

**MOS 2181(A) – MANAGEMENT AND ORGANIZATIONAL STUDIES  
FALL 2013 COURSE OUTLINE**

**Course Description**

This course introduces the students to the study of organizational behaviour – which is the study of individual and group attitudes and behaviours in an organizational setting. In order to develop insight into the effective management of people, students will examine such topics as personality, learning, perception, values, motivation, socialization, communication, leadership, decision-making, and conflict

**Course Objectives**

The major objectives of Management and Organizational Studies are:

- To provide an overview of the influential theoretical perspectives and research findings in the field of organizational behaviour;
- To offer a set of conceptual frameworks, methodological approaches, and analytical skills which are useful in increasing our understanding of human behaviour in organizations;
- To provide opportunities to practice the use of these conceptual frameworks through their application to organizational problems;
- To challenge the student to think analytically and creatively about significant issues facing organizational stakeholders now and in the future

**Learning Environment**

The student learning environment will include the following mediums. The mixed environment will allow students ample opportunity to assimilate reading and lecture material.

- Discussion-based classes
- Case studies
- Video and audio clips
- Team-based presentations
- In-class and on-line activities

**Course Information**

Time	Thursday 8:30 am – 11:30 am
Classroom	St James BR-304
Class Schedule	A weekly schedule will be maintained on OWL

**Instructor Information**

Professor	Dr. Tony Francolini
Email	afranco2@uwo.ca
Office	MSJ178
Office Hours	Thursday 12:30 – 2:00 pm or by appointment

## Course Materials

Required Textbook	Johns, G., & Saks, A. M. (2011). <b>Organizational Behaviour: Understanding and Managing Life at Work</b> (8 <sup>th</sup> ed or 9th ed.). Toronto: Prentice Hall.
Additional Reading	Provided in OWL in the weekly topic folders
Discussion Board	Relevant topics will be posted in OWL for student comments
Student Responsibilities	It is the student's responsibility to (a) read all assigned readings, (b) complete all assigned homework, (c) review the professor's handouts, and (d) develop a list of unanswered questions, prior to attending the class. Readings and assignments should be analyzed and related to previous readings, lectures, assignments and experience.

It is the student's responsibility to catch up on any missed class material by getting notes and information from other students who were present. Once a student has made the effort to catch up on their own, any remaining questions or concerns will happily be addressed by the professor.

## Student Evaluation

Participation	10%
Assignments & Quizzes	30%
Mid-Term Exam	30% Oct 17
Final Exam	30% Dec Exam Period

A student's efforts will be evaluated based upon four components – participation, a mid-term exam, group project/presentation, and an essay. The weightings of the graded requirements are listed above. Please note:

- Each of the above evaluation components must be completed before a student will be assigned a passing grade.
- A student's mark in the course will be based on one's demonstrated understanding of the course content. For the sole purpose of obtaining a better grade, there will be no (a) re-weighting of evaluation components, (b) extra credit assignments, and/or (c) re-writing of exams.

**Participation** In-class and on-line discussion by each and every student is a cornerstone of an effective learning experience. Active class involvement increases assimilation of material and stimulates the level of class discussion. Contribution is expected to be relevant to the current discussion and includes asking questions pertinent to the topic, volunteering answers, advancing the discussion to a new issue, developing an argument, and critiquing ideas constructively.

Perfect attendance is expected. However, if you are unable to attend a class due to health-related or other compelling reasons, you are expected to advise your instructor in advance. At the professor's discretion, any student who misses more than 25% of the scheduled classes will receive a participation grade of 0%. Moreover, under University regulations, your instructor can determine at which point absenteeism has become excessive and approach the Dean who may prevent

you from passing the course. Please note, being either excessively tardy and/or leaving early will also constitute an absence.

**Assignments & Quizzes** For the dual purpose of (a) determining a student's ongoing level of comprehension and preparation, and (b) variety and entertainment, students will participate in activities that may be graded. The activities may include quizzes, games, modelling, etc.

**Exams** Students will write a 3-hour mid-term exam. The exam will include multiple-choice, short-answer, and essay questions.

**Absences** Documentation for medical or non-medical academic accommodation must be submitted for any evaluated item regardless of the weight of the item.

Documentation for medical or non-medical academic accommodation must be submitted by the student directly to the appropriate Faculty Dean's Office and **not to the instructor**. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor. The Policy on Accommodation for Medical Illness can be found at the following website.

