

SEP 1996

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF BUSINESS ADMINISTRATION
COURSE OUTLINE

T. Grainger

CT 1260 - ORGANIZATIONAL BEHAVIOUR

= BA 1380

TEXT: Canadian Organizational Behaviour, 2nd Edition, McShane, Irwin, 1995.

The text may be shared with a trusted fellow student.
URL Site is <http://www.bus.sfu.ca/cobhome.html>

PREREQUISITE: Nil. (A fresh mind).

COURSE DESCRIPTION: The organization of human productive energy is the central focus of this introductory course. The themes of balancing task and relationship requirements and the needs of the organization with those of the person are stressed. Specific topics include: motivation, stress, group dynamics, leadership and the management of change.

COURSE OBJECTIVES: Organization behaviour type courses have, in some critics' minds, the reputation for being "trendy" and "mushy", i.e. probably worth taking a look at but certainly not worth serious academic study and even more assuredly, not of any great value in the work place. In a word, this view is nonsense.

While it is premature to call the discipline a science, there is a body of well researched knowledge which is anything but "mush". As well, it is the rare executive who will deny that his major problems arise from people issues. This course does expose students to theory but seriously attempts to make it practical and relevant.

In short, no student is adequately prepared to enter the modern world of organizations without an appreciation for the fundamentals of how any why people (including themselves) behave as they do. This, then, is the major objective of this course.

A subsidiary objective is to provide an opportunity for students to use the concepts and principles derived.

Finally, it is hoped that students will re-evaluate their attitudes in the light of the material covered.

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GRADING:	Mid-Term Exam	20%
	Final Exam	25%
	Skit	15%
	Quizzes	30%
	Attendance Bonus	<u>10%</u>
		100%

Conversion from percentages to stanines as follows:

90 - 100%	9
80 - 89%	8
72 - 79%	7
65 - 71%	6
57 - 64%	5
50 - 56%	4
45 - 49%	3
26 - 44%	2
0 - 25%	1

COURSE CONTENT:	<u>Topic</u>	<u>Time Allotment</u>	<u>Text Chapters</u>
	Introduction	1.5 Weeks	1, 2
	Motivation	3 Weeks	3,4
	Stress Management	1.5 Weeks	5
	Group Dynamics	3 Weeks	10,11
	Leadership	2 Weeks	14
	Management of Change	1.5 Weeks	17
	Review	.5 Week	

INSTRUCTOR: Mr. Tom Grainger
C301
539-2971

TESTS

Only those students who contact me **before** a scheduled test will be permitted to write a supplemental. In most cases, supplementals are waived and the value of the final exam is increased to compensate for the test not written. This can be risky so it is far preferable to write the test. If you are unable to write a test call me or leave a message (please make sure that the message has a time on it.)

HAND INS

My policy is to deduct 10% per school date late to a maximum of two days after which do not bother to hand in the assignment. It is my objective to get next class feedback (i.e. hand in on Friday get paper back on Monday) so once papers are returned, late papers cannot be accepted.

PUNCTUALITY/ATTENDANCE

Classes will start on time all the time and reviews of material already covered will not be provided for late students. Attendance in my courses is super important as my policy is that you will only be tested on material covered in class. **Please make arrangements with a fellow student to pick up handouts if your are absent.**

NOTES

The test of good notes is whether they are meaningful and helpful when you need them. It has been my experience that students require **MORE** than what is written on the board. I use abbreviations/acronyms/buzz words extensively so **PLEASE** seek clarification as we proceed.

ASSISTANCE

The onus is on the student to seek help as required. I shall presume satisfactory progress and comprehension unless I hear to the contrary. There is no shame whatsoever in seeking assistance and I shall happily provide it, but **YOU** must initiate the process. Please do so early as it is rather difficult to help in a significant way the day before the exam.

My office hours are only a guide to my availability. Please feel free to wander in as you see fit. I may be busy and will have to set an appointment time for you. **YOU ARE NOT BOTHERING FACULTY WHEN YOU ASK FOR HELP: YOU ARE ASKING US TO DO OUR JOBS.**

I am comfortable with calls at home before 10 p.m. and am willing to meet on weekends if necessary.

If you are confused by a point in class do yourself (and the rest of the class) a favour by seeking clarification at the time.

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SKITS

- Objectives:
- enhance learning by application of material
 - use creative talents of students
 - enjoyable change of pace
 - review of material
 - provide a common denominator re: group dynamics

Task: In groups of 5-7, write and deliver a 7-10 minute skit which is based on a real or imaginary situation and which demonstrates OB principles in use or abuse. Skits in which an OB principle could or should have been used but was not will likely provide the most interesting material. Scripts may be read but feel free to fully exercise your creative facilities - - the more outlandish the better! Then, a 7-10 minute debrief/Q&A session lead by the group is required during which time the OB portion should be hammered home. Drawing the information out of your audience is much preferable to simply reiterating the point yourselves. **DO NOT WING IT FOR THE DEBRIEF - IT SHOULD BE PLANNED.** I will be pleased to help if asked. You will be assigned to a skit team. All students in the group get the identical mark **UNLESS** there is a compelling reason to deny non-participants a grade.

How you work as a team will be tested on the final exam, so please pay attention to group processes as you meet and prepare skit.

Marking Scheme:	Creativity and Polish of Presentation	3
	Interest Aroused and Maintained	3
	Relevance of Skit to OB	1
	Adherence to Time Lines	2
	Learning Value of Debrief	6
	TOTAL	15

It has been my experience that students are initially reluctant to partake in skits but find them, in retrospect, to be among their most valuable and interesting experiences.
HAVE FUN!!!