

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

Winter, 1992

COURSE OUTLINE: Organizational Behavior 3010

COURSE: Organizational Behavior 301: A3
Tuesdays & Thursdays 11:00 AM to 12:20 PM

INSTRUCTOR: Sheri Anderson
Phone: 539-2993
Office Hours: C-402 Tuesday 12:30 -2:30 PM
Thursday 12:30 -2:00 PM

REQUIRED TEXTS: 1. Robbins, Stephen P.
ESSENTIALS OF ORGANIZATIONAL BEHAVIOR
Third Edition, Prentice-Hall, 1992
(Available in GPRC bookstore).

2. Ott, J. Steven
CLASSIC READINGS IN ORGANIZATIONAL BEHAVIOR
First Edition, Nelson Canada, 1989.
(Available in GPRC bookstore)

NATURE AND PURPOSE OF THE COURSE:

This course will examine issues regarding essential concepts of organizational behavior including characteristics of individuals, groups, organizations, and the larger societies in which they exist. As such, this course will involve multiple levels of analysis and will also involve a multidisciplinary focus. Sociology, Psychology, Political Science, and the management sciences may all be drawn on in order to understand organizational behavior.

Moreover, this course will encompass both an academic, theoretical perspective based on classic readings in the field, as well as a more pragmatic focus on "what works" and "what doesn't work" in managing organizations.

Indeed, there is no single best way to manage behavior in an organization. However, understanding the impact of situational variables and the options that are available may increase one's effectiveness in an organizational setting. In this sense, this course can produce very personal and practical consequences.

OBJECTIVES OF THE COURSE:

1. Students will develop a vocabulary that will permit and support further study and work in the field of organizational behavior.

2. Students will attain a knowledge base of the theory underpinning organizational behavior, especially classical readings in the discipline.

3. Students will gain an appreciation of the contribution of the behavioral sciences to the understanding of the management process.

4. Students will be encouraged to examine the linkages that connect their personal lives with course concepts by applying them using class exercises, presentations, and working within groups as part of the course.

5. Students will have an opportunity to build effective communication skills and critical analysis skills through class exercises, formal presentations and critiques of presentations.

EVALUATION METHODS:

This course will use a variety of evaluation methods including four quiz-exams, presentation of readings, critiques of presentations, and class exercises. Each is described below:

1. **Examinations:** Examinations will be a potential combination of short answer, fill-in-the-blank, matching, multiple-choice and possibly essay questions. The first three exams will cover the materials assigned for that particular section of the course. The exams will be about 30 minutes in length and will draw from assigned material from the text, class lectures and discussions, presentations, and audio visual materials. The final examination will cover the entire course, but with the emphasis on the final portion of the course.

2. **Presentations:** At the beginning of the course, students will form into groups and will be assigned two readings from the Ott text that they will present in class as well as two critiques of presentations of other groups. Presentations by the group should be about 15 to 20 minutes long and should focus on:

- (a) capturing the essential elements of the reading,
- (b) critically analysing the article in terms of theories and concepts addressed in the course,
- (c) applying the reading to a real-life situation or drawing out the practical issues.

Each group member should be involved in the presentation and each will receive the same mark. Absent group members will get a mark of

zero at the discretion of the instructor. Students will be given the formal criteria that the instructor and their peers will evaluate them on early in the course. The criteria will focus on the elements of summary of the article, critical analysis, practical application, and style-competence of the presentation. Students are free to use whatever resources they like (eg. audio visual aids) to assist them as long as they don't dominate the presentation.

Each group will also be responsible for preparing a one-page summary of their presentation to be handed in on the date of their presentation.

3. Critiques: Each presentation by a group will be followed by a critique by another group. The critiquing group will come to class prepared with seven questions regarding the article. In a ten-minute period, the critiquing group will choose among these questions and pose them to the presenting group who will be given time to respond.

The seven questions will be handed in at the end of the class and will be assessed as part of the critique portion of student evaluation. Each group member will receive the same mark. Absent group members will get a mark of zero at the discretion of the instructor.

4. Class Participation: Students will also be awarded marks on the basis of:

(a) participation in in-class activities and exercises, and

(b) evaluation of presenting groups on criteria discussed in Section #2 above. Students will be responsible for completing a short pre-formatted written evaluation of presenting groups, except their own, for each class with presentations. These peer evaluations will be used in two respects...

i. they will be taken into account by the instructor in assigning marks for the presenting group for their presentations, and

ii. they will be used for assigning marks for the participation portion of student evaluations.

In order to receive full participation marks, students must attend class and participate in all in-class activities including exams, and complete the peer evaluations for presenting groups, other than their own, on each presentation day.

GRADING SYSTEM:

<u>GRADE</u>	<u>INTERPRETATION</u>	<u>PERCENTAGEEQUIVALENT</u>
9		90+
8	Excellent	80-89
7		72-79
6	Good	65-71
5		57-64
4	Pass	50-56
3	Fail	45-49
2		26-44
1		0-25

MARKS:

Examinations-Quizzes	60%
1. 15%	
2. 15%	
3. 15%	
4. 15%	
 Presentations and Written Summaries(2)	25%
Critiques and Written Questions(2)	10%
Class Participation:	5%

**** Marks will be awarded for each exam, presentation, or critique but will not be calculated via percentage proportions until the final mark is calculated. ****

OTHER:

Attendance at all classes is expected of students but please let me know if you know in advance that you will not be there. If unable to attend class, students are responsible for finding out what was missed.

Students will be expected to commit to two presentation days and two critiquing days in advance. Presentations will be expected to proceed on those days, so plan your schedule in advance.

All assignments must be turned in by the date given. Late assignments will not be accepted.

Students must be present in class to write the exams, no make-ups will be allowed.

However, Students who have an excused absence from an exam examination will have the percentage weight of that exam transferred to the last examination. Please see the instructor with the appropriate documentation (e.g. note from your physician, etc.).

Please see me if you are having problems in the course as soon as you can. It may be something we can work out. Also, feel

free to come and talk about issues in the course, or about other courses you may be interested in.

Note: the calendar states that March 06, 1992 is the last day for withdrawing with permission from, or changing registration status in courses that terminate in April.

Keep this outline. It will be your course reference throughout the term. The instructor reserves the right to make changes to the outline and the student is responsible for changes to this outline made in class.

Students will be expected to know and follow GPRC's policy on plagiarism and cheating (pages 28-29 in the calendar) and the penalties that may result from detection.

COURSE SCHEDULE

	<u>TOPICS</u>	<u>READINGS</u>
January 07-09	Introduction Course Outline Methods & Models Group Formation	Robbins Chap1,2 Ott, p.1-26
January 14-16	Individual Behavior	Robbins Chap3
January 21-23	Understanding Motivation	Robbins Chap4 Ott, Readings #1,2,4,6,8 Ott p.27-35
January 28-30	Designing Motivating Jobs	Robbins Chap5,14 Ott, Reading #3
February 4-6	Individual Decision Making	Robbins Chap5
February 04	First Exam	
February 11-13	Group Behavior	Robbins Chap7 Ott, Readings #10,12,14 Ott p.143-151
February 18-20	Communication & Group Decision Making	Robbins Chap8 Ott, Readings #16,15
February 24-28	Winter Break!!	

March 03-05	Leadership	Robbins Chap9 Ott, Readings #18, 22, 24, 25 Ottp. 243-254
March 10	Second Exam	
March 10-12	Power	Robbins Chap10 Ott, Readings #31, 32, 33, 34, 35 Ottp. 420-428
March 17-19	Conflict	Robbins Chap11 Ott, Readings #13
March 24-26	Org. Structure	Robbins Chap12, 13 Ott, Readings #26, 27, 28, 30 Ottp. 356-362
March 31	Third Exam	
March 31-April 02	Org. Culture	Robbins Chap15 Ott, Readings #11
April 07-09	Org Change & Dev.	Robbins Chap16 Ott, Readings #39, 42, 43 Ottp. 510-521
April 14-16	Course Overview	
April 16	Final Exam	

Note: In order to prepare for the exams, students should pre-read the materials for each topic, and pay attention to the important concepts, theories, methodologies, theorists and applications.