([http://www.uwo.ca/univsec/handbook/appeals/accommodation\\_medical.pdf](http://www.uwo.ca/univsec/handbook/appeals/accommodation_medical.pdf)).

### **Electronic Devices**

Brescia University College at The University of Western Ontario acknowledges the integration of new technologies and learning methods into the curriculum. The use of laptop computers can contribute to student engagement and effective learning.

The use of laptops by students during lectures, seminars, labs, etc., shall be for matters related to the course at hand only. Using your computer during class for personal activities such as reading/writing e-mail, IM, surfing the Web, playing games, etc. is distracting for others, is not conducive to your own learning, and is disrespectful to both your classmates and your instructor.

In addition, cell phones ringing or being used during class will not be tolerated: please ensure your phones are turned OFF prior to entering the classroom and placed inside your bag (not on your desk or in your pencil case or pocket).

Students violating this code of conduct will be asked to turn off their device for the remainder of the class. Failure to do so will result in a student being asked to leave the class.

<b>MODULE #1- Introduction &amp; Individual Behaviour</b>		
Sept. 12	Organizational Behaviour and Management Social Science Research Methods	Chapter 1 Appendix (pages 566-576)
Sept. 19	Personality & Learning	Chapter 2
Sept. 26	Perception, Attribution, & Judgment of Others	Chapter 3
Oct. 3	Values, Attitudes, & Work Behaviour	Chapter 4
Oct. 10	Work Motivation	Chapter 5 & 6
Oct. 17	Exam 1	
<b>MODULE #2 - Social Behaviour &amp; Organizational Processes</b>		
Oct. 24	Groups and Teamwork	Chapter 7
Oct. 31	Social Influence, Socialization and Culture	Chapter 8
Nov. 7	Leadership and Power, Politics and Ethics	Chapter 9 & 12
Nov. 14	Communication	Chapter 10
Nov. 21	Decision Making	Chapter 11
Nov. 28	Conflict & Stress	Chapter 13
Dec. 5	Organizational Change, Development & Innovation	Chapter 16
Exam Period	Exam 2	

## **BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS**

### **1. POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES**

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation. Academic accommodation on medical grounds will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete her academic responsibilities. Appropriate academic accommodation will be determined by the Dean's Office in consultation with the student's instructor(s). Please note that personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are not grounds for academic accommodation.

A UWO Student Medical Certificate (SMC) is **required** if a student is seeking academic accommodation on medical grounds. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. A SMC can be downloaded under the Medical Documentation heading of the following website: <https://studentservices.uwo.ca/secure/index.cfm> . If it is not possible to have an SMC completed by the attending physician/nurse practitioner, the student must request documentation sufficient to demonstrate that her ability to meet academic responsibilities was seriously affected. Please note that under University Senate regulations documentation stating simply that the student "was seen for a medical reason" or "was ill" is **not** adequate to support a request for academic accommodation. All documentation is to be submitted to an Academic Advisor.

Whenever possible, requests for academic accommodation should be initiated in advance of due dates, examination dates, etc. Students must follow up with their professors and Academic Advisor in a timely manner.

The full statement of University policy regarding extensions of deadlines or makeup exams can be found at <http://www.westerncalendar.uwo.ca/2013/pg117.html>

### **2. ACADEMIC CONCERNS**

If you feel that you have a medical or personal problem that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds may not be considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult an Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines (refer to the Registrar's website, [www.registrar.uwo.ca](http://www.registrar.uwo.ca), for official dates). You should consult with the course instructor and the

Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

The Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory.

### **3. ABSENCES**

**Short Absences:** If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

**Extended Absences:** If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work and arrange academic accommodations, if appropriate.

### **4. POLICY ON CHEATING & ACADEMIC MISCONDUCT**

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Students are urged to read the section on Scholastic Offences in the Academic Calendar. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Academic Misconduct in the Western Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Student Services Centre, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

#### **Plagiarism:**

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

### **Computer-marked Tests/exams:**

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

## **5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS**

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal signed by the student must be sent to the Department Chair. If the response of the department is considered unsatisfactory to the student, she may then submit a signed, written appeal to the Office of the Dean. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office, or you can consult an Academic Advisor. Students are advised to consult the section on Academic Rights and Responsibilities in the Western Academic Calendar.

## **6. PREREQUISITES AND ANTIREQUISITES**

Unless you have either the prerequisites for a course or written special permission from your Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Similarly, you will also