
February 14	Chapter 4 Theories of Motivation
February 18 – 22	Winter Break
February 26	Presentation: Theories of Motivation
February 28	Presentation: Theories of Motivation
March 05	Exam; Cumulative Exam Chapter 1-4
March 07	Chapter 5 Motivation in Action
March 12	Presentation: Motivation in Action
March 14	Presentation: Motivation in Action
March 19	Exam
March 21	Chapter 6 Groups and Teamwork
March 26	Presentation: Groups and Teamwork
March 28	Presentation: Groups and Teamwork
April 02	Exam; Cumulative Exam 5-6
April 04	Chapter 7 Communication
April 09	Topic Presentation: Communication
April 11	Exam
April 16	Cumulative Exam 1-7 Last Day of Classes
April 18-29	Final Exams

**Examinations:**

Final examinations will be scheduled by the Registrar during the period April 18, 2013 to April 29, 2013. **DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.**

**Statement on Plagiarism:**

Plagiarism will not be tolerated. Please ensure you read and understand the College policy on plagiarism as published in the Calendar. If you have any questions as to whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment. The instructor reserves the right to use electronic plagiarism detection services.