



A POLYTECHNIC INSTITUTION

Course Outline

School of Business
Program: Television Broadcast

ORGB 2510

Interpersonal Relationships

Start Date: September 4, 2007

End Date: December 14, 2007

Total Hours: 30 **Total Weeks:** 15

Term/Level: **Course Credits:** 2

Hours/Week: 2 **Lecture:** **Lab:**

Shop: **Seminar:** **Other:** 2

Prerequisites

ORGB 2510 is a Prerequisite for:

Course No. Course Name

Course No. Course Name

v Course Description

BCIT Calendar Description: Explores the importance of harmonious relationships and the skills and methods for achieving them. Broadcasting involves unusually close interaction among its participants who work together to provide information, entertainment and revenues.

v Evaluation

Final examination	20	%	Note: In order to be given credit for team assignments, students must pass the individual-work component of the course taken as a whole (that is, earn an average of at least 50% on the combination of the final exam, individual assignments, and participation).
Team assignment A (<i>video project</i> demonstrating course concepts, includes a written component)	20	%	
Team assignment B (written <i>paper</i> [10%] explaining/applying course concepts; and <i>presentation</i> [10%])	20	%	
Individual assignments	25	%	
Participation, attendance, exercises, quizzes, etc.	15	%	
TOTAL	100	%	

v Course Learning Outcomes/Competencies

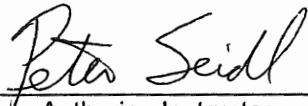
Upon successful completion of the course, the student will be able to:

- Identify the strengths and limitations of work teams
- Apply group behaviour concepts to work more effectively in teams
- Apply motivation theories to personal and organizational situations
- Differentiate leadership styles and theories, and describe effective leadership styles
- Explain the impact of power, politics, and influence tactics in the workplace
- Identify different conflict handling styles and techniques
- Analyze various communication techniques
- Illustrate the roles of perception, personality, attitudes, and values
- Integrate appropriate interpersonal and organizational concepts to facilitate organizational change
- Apply appropriate interpersonal and organizational concepts to understand and determine effective behaviour in a variety of organizational and career situations

v Verification

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

Peter Seidl



Authoring Instructor

September 2007

Date

I verify that this course outline has been reviewed.

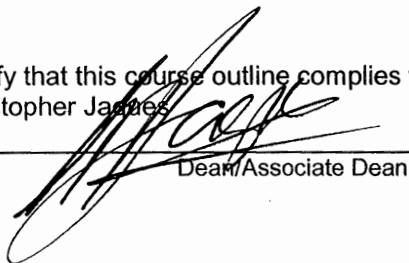
Program Head/Chief Instructor

September 2007

Date

I verify that this course outline complies with BCIT policy.

Christopher James



Dean/Associate Dean

September 2007

Sept 7th / 2007_____
Date

Note: If changes to the content of this course or course outline are made, the instructor will provide the students with notice.

v Instructor

Peter Seidl, BSc, BA, MBA

Office Location: SE6 - 307

Office Hrs.: As Posted

Office Phone: 604-451-6785

E-mail Address: pseidl@bcit.ca

v Learning Resources**Required:**

Access to any introductory organizational behaviour textbook. The following textbooks are on reserve at the BCIT Library and are available for 3-hour loan: Organizational Behaviour: Concepts, Controversies, Applications (2nd Canadian edition) by Stephen Robbins and Nancy Langton (2001) and Organizational Behaviour: Understanding and Managing Life at Work by Gary Johns and Alan M. Saks (2005). Multiple copies are available under ORGB 2510.

Very useful is the following Web site: <http://www.geocities.com/Athens/forum/1650/htmlobtoc02.html>

If available, a relevant book on organizational behaviour or interpersonal skills may be assigned as required reading. However, do not make any purchase until a formal announcement has been made by the instructor.

Other reading materials to be handed out or otherwise assigned.

v Information for Students

All Assignments: All assignments are due as noted on the course outline or as announced by the instructor. Late assignments will be penalized by 20% per calendar day and will not be accepted after 5 calendar days past the due date. In exceptional circumstances, some flexibility and discretion will be used in implementing this policy, **providing that the instructor is advised of the circumstances well before the due date of the assignment.** Assignments must be done on an individual basis unless otherwise specified by the instructor.

