



Grande Prairie Regional College

Department of Business

COURSE OUTLINE – Winter 2009

OT 3010 3 (3-0-0) UT Behaviour in Organizations

Instructor	Jenny Head	Phone	539-2857 (Office)
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Office Hours	Wednesday 10-12 pm Thursday 9-11 am		

Prerequisite(s)/co requisite(s):

None

Required Text/Resource Materials:

Robbins, Stephen P., and Langton, Nancy. (2007) Organizational Behaviour, Concepts, Controversies, Applications (Fourth Canadian Edition). Toronto. Pearson Prentice Hall.

Credit/Contact Hours:

This is a 3 credit course with 3 lecture hours per week.

Transferability:

UA, UC, UL, AU, CU, CUC

Students can also refer to the Alberta Transfer Guide at <http://www.acat.gov.ab.ca> for a list of institutions. Students are however *strongly advised* to check with the receiving institution for more details and to ensure transferability.

Delivery Mode(s):

Lecture

Blackboard:

Blackboard is a Learning Management System used to help improve communications between the student and instructor. Important dates, announcements and grades will be posted on Blackboard. The grades posted on Blackboard are not final, check your GPRC account for your final term grade.

Description:

The course examines the sociological and psychological basis of individual behaviour in organizations. Topics of individual psychology examined will include cognition, perception, attitude formation and change, and motivation. The course will also investigate the behaviour of individuals in groups and organizations. In this context various aspects of group dynamics such as leadership, communication, interpersonal sensitivity, morale and satisfaction and the formation and attainment of individual and group goals will be discussed.

Objectives:

1. To gain an appreciation of the contribution of the behavioural sciences to the understanding of the management process;
2. To develop a theoretical basis for analyzing human behaviour in organizational settings;
3. To develop the ability to put theory into practice through application to personal experience and/or case studies;
4. To develop an understanding of the effects of interaction and structure on human behaviour;
5. To develop and improve interpersonal skills relevant to OB in practice.

Assignment, Quiz, Test and Exam Policies:

- Assignments will be handed in at the beginning of class on the due date. The penalty for late submission will be 10% per day.
- Quizzes will be given throughout the year. It is anticipated that there will be 5 quizzes.
- Calculators and approved translation devices are the only electronic devices allowed during quizzes, tests or examinations.
- The Mid-term examination is tentatively scheduled for February 10, 2009.
- Final examinations will be written in the gym and scheduled by the Registrar during the period April 16 –April 27 2009. DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.

Case Analysis:

- The group assignment will consist of typed, 8-page maximum, double-spaced analyses of specified cases accompanied by 20 minute long presentations. The presentations will take place at the end of term. The management situation posed in the case is to be systematically analyzed using the theoretical concepts and tools discussed in class and the textbook. Solutions and recommendations are to conclude the analysis.
- Group presentations are to be conducted in a professional manner. Each presentation is to be followed by a general question-and-answer period where other students are expected to join the discussion. Case written work is due at the beginning of the lecture, the day of the presentation.
- Presentations will be graded on such dimensions as organization, delivery and supporting material. The individual case assignment will be a hand-in analysis (typed, 8-page maximum double-spaced) of a specified case.

Participation:

Each student is expected to come to class having read the material and completed some of the assignments. Marks will be based on the contribution made to the class by the student; note that both quantity and quality of the contribution will be assessed.

Statement on Plagiarism:

Plagiarism will not be tolerated and, as such, any submitted work may be investigated for this possibility. Please ensure you read and understand the College's policy on plagiarism as published in the 2008/2009 Calendar. If you have questions on whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment.

Grading Criteria:

Participation	5%
Quizzes/Assignments	30%
Mid-Term Exam	20%
Case Study	15%
Final Examination	<u>30%</u>
Total	100%

Grades will be assigned on a Letter Grading System using the following chart:

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 - 100	EXCELLENT
A	4	85 - 89	
A-	3.7	80 - 84	FIRST CLASS STANDING
B+	3.3	76 - 79	
B	3	73 - 75	GOOD
B-	2.7	70 - 72	
C+	2.3	67 - 69	SATISFACTORY
C	2	64 - 66	
C-	1.7	60 - 63	
D+	1.3	55 - 59	MINIMAL PASS
D	1	50 - 54	
F	0	0 - 49	FAIL

Course Schedule/Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
January 4	Introduction What is Organizational Behaviour?	Chapter 1
January 11	Perception, Personality, and Emotions Quiz#1 Values, Attitudes, and Diversity in the Workplace	Chapter 2 Chapters 1 & 2 Chapter 3
January 18	Values, Attitudes, and Diversity in the Workplace Theories of Motivation	Chapter 3 Chapter 4
January 25	Theories of Motivation Motivation in Action Quiz #2	Chapter 4 Chapter 5 Chapters 3 & 4
February 1	Groups and Teamwork	Chapter 6
February 8	Mid-Term Exam (Feb 10) Communications	Chapters 1-6 Chapter 7
February 15	Winter Semester Break	No Classes
February 22	Power and Politics Quiz #3 Conflict and Negotiation	Chapter 8 Chapters 7 & 8 Chapter 9
March 1	Conflict and Negotiation Organization Culture	Chapter 9 Chapter 10
March 8	Organization Culture Leadership Quiz #4	Chapter 10 Chapter 11 Chapters 9 & 10
March 15	Decision making, creativity, and ethics	Chapter 12

March 22	Organizational Structure	Chapter 13
March 29	Quiz # 5 Organizational Change	Chapters 12 & 13 Chapter 14
April 5	Presentations	
April 12	Review	
April 16 to April 27	FINAL EXAM (DATE TBA)	COMPREHENSIVE Final Exam will include all chapters covered.

(Dates are approximate and may vary slightly at the discretion of the instructor.)