



**Organizational Behaviour
 ADM 2336 (SECTION D)
 Fall 2008**

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Office Hours	By appointment only.
Class Location	DMS 1130
Class Hours	Wednesdays 16:00-17:30 and Fridays 14:30-16:00
Website:	Course notes and other materials are available on Vista. Please check it often!
Prerequisite(s)	ADM1100 or ADM1300
Program of study	BCom mandatory course

Course Deliverable	Due Date	Weight on Final Grade
In-class case analysis	September 26, 2008	5%
In-class case analysis	October 3, 2008	5%
Mid-term exam	October 10, 2008	30%
In-class case analysis	October 24, 2008	5%
In-class case analysis	November 7, 2008	5%
In-class case analysis	November 21, 2008	5%
In-class case analysis	November 28, 2008	5%
Final Exam	Finals' week (date and time TBA)	40%

COURSE DESCRIPTION

This course explores theoretical and practical knowledge of individual and group behaviour within organizational contexts. Our focus throughout the semester will be on three different levels of analysis. We will begin by focusing our attention on the roots of individual behaviour in the workplace. Then, we will progressively move toward studying the interpersonal and group aspects of organizational life. We will end the semester by focusing on the organization as a whole. You will be repeatedly encouraged to link the course material to personal experiences and practical applications.

A variety of learning methods will be used, including lectures, group discussion, case analyses, videos, in-class exercises and debates. You are expected to participate actively in all class activities, including interaction in small groups and discussions. You are encouraged to share your own work experiences during class discussions and lectures.

You are encouraged to attend every class. Attendance is not graded, but it is a key determinant of students' success. Regardless of your personal attendance decisions, *you are responsible for any information, material, or announcements given in class*. If you decide not to attend class, be sure you are willing to accept the consequences of your actions.

COURSE LEARNING OBJECTIVES

Regardless of your present educational specialization and future career plans, it is guaranteed that you will encounter many if not most of the issues discussed in this course in your professional life. Organizations are social entities in which individuals must interact. Thus, a good understanding of organizational behaviour is essential. The broad purpose of this course, therefore, is to enhance your capability to effectively assess and manage organizational behaviour, as it will be helpful for you regardless of your intended organizational position. The main objectives of the course are to ensure that students:

- Understand the influence of individual factors (e.g., personality, attitudes, perceptions, motivation, and attributions) on individual and group behaviour in organizations.
- Understand the influence of interpersonal factors (e.g., social dynamics, power and politics, leadership, and decision-making) on individual and group behaviour in organizations.
- Understand the influence of organizational characteristics (e.g., its structure) on individual and group behaviour in organizations

METHODS USED TO EVALUATE STUDENT PERFORMANCE

Course evaluation will be based on the following criteria:

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|-------------------------------|-----|
| (a) Team-based case analyses: | 30% |
| (b) Midterm exam | 30% |
| (c) Final exam (cumulative) | 40% |

Team-based case analyses (30%)

Six in-class case analyses will take place throughout the semester. Students are free to form their

own teams. Note, however, that teams will remain the same for the duration of the course. Teams should be composed of 4 to 5 students.

Each group is expected to analyze the assigned case and to work together to produce a short, written case analysis report. Cases and case questions will be made available to students in advance. You will have the class period to complete the case although teams are free to complete the case ahead of time. At the end of the class period, groups will turn in one group report. Your report should use material drawn from the text and lectures to explain and suggest ways of managing the OB phenomena depicted in the assigned case.

Please hand in all of the following materials in the specified order:

- Cover page including your assigned team number, and all team members' name and student numbers in alphabetical order by last name.
- Case analysis with the answer to each question starting on a new page
- Team's ethical statement containing all the required information in the same order as the cover page. **Please be advised that signing for another team member is considered academic fraud. Also, failing to sign this form will result in a grade of "0."**

If you miss a case due to medical reasons or personal emergencies, it is your responsibility to contact the professor within 24 hours of the beginning of the class period you missed. You will only be allowed to make-up the case **upon providing an official document** (e.g., doctor notes in case of a medical *emergency*) detailing the reason for your absence. It is also your responsibility to contact your team members. The make-up will be on the same case assigned to the teams, but will be completed individually. Failing to contact the professor will result in a grade of "0."

You are required to take team membership seriously. If some members of a team are not pulling their weight (i.e., free-riding), one or more members of the team should encourage the free-rider(s) to work harder by suggesting how each member can specifically contribute to the team's work (such as everyone in the team having a distinct set of tasks to fulfill) and, when appropriate, by suggesting deadlines by which each member should hand something in to the team. If this does not work, one or more team members should alert the professor who will then take the necessary steps to resolve the situation and potentially penalize the free-rider(s). If you are experiencing trouble with a team member, **it is the team's responsibility to contact the professor before the date of the evaluation. Team problems that are brought to the professor's attention after the evaluation will not be considered.**

Exams:

The midterm (worth 30%) will be 80 minutes long (see the course agenda for the date, and for material covered), closed book, and will consist of questions which will cover material from lectures and readings discussed before the midterm exam. The format of the exam will be announced in class.

The final exam (worth 40%) will be 3 hours long, closed book. All topics covered in the course

will be included in the final, although the post-midterm material will be more heavily represented. The date of the final will be determined by the Undergraduate Office later in the semester. The format of the exam will be announced in class.

Please note that students who do not stop writing at the “stop writing, drop your pens and pencils” order will have a 15% penalty on their examination.

Exam make-up policy:

If you show up late for any exam, you will not be allowed extra time. If you show up after someone has left the room, you will not be allowed to take the exam. No exceptions!

