

SEP 13 2002

Grande Prairie Regional College

Department of Business Administration

Organizational Behaviour

BA 1380 3(3-0)

Course Outline Fall 2002 Section D2

- Instructor:** Curt Farrell
- Office Particulars:** C413
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- Office Hours:** Monday, 10:00 - 12:00 a.m. & Wednesday, 10:00 - 11:00 a.m.
Appointments are usually the best idea.
- Required Text:** Robbins, Stephen P., Langton, Nancy. Organizational Behaviour, Concepts, Controversies, Applications (Second Canadian Edition). Prentice Hall (2000)

This text provides the bulk of material you will study for this course and will be used extensively. I may also provide you with handouts, articles, case studies, or other materials. These are to be read and prepared, as you would a textbook chapter.

Course 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, Emotions, Values, Attitudes, Motivation, Stress Management, Group Dynamics, Teamwork, Power, and Politics.

Course Objectives

A major objective of this course, is to explore some of the issues related to "why people behave the way they do, in the workplace. It seeks to examine the concept of employee motivation and stress, what causes it, and how management can provide a work environment that will motivate employees. This course will also explore how productive teams are built, and what the ingredients are, that management can use to encourage people to work together and develop cohesive work teams.

Course Format

BA 1380 consists of 160 minutes of weekly instruction Tuesday and Thursday, 2:30 - 3:50 p.m. The classes will include a combination of lectures, discussions, videos, and group work. Individual participation is strongly encouraged and recommended.

Transferability

This course provides exemption to the CMA Organizational Behaviour course, and in conjunction with BA 2390, equals UT (3)

Course Evaluation

Grading Components

The following components will determine your final grade:

Class Participation	10%
Team Project	20%
Quizzes and Assignments	20%
Team Skit	10%
Mid Term Exam	20%
Final Exam	20%

Class Participation

To get the most out of this class, regular attendance and active participation is required. In addition, your classmates' learning can be improved by your constructive participation in class. I will monitor both your attendance and your active and constructive contribution to the class' learning. Your participation mark, worth 10% of your final grade, will reflect these components.

Team Project (Nov. 21)

Students will be required to complete a group project detailing a real company problem concerning stress or motivation. You will choose your own company to contact and evaluate. Each individual group member will also separately prepare and submit, on the same date, a Team Analysis (see details attached). Team members will be chosen, allocated or assigned, no later than the end of class on **Sept. 26**. I will randomly group together, any students who are absent for this activity. The Company name and Contact Person, along with a detailed plan of your Team's topic must be submitted and approved by your instructor, no later than **Oct. 10**. The Team Project and the Team Analysis must be submitted precisely at the beginning of class on **Nov. 21**. This Project represents 20% of your final grade.

Team Analysis (Nov. 21)

The purpose of this assignment is as follows:

- To apply the concepts of group dynamics and team building
- To analyze the groups in which you have worked
- To develop and apply observational and analytical skills
- To critically analyze your own behaviour in the group, as well as your team mates
- To gain an understanding of group norms, leadership skills, and decision making styles, and how these affect cohesiveness and effectiveness of the team

This is an individual assignment. You must rely on your own observations of both the team process, and your own behaviours in the group. Observations are likely to vary among Team members of the same Team, so please keep your observations to yourself, and share them only with your instructor.

Utilizing the concepts and principles taught in class, you will be required to analyze the group, as well as yourself. Your analysis will address the following concepts as they apply to yourself and the group:

- Stages of team development
- Roles of individual members
- Your personal role and effectiveness in the group
- Group norms
- Cohesiveness
- Decision making
- Leadership
- Changes from the start to the finish

The conclusion of the report should include an assessment of the effectiveness of the group, as well as suggestions for improving the team's effectiveness. Statements must be supported with specific observations of behaviour, compared to concepts and principles learned in class.

This Analysis must be submitted at the same time as the Team Project.

Quizzes and Assignments

Throughout the course, students will be required to complete a number of quizzes and assignments in order for their progress to be monitored. Quizzes will take approximately 20 minutes to complete, and will be written at the beginning of the next class following completion of the specified material. Some of these Quizzes will be unannounced, surprise Quizzes. The assignments are due at the beginning of the class on the date specified. Students arriving late for class will miss the opportunity to write the quiz or hand in the assignment. As adult students with other responsibilities, you might encounter situations that prevent you from attending a scheduled class. If you must miss a class, particularly one on which a quiz is written or an assignment is due, you must negotiate your situation with me **prior** to your absence. Please note, that simply leaving me a telephone message, or sending me an e-mail, **does not** qualify as negotiation. Exceptions may be made for properly documented absences (medical notes). These quizzes and assignments represent 20% of your final grade.

Team Skit (Dec. 3 & 5)

In Teams (different from your Team Project), you will be required to write and deliver to the rest of the class, a short skit, based on a real situation, demonstrating the use or abuse of an Organization Behaviour concept or principle. You must also be prepared to explain the skit to the rest of the class, and answer any questions they may have. This skit represents 10% of your final grade.

Mid Term Exam (Oct. 24)

The Mid Term Exam will test your application of all course material covered up to and including the class prior to the exam. You will be expected to demonstrate your knowledge and application of appropriate concepts and principles of Organizational Behaviour. This Exam will be comprised of multiple choice, short and long answer questions. This Exam represents 20% of your final grade.

Final Exam (Dec. 9 to 18)

The Final Exam will test your application of all course material covered from the Mid Term Exam, up to and including the last scheduled class. This Exam will be very similar in format, to the Mid Term Exam. The Registrar's Office will be notify us of the exact date. This Exam represents 20% of your final grade.

Tentative Class Schedule for BA 1380 - D2

<u>Dates</u>	<u>Topics</u>
Sept. 5	Introduction
Sept. 10, 12	What Organizational Behaviour really is
Sept. 17, 19	Perception, Personality, and Emotion
Sept. 24, 26	Perception, Personality, and Emotion Values and Attitudes, and their Effects in the Workplace Choose, allocate, or assign Team Members
Oct. 1, 3	Values and Attitudes, and their Effects in the Workplace
Oct. 8, 10	Motivating Self and Others Submit Company, Contact Person and Plan for Team Project
Oct. 15, 17	Motivating Self and Others
Oct. 22, 24	Review Course Material, Mid Term Exam
Oct. 29, 31	Foundations of Group Behaviour
Nov. 5, 7	Foundations of Group Behaviour Developing Teamwork
Nov. 12, 14	Developing Teamwork
Nov. 19, 21	Interacting with Others, Communication Team Project and Team Analysis Due
Nov. 26, 28	Interacting with Others, Communication
Dec. 3, 5	Organizational Behaviour Demonstrations Team Skits
Dec. 9 to 18	Final Exam: Date to be announced

Important Notice

The Instructor reserves the right to adjust, change, or cancel, any of these Dates and Topics, at any time, without prior notice, in order to accommodate the needs of the class.