



## DEPARTMENT OF BUSINESS ADMINISTRATION AND OFFICE ADMINISTRATION

### COURSE OUTLINE: OT 3010 3(3-0-0)45UT BEHAVIOUR IN ORGANIZATIONS

**INSTRUCTOR:** Richard Beeson                      **PHONE:** 539-2864 (office)  
**OFFICE:** C407    **E-MAIL:** rbeeson@gprc.ab.ca

**OFFICE HOURS:** Monday & Wednesday  
13:00 – 14:00 or by appointment

**PREREQUISITE(S)/COREQUISITE:** None

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

**Robbins, Stephen P., and Langton, Nancy. (2014) Organizational Behaviour, Concepts, Controversies, Applications (Seventh Canadian Edition). Toronto. Pearson Prentice Hall.**

#### **CALENDAR DESCRIPTION:**

The course examines the sociological and psychological bases of individual behaviour in organizations. Topics of individual psychology examined will include cognition, perception, attitude formation and change, personality structures 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.

#### **CREDIT/CONTACT HOURS:**

This is a 3 credit course with 3 lecture hours per week. Students are expected to attend all classes.

#### **DELIVERY MODE(S):**

The course work includes a combination of lectures, class discussions, group work, in-class exercises, videos and case studies. Where appropriate and when available, guest speakers will be used.

## **Objectives:**

To gain an understanding of the impacts individuals, groups, and structure have on an organization.

## **Learning Outcomes:**

To identify and utilize behavioural sciences in management processes;

To develop a theoretical basis for analyzing human behaviour in organizational settings;

To develop the ability to put theory into practice through application to personal experience and/or case studies; To develop an understanding of the effects of interaction and structure on human behaviour;

To develop and improve interpersonal skills relevant to OB in practice.

## **TRANSFERABILITY:**

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

## **GRADING CRITERIA:**

### **MARKS:**

Participation	10 %
Examinations	80 %
Presentation	10 %
<b>First Exam</b>	<b>7.5%</b>
<b>Second Exam</b>	<b>7.5%</b>
<b>Third Exam</b>	<b>7.5%</b>
<b>Fourth Exam</b>	<b>7.5%</b>
<b>Cumulative Exam 1</b>	<b>10%</b>
<b>Cumulative Exam 2</b>	<b>10%</b>
<b>Final Exam</b>	<b>30%</b>

*Participation:* This is reserved to reflect attendance and contributions to class. In particular it will be used to enhance grades for participation in case discussion, and class discussion. It will default to the average of the other earned grades unless there is no contribution or poor attendance, in which case it will be revised negatively. Positive contributions will result in a positive adjustment. Final grade may be norm adjusted.

*Quizzes:* Each quiz will be "objective" (multiple choice,) and will cover only the materials covered in the particular section of the course. Quizzes will enable the student to accustom themselves to the examination style utilized in midterms and ensure they keep up in their readings.

*Examinations:* There will be three midterm exams and a final. Exams will be multiple choice and will focus on materials centrally important to managers. The exams will take approximately an hour. The Final Examination will be cumulative.

*Presentations:* There will be one twenty minute presentation. Presentations may be of a topic of interest in a chapter, or of a case at the end of a chapter. They will consist of a twenty minute presentation and ten minutes for questions.

*Experiential Activities:* From time to time we will be doing exercises, discussing videos, and engaging in discussions on the point-counterpoint dialogues in the text. which will be discussed in the context of theory, research, or OB practice. Marks will be awarded on the basis of participation.

## **EXAMINATIONS:**

There will be 4 exams and 2 cumulative exams and a cumulative final in this course. There may also be presentations, case analysis and experiential exercises.

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Please refer to the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

[https://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)

## **COURSE SCHEDULE/TENTATIVE TIMELINE:**

Fall 2015

September 02	Introduction:	Defining Our Organizational Behaviour Course
September 07		Labour Day
September 09	Chapter 1	What is Organizational Behaviour?
September 14	Chapter 2	Perception, Personality, and Emotions
September 16	<i>Chapter 3</i>	<i>Values, Attitudes, and Diversity in the Workplace</i>
September 21	<b>Exam 1</b>	<i>Chapters 1, 2, 3</i>
September 23	Chapter 4	Theories of Motivation
September 28	Chapter 5	Motivation in Action
September 30	Chapter 6	Groups and Teamwork
October 05	Chapter 7	Communication
October 07	<b>Exam #2</b>	<i>Chapters 4, 5, 6, 7</i>
October 12	Thanksgiving	
October 14	<i>Discussion</i>	
October 19	<b>Cumulative Exam 1 Chapters 1-7</b>	
October 21	Chapter 8	Power and Politics
October 26	Chapter 9	Conflict and Negotiation
October 28	Chapter 10	Organizational Culture
November 02	Chapter 11	Leadership
November 04	<i>Discussion</i>	
November 09	<b>Exam #3</b>	<i>Chapters 8, 9, 10, 11</i>
November 11	Remembrance Day	
November 11-13		Fall Break
November 16	Chapter 12	Decision Making, Creativity, and Ethics
November 18	<i>Chapter 13</i>	<i>Organizational Structure</i>
November 23	Chapter 14	Organizational Change
November 25	<i>Discussion</i>	
November 30	<b>Exam #4</b>	<i>Chapters 12, 13, 14</i>
December 02	<i>Discussion</i>	
December 07	<b>Cumulative Exam 2 Chapter 8-14</b>	
December 08	Last Day of Classes	
December 19	Last Day of Exams	

**Student Rights and Responsibilities:**

1. Keep this outline. It will be your course reference throughout the term.
2. You are responsible for changes (additions and/or deletions) to this outline made in class.
3. It is your responsibility to attend class. Should you be unable to attend class, it is your responsibility to find out what was missed from your peers.

**GPRC Policy Link:**

[https://www.gprc.ab.ca/files/forms\\_documents/StudentRightsandResponsibilities.pdf](https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf)

Grades will be assigned on the Letter Grading System. Grades may be adjusted normatively.

			<b>Business Administration Department</b>
			<b>Grading Conversion Chart</b>
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>95 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>90 – 94</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>85 – 89</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>80 – 84</b>	
<b>B</b>	<b>3</b>	<b>76 – 79</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>72 – 75</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>68 – 71</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 67</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>