If you miss an exam due to medical reasons or personal emergencies, it is your responsibility to contact the professor within 24 hours of the beginning of the class period you missed. You will only be allowed to take a make-up exam **upon providing an official document** (e.g., doctor notes in case of a medical *emergency*) detailing the reason for your absence. Make-ups, if permitted, may differ from the original exam in terms of the number of questions asked and/or question format.

GRADE REVISION POLICY

From time to time, students have legitimate concerns about marks they have received on a Case, or Exam. It is important to understand that you do have recourse if you feel that any paper handed back to you has not been marked appropriately for the work you have submitted.

If you ever feel this way during this course, you must embark upon the following procedure within one week of the paper being handed back in class:

- 1) Indicate in writing specifically what your concern(s) is (are). This does NOT mean that you simply say “I think I deserve more marks.” You must clearly indicate where the marker made a mistake in his/her marking of the paper. In this regard, you must refer to the class notes, excerpt in the textbook, etc., supporting your claim.
- 2) After completing #1 above, you must submit the paper with your comments back to the Professor within one week of the paper being handed back in class. If you did not pick up the paper when it was handed back, you still have only 1 week from the original hand-back date to request a remark.
- 3) If a paper is not resubmitted following the above guidelines, the Professor will regard the mark as originally assigned to be Final.

NO MARKS will be changed at a later date. It is important to note that the Professor reserves the right to remark the entire paper in question and to either leave the mark as is or to change it positively or negatively as required.

REQUIRED TEXTBOOK AND OTHER COURSE RESOURCES

Johns, G., & Saks, A.M. (2008). *Organizational Behaviour*, 7th edition, Toronto: Addison-Wesley-Longman.

Your book's companion website: www.pearsoned.ca/johns: You will find study guides, self-tests and links to other on-line resources. You are strongly encouraged to make use of these on-line self-tests to assess your knowledge of the course material. In addition, questions similar in nature and content could show up on the exams!

CLASSROOM POLICY FOR ELECTRONIC EQUIPMENT

Out of respect for your education, other students and the instructor, please follow these guidelines on the use of electronic equipment during class time. Please turn off (or set to vibrate) all cell phones and blackberries. Please use laptop computers only for taking notes. Finally, please do not use your iPods in class!

COURSE AGENDA-Section D

Week#	Date	Topic / Class Activities	READINGS
1	September 5	Introduction to Organizational Behaviour	Chapter 1
2	September 10	Personality and Learning	Chapter 2
	September 12	Perception, Attribution, and Judgment <i>* Team membership to be finalized. Teams should turn in a list of member names and contact information for the team leader.</i>	Chapter 3
3	September 17	Values and Attitudes	Chapter 4
	September 19	Practice case analysis (in-class)	<i>Case TBA</i>
4	September 24	Work Motivation—Part I	Chapter 5
	September 26	<i>* Case analysis</i>	<i>Case TBA</i>
5	October 1	Work Motivation—Part II	Chapter 6
	October 3	<i>* Case analysis</i>	<i>Case TBA</i>
6	October 8	Catch-up and review for the mid-term	
	October 10	<i>* Mid-Term Exam</i>	
7	October 15	Groups and Teamwork	Chapter 7
	October 17	Social Influence, Socialization, and Culture	Chapter 8
8	October 22	Leadership	Chapter 9
	October 24	<i>* Case analysis</i>	<i>Case TBA</i>
9	October 29	Power and Corporate Ethics	Chapter 12
	October 31	Conflict and Stress	Chapter 13
10	November 5	Decision-Making	Chapter 11
	November 7	<i>* Case analysis</i>	<i>Case TBA</i>
11	November 12	Communication	Chapter 10
	November 14	Organizational Structure	Chapter 14
12	November 19	Organizational Change, Development and Innovation	Chapter 16
	November 21	<i>* Case analysis</i>	<i>Case TBA</i>
13	November 26	<i>TBA</i>	
	November 28	<i>* Case analysis</i>	<i>Case TBA</i>
14	December 3	Review for the final	

Beware of Academic Fraud

Academic fraud is an act committed by a student to distort the marking of assignments, tests, examinations and other forms of academic evaluation. Academic fraud is neither accepted nor tolerated by the University. Anyone found guilty of academic fraud is liable to severe academic sanctions.

Here are a few examples of academic fraud:

- engaging in any form of plagiarism or cheating;
- presenting falsified research data;
- handing in an assignment that was not authored, in whole or in part, by the student;
- submitting the same assignment in more than one course, without the written consent of the professors concerned

In recent years, the development of the Internet has made it much easier to identify academic plagiarism. The tools available to your professors allow them to trace the exact origin of a text on the Web, using just a few words.

In cases where students are unsure whether they are at fault, it is their responsibility to consult the University's Web site at the following address, where you will find tools for writing papers and assignments: <http://www.sass.uottawa.ca/en/Toolkit/index.html> You are also encouraged to consult the "Beware of Plagiarism!" document, as well as the other documents posted on doc-depot under "Academic Fraud", that deal with this important issue, and the document entitled "How to avoid plagiarism" which can be found under the following web site http://www.socialsciences.uottawa.ca/eng/writing_tools.asp under *Tools for Writing Papers and Assignments*. We thank the Faculty of Social Sciences for allowing the School of Management students to consult this site.

Persons who have committed or attempted to commit (or have been accomplices to) academic fraud will be penalized. Here are some examples of the academic sanctions, which can be imposed:

- a grade of "F" for the assignment or course in question;
- an additional program requirement of between three and thirty credits;
- suspension or expulsion from the School.

Please be advised that professors have been formally advised to report every suspected case of academic fraud. In most cases of a first offence of academic fraud, the sanction applied to students who have been found guilty is an "F" for the course with an additional three credits added to their program requirements. Repeat offenders are normally expelled from the School of Management.