Team assignments: Working together 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. They may seek the assistance of the instructor if the team is not able to resolve the issues on its own. **Note: In order to have the team assignments count toward one's course grade, the student must pass the individual-work component of the course taken as a whole (that is, earn an average of at least 50% on the combination of the final examination, individual assignments, and participation).** **Also note:** If appropriate and at the sole discretion of the instructor, differential grading may be given for team assignments. Each individual student may receive adjusted grades on some or all of his/her team assignments that reflect the formal input and feedback provided from his/her team members regarding his/her relative level of contribution to some or all of the team assignments. The instructor may consider such input and feedback.

Makeup Tests, Exams, Quizzes, Assignments: There will be no makeup tests, exams, quizzes, or assignments. If a student misses a test, exam, quiz, or assignment, he/she 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, plagiarism, or other dishonest practices may, therefore, result in a grade of zero for the assignment, quiz, test, exam, project, activity, or other work for all parties involved and/or expulsion from the course.

Attendance: Attendance will be taken at the beginning of each lab and active participation is required. Students not present at that time will be recorded as absent.

A student that is absent will be given a "yellow slip" note. A yellow slip can be eliminated or expunged by successfully completing an assignment or tasks determined by the instructor and/or the television broadcast program head. Only two yellow slips are allowed. The third yellow slip will be in the form of a pink slip and may not be eliminated. The first or initial pink slip will result in the student receiving an unsatisfactory participation mark (0-7% out of 15%). The second pink slip (that is, the first slip after the initial pink slip) will result in a mark of 0-10% out of 25% for the individual assignments component of the course. The third pink slip (that is, the first slip after the second pink slip) will disqualify the student from taking the final examination and will result in a final examination mark of 0% out of 20%. [Note that in order to be given credit for team assignments, the student must pass the individual-work component of the course taken as a whole (that is, earn an average of at least 50% on the combination of the final examination, individual assignments, and participation).] With three pink slips, the student will fail the course.

Illness: A doctor's note is required for any illness or medical condition causing students to miss assignments, quizzes, tests, projects, exams, classes, or other course requirements. At the sole discretion of the instructor, students may complete the work missed, have the work prorated, or have a similar assignment substitute for the missed work.

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.

Course Outline Changes: This course outline and the course schedule forming a part of the outline may be changed by the instructor. If changes are made, the instructor will provide notice.

Class Start Time: The instructor will make every reasonable effort to commence all sessions at the scheduled start time. Given the nature of the subject area, the emphasis on collegial discussion and exercises, and agenda topics that are communicated at the outset of class, all students are expected to be on time at the start of each class. See the section on attendance above.

Participation: Active participation in classes is essential to accomplish course learning outcomes. All assigned reading and other assigned work must be completed before the class begins (unless otherwise directed by the instructor).

Assignment Details

The final exam comprises 20% of the course grade. It will take place during the scheduled final exam week.

Team assignment A comprises 20% of the course grade. Students will form teams and each student team will demonstrate its understanding of relevant course concepts by preparing a project (primarily in *video cassette format*) that explains and applies these course concepts thoughtfully, thoroughly, and correctly. This assignment also includes a written component. Additional details will be provided in a separate handout. This assignment will be due towards the end of the term. However, it may be moved to an earlier point in the term. If it is moved, sufficient notice will be provided.

Team assignment B comprises 20% of the course grade. Students will form teams. This assignment will require each student team to explain and apply relevant course concepts and will test understanding of these course concepts. It is composed of two parts. One part is a written paper worth 10%. The other part is a presentation

worth 10%. (It may be a requirement that research be conducted on the television, film, or related industries.) Additional details will be provided in a separate handout. This assignment will be due towards the end of the term. However, it may be moved to an earlier point in the term. If it is moved, sufficient notice will be provided. **Note:** It may be the case that assignment B (or a part thereof) will be converted into an individual assignment. If that occurs, assignment B (or part thereof, as the case may be) will be considered to be a part of the individual-work component of the course (and not team work). **Also note:** It may be the case that assignment B will be separated into a written paper and a presentation that are on different topics. However, the marks allocated to each part will remain at 10% each.

