



Grande Prairie Regional College

Department of Business

COURSE OUTLINE – Winter 2010

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

Instructor	Jenny Head	Phone	(780) 539-2857 (Office)
Office	C307	E-mail	jhead@gprc.ab.ca
Office Hours	Monday and Wednesday 10:00 – 11:30am or by appointment		

Prerequisite(s)/co requisite(s):

None

Required Text/Resource Materials:

Robbins, Stephen P., and Langton, Nancy. (2010) Organizational Behaviour, Concepts, Controversies, Applications (Fifth 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

Moodle:

Moodle is a Learning Management System used to help improve communications between the student and instructor. Important information, announcements and grades will be posted on Moodle. The grades posted on Moodle 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 Organizational Behaviour 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 5% per day. **Note:** You should think of each assignment as a professional presentation that you would prepare for a client or your immediate supervisor.
- Quizzes will be given throughout the year. It is anticipated that there will be 5 quizzes.
- The Mid-term examination is tentatively scheduled for February 4, 2010.
- Final examinations will be written in the gym and scheduled by the Registrar during the period April 17 to April 29, 2010.

Case Analysis:

- The group assignment will consist of typed, 8-page maximum, double-spaced analyses of specified companies accompanied by 20 minute long presentations. The presentations will take place at the end of term.
- 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 **on time**, having read the material and completed the assignments. Marks will be based not only on the contribution made to the class by the student but also on professionalism exhibited. **Note:** The use of cell phones is unprofessional and is distracting to the instructor and fellow students.

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 2009/2010 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	15%
Mid-Term Exam	25%
Case Study	25%
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 3	Introduction What is Organizational Behaviour?	Chapter 1
January 10	Perception, Personality, and Emotions Quiz#1	Chapter 2
	Values, Attitudes, and Diversity in the Workplace	Chapter 3
January 17	Theories of Motivation Quiz #2	Chapter 4
January 24	Motivation in Action Groups and Teamwork	Chapter 5 Chapter 6
January 31	Review Mid-Term Exam (Feb. 4)	Chapters 1-6
February 7	Communications Power and Politics Quiz #3	Chapter 7 Chapter 8
February 14	Conflict and Negotiation	Chapter 9
February 21	Organization Culture	Chapter 10
February 28	Quiz #4	
March 7	Winter Break	
March 14	Leadership Decision making, creativity, and ethics	Chapter 11 Chapter 12
March 21	Decision making, creativity, and ethics Organizational Structure	Chapter 12 Chapter 13

March 28	Quiz #5 Organizational Change	Chapter 14
April 4	Presentations	
April 11	Review	
April 17-29	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.)