

Organizational Behaviour 1

BA 1380 3(3-0)

Basic Course Information

Instructor: Kathleen D. Frei
Office: Room C 413
Phone: 539-2007

Office Hours:
M 11:30 - 1:00 a.m.
T 11:30 - 1:00 p.m.
(or by appointment as I tend to *wander*)

Transferability:
This course provides exemption to the CMA Organizational Behaviour course and in conjunction with BA2390 equals UT (3)

Pre requisite: None

Text
Robbins, Stephen P., Langton, Nancy, *Organization Behaviour, Concepts, Controversies, Applications. 2nd Canadian Edition*, Prentice Hall 2000. This text will be used extensively in the course.

Grading Scheme

| | |
|---------------------|-----|
| Quizzes | 20% |
| Final Exam | 25% |
| Group Project | 20% |
| Midterm | 25% |
| Skit | 10% |



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, and understanding work teams.

Business Administration Department

Course Objective:

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 & stress; what causes it and how management can provide a work environment to motivate employees. This course also wishes to explore how productive teams are built. What are the ingredients that management can use to encourage people to work together and develop cohesive work teams.

Team Project:

A group project detailing a real company problem with stress or motivation is required. The students will choose a company to contact and evaluate. A participation mark will also be included, submitted for each individual by their peers on their group contribution. A detailed plan of your group's topic must be submitted and approved by the instructor.

**Record Retention:**

Class records related to this course will be maintained for six months after the last day of classes. These records will then be destroyed in a secure manner.

Tips for Succeeding in this Course

1. **Read** the textbook before the material is covered in class.
2. **Attend** all classes.
3. **Participate** actively in class activities.

Skit:

In a group, write and deliver a short skit which is based on a real situation and which demonstrates use or abuse of an OB principle. There will be a debriefing exercise at the end of the skit to explain aspects of the skit and answer any class questions.

Quizzes/Attendance:

To get the most out of this course, regular attendance and participation in class activities is required. Accordingly, quizzes/assignments will be done throughout the term and will not be accepted at alternative times.

Midterm & Final Exam:

These will test your knowledge of the required reading, straight knowledge of course concepts and your ability to apply the course material. Test questions will comprise of multiple choice, reverse definitions, short and long answer

BA 1380 Tentative Class Schedule 2001

| Week | Dates | Topic | Text Reading | Due |
|--------------|-------------------|----------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------|
| 1 | Sept 8 | Introduction | | |
| 2 | Sept 11 & 13 | What is Organizational Behaviour | Chapter 1 | Quiz 1 (2%) |
| 3 | Sept 18 & 20 | Perception, Personality & Emotion | Chapter 2 | Quiz 2 (2%) |
| 4 | Sept 25 & 27 | Perception, Personality & Emotion Values, Attitudes and Their Effects in the Workplace | Chapter 2 Chapter 3 | Quiz 3 (2%) |
| 5 | Oct 2 & 4 | Values, Attitudes and Their Effects in the Workplace | Chapter 3 | Quiz 4 (2%) |
| 6 | Oct 9 & 11 | Motivating Self & Others | Beginning Chapter 4 | Quiz 5 (2%) |
| 7 | Oct 16 & 18 | Return Midterm, Set up teams | 1 - 158 | Midterm (25%) |
| 8 | Oct 23 & 25 | Motivating Self & Others | End Chapter 4 | Quiz 6 (2%) |
| 9 | Oct 30 & Nov 1 | Foundations of Group Behaviour | Chapter 5 | Quiz 7 (2%) |
| 10 | Nov 6 & 8 | Foundations of Group Behaviour Developing Team Work | Chapter 5 Chapter 6 | Quiz 8 (2%) |
| 11 | Nov 13 & 15 | Developing Team Work | Chapter 6 | Quiz 9 (2%) |
| 12 | Nov 20 & 22 | Interacting with Others, Communication | Chapter 7 | Group Paper (20%) Peer Evaluations Quiz 10 (2%) |
| 13 | Nov 27 & 29 | Interacting with Others, Communication Return Group Paper | Chapter 7 | Quiz 11 (2%) |
| 14 | Dec 4 & 6 | OB Demonstrations | | Skits (10%) |
| Final | Dec 10 to 19 | Scheduled by Registrar | 158 - 323 | Final Exam (25%) |

*** Students will also be required to read/complete various additional handouts and exercises assigned throughout the term.

*** Surprise Quizzes will be held on Thursday.