



A POLYTECHNIC INSTITUTION

School of: Business

Program: Financial Management and Risk Management

Option:

ORGB 1100

ORGANIZATIONAL BEHAVIOUR

Start Date: September 4, 2007**End Date:** December 14, 2007**Total Hours:** 45 **Total Weeks:** 15**Term/Level:** Fall **Course Credits:** 3.0**Hours/Week:** 3 **Lecture:** 1 **Lab:** 2**Shop:** **Seminar:** **Other:****Prerequisites:** None**is a Prerequisite for:****Course No. Course Name****Course No. Course Name**

BUSA 2100 Principles of Management

v Course Description

Organizational Behaviour presents the study of factors that either influence or are influenced by people at work. The course will focus on macro factors such as organizational change; group factors such as team dynamics, leadership, conflict and power; and micro or individual factors such as personality, attitudes, perception and motivation.

An understanding of these topics will help students (future employees and managers) understand the behaviour or individuals and teams in organizations and how these relate to the effective operation of organizations.

v Evaluation

Group Assignment	10	%	"Prescription" for an effective team – due Week 13 (See course policies regarding grading)
Lab Contribution	30	%	Variety of individual and team activities; includes 5 pp for attendance and general participation
Mid Term	20	%	October 26 th in lecture
Final Exam	40	%	During scheduled exam week Dec 10-14th
TOTAL	100	%	

v Course Learning Outcomes/Competencies

Upon successful completion of the course, the student will be able to:

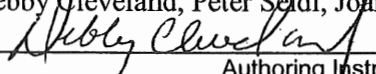
- Use contingency approach to understand organizational behaviour
- Apply group behaviour concepts to achieve team outcomes
- Illustrate the roles of perception, personality, emotions, attitudes and values
- Compare and contrast motivation theories
- Differentiate leadership styles and theories
- Explain the impact of power and politics in the workplace
- Compare and contrast negotiation styles and conflict management techniques
- Identify decision making and problem solving models
- Describe major elements of organizational change

Course Outline
v Verification

(cont'd.)

We verify that the content of this course outline is current.

Debby Cleveland, Peter Seidl, Joan MacLean-Dagenais




Authoring Instructor

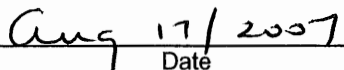
August 15, 2007

Date

I verify that this course outline has been reviewed.




Program Head/Chief Instructor

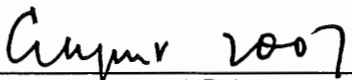


Date

I verify that this course outline complies with BCIT policy.

Chris Jacques


Dean/Associate Dean



Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

Course Outline
v Instructor(s)

(cont'd.)

Debby Cleveland	Office Location: SE6 313 Office Hrs.: As posted	Office Phone: 604.412.7422 E-mail Address: debby_cleveland@bcit.ca
Peter Seidl	Office Location: SE6 307 Office Hrs.: As posted	Office Phone: 604.451.6785 E-mail Address: peter_seidl@bcit.ca
Joan MacLean-Dagenais	Office Location SE6 370-J Office Hrs: As posted	Office Phone: 604.454.2243 E-mail Address Joan_MacLean-Dagenais@bcit.ca

v Learning Resources

Required: McShane, Stevel L. (2006) Canadian Organizational Behaviour (6th edition), McGraw-Hill Ryerson. Students should also make use of the companion website that comes with the text.

Recommended: regular reading from business publications and newspapers

v Information for Students: Course Notes, Policies and Procedures

Assignments: Assignments must be done on an individual basis unless otherwise specified by the instructor. Late assignments will be penalized 20% per day and will not be accepted after 5 calendar days past the due date. In exceptional circumstances flexibility and discretion will be used implementing this policy, **provided the instructor is advised of the circumstances before the due date of the assignment.**

Group Assignment: Working effectively in teams is an essential skill and a critical part of this course. Students are expected to identify and address any important team issues, concerns or problems as they occur. Seek the assistance of your instructor if the team is not able to resolve the issues on its own. In all but exceptional circumstances, team members will be graded equally. In exceptional circumstances, where one or more members of a team did not contribute to the assignment, they will receive a grade of zero, provided the group has met with the instructor, discussed and attempted to resolve the problems well in advance of the due date for the project. **Students will not be given credit for the marks from group assignments unless they receive an average of a passing grade on midterm and final exam.**

Makeup Tests, Exams or Quizzes: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent. A student who is absent for any cause for more than 10 per cent of the time prescribed for the course may result in failure or immediate withdrawal from the course or program

Participation: Active participation in labs is essential to accomplish the course objectives. All assigned reading must be done before the lab. **(Please refer to additional information under the section titled "Lab Contribution")**

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Attempts: Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

Examinations: In order to write exams, students will be required to produce photo ID at exam centres. The ID must be placed on the desk before an exam will be issued to the student and must remain in view while writing the exam for inspection by

invigilators. Acceptable ID is a BCIT OneCard or two pieces of identification, one of which must be government photo ID such as a driver's license. Please see BCIT Policy #5300 for formal invigilation procedures.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

v Assignment Details

The mid term exam (20% of the course grade) will consist of multiple choice questions and/or written short answer questions. It will cover all material covered in the labs and lectures from the beginning of the course to the date of the exam. **The mid term exam will be written in your lecture block on October 26th.**

The final exam (40% of the course grade) will consist of multiple choice questions, written short answer questions and/or questions from a case. **The final exam will be written during the scheduled exam period the week of December 10-14th.**

Lab Contribution (30% of the course grade) Students will be assigned a variety of experiential activities and in-class cases during the term. These will require a mix of preparation outside of class, participation in group discussions and/or activities and handing in of written material. The marks for lab contribution will be determined based on each individual's preparation, participation and application of relevant course concepts. 25 percentage points will be allocated to 5 specific assignments and the remaining 5 percentage points are allocated to attendance and general participation. Guidelines for contribution include, but are not limited to the following:

Excellent: Attends all labs, arrives on time and prepared, having completed assigned reading and homework. Consistently participates in class activities and moves class discussions forward; volunteers high quality analysis and insights or applications of course content; assists other class members and helps others contribute; asks questions; provides appropriate leadership for group assignments. All sections of lab worksheets completed in a thorough manner.

Satisfactory: Misses no more than two labs (but makes up the work); generally arrives on time; is prepared for class, having completed assigned reading and homework. Provides good observations and analysis when called upon; demonstrates understanding of course content; participates in a way that is respectful of others and does not dominate or block their participation. Generally stays "on task" and allows others to do the same; pulls own weight on group assignments; lab worksheets sometimes incomplete or done without much thought or effort.

Unsatisfactory: Misses 2 or more labs, arrives late and is not prepared for class. Presents poorly reasoned observations and analysis and demonstrates poor understanding of course content; participates minimally in discussions or dominates the discussion, blocking participation of other students. Frequently "off task" and/or distracts other students. Treats others in a way that is intimidating or discriminatory; doesn't pull own weight on group assignments; lab worksheets often incomplete or done with little thought or effort.

Group Assignment (10%) This assignment requires students to understand and apply course concepts related to team dynamics and team effectiveness. Working in assigned teams, students will prepare a written report (5-7 pages) that draws upon their experiences working in teams and relevant course concepts in order to explain how they would set up and manage a student team that would have a high probability of being effective. Details of the assignment will be provided in a separate handout. All team members will receive the same grade on this assignment.

Schedule

Date		Outcome/Material Covered	Reference/ Reading	Note
		INDIVIDUAL BEHAVIOUR & TEAM PROCESSES		
Week 1	Sept 4 - 7	Course Intro - What is Organizational Behaviour (<i>Context</i>)	Chapter 1	No labs Tues.
Week 2	Sept.10 - 14	Individual Behaviour, Values, Personality, Emotions & Attitudes (<i>About You</i>)	Chapter 2 & 4	Self Assessment
Week 3	Sept 17 - 21	Foundations of Team Dynamics (<i>Working With Others</i>)	Chapter 9	
Week 4	Sept. 24 - 28	Developing Teamwork (<i>Competencies for Team Members</i>)		No labs Wed.
Week 5	Oct. 1 - 5	Perception and Learning	Chapter 3	
Week 6	Oct. 8 - 12	Motivation Theory	Chapter 5	No Labs Mon.
Week 7	Oct. 15 - 19	Applications of Motivation Theory	Chapter 6	
Week 8	Oct. 21 - 26	Mid-term exam: Oct 26th - during lecture	Chapters 1-6 and 9	
Week 9	Oct. 29 – Nov 2	Decision Making	Chapter 8	
Week 10	Nov. 5 - 9	Power & Influence	Chapter 12	
Week 11	Nov. 12 - 16	Conflict & Negotiation	Chapter 13	No labs Mon.
Week 12	Nov. 19 - 23	Leadership	Chapter 14	
		ORGANIZATIONAL PROCESSES		
Week 13	Nov. 26 - 30	Organizational Change	Chapter 17	Group Assignment Due in Lab
Week 14	Dec 3 - 7	Review for Final		
Week 15	Dec 10 - 14	Scheduled Final Exam Week		

No labs will be held on:

- September 26 – Shinerama; October 8 – Thanksgiving Monday; November 12 – Remembrance Day