Individual assignments comprise 25% of the course grade. These assignments will be based on course concepts discussed in class, class activities, readings and/or outside research. All individual assignments must be completed. Throughout the course, various assignments will be given. They may be assigned in the form of written work, oral presentations, or a combination of the two. Depending on the nature of each assignment, some or all of the assignment may be completed in class. Other assignments may be required to be completed before the start of class or otherwise outside of class. Details for each assignment will be provided by the instructor as each assignment is given.

Participation (15% of the course grade). Your grade for participation will be determined by regular attendance, the extent to which you are prepared for class, your contribution to class and small group discussions, and the extent to which you enable others to participate, and your participation and performance in class activities and exercises. Your ability to demonstrate appropriate workplace behaviours in classes will also be considered when determining your grade for participation. Included in participation are various exercises, activities, quizzes, and other work.

Excellent participation (13 – 15) is defined as a student attending all classes, consistently participating and moving ahead in class discussions. Volunteering high quality analysis and insights or applications of course content. Assisting other class members in reaching course outcomes and understanding course content. Helping others to participate effectively. Being punctual, attentive, and engaged in assigned class activities and exercises.

Satisfactory participation (9 – 11) is defined as a student missing no more than one class, being prepared with good observations and analysis when called upon. Understanding assigned readings and being able to explain or discuss the concepts put forth in classes and readings. Participating satisfactorily in assigned class activities and exercises. Participating in a manner that is not dominating or overwhelming of others. Not distracting others.

Unsatisfactory participation (0 – 7) is defined as not being prepared when called upon, missing classes, presenting poorly reasoned observations and analysis, being "off-task" in class activities and exercises, not contributing to class discussions or small group activities, dominating class or small group discussions, talking with others at inappropriate times, arriving late to classes or leaving early, etc.

Course Schedule (September – December 2007)

(subject to change)

Week Number/ Week of	Material Covered	Textbook (Robbins & Langton) Reading Reference
1. Sept. 3.	No classes. (Except for BCST 1C – introduction to course; expectations)	
2. Sept. 10.	Introduction to course; expectations Nature of teams; developing and building teamwork (working more effectively with others); stages of team development; team norms	Ch. 1 Chs. 5 & 6
3. Sept. 17.	Nature of teams; developing and building teamwork (working more effectively with others); team member roles	Chs. 5 & 6
4. Sept. 24.	Nature of teams; developing and building teamwork (working more effectively with others); team decision-making	Chs. 5 & 6
5. Oct. 1.	Conflict handling styles; conflict resolution/management; collaboration	Ch. 7 (pp. 294-318)
6. Oct. 8.	Conflict handling styles; conflict resolution/management; collaboration	Ch. 7 (pp. 294-318)
7. Oct. 15.	Motivation of yourself and others, including goal setting	Ch. 4
8. Oct. 22.	Leadership; effective leadership styles for various situations	Ch. 10.
9. Oct. 29.	Power, politics, and influence in organizations; organizational change	Ch. 8 & 14

Week Number/ Week of	Material Covered	Textbook (Robbins & Langton) Reading Reference
10. Nov. 5.	Individual behaviour (perception; personality; values; attitudes; etc.); how individuals differ and the impact on interpersonal relations in organizations)	Chs. 2 & 3
11. Nov. 12.	Assgn. B: Presentations/Papers (Assignment B due for <u>some</u> students; due date may be earlier in term; notice will be provided)	
12. Nov. 19.	Assgn. B: Presentations/Papers (Assignment B due for <u>remaining</u> students; due date may be earlier in term; notice will be provided)	
13. Nov. 26.	Team Assignment A (video project) due for all teams (due date may be earlier in term; notice will be provided)	
14. Dec. 3.	Course review; exam preparation	
15. Dec.10 -14.	Final Exam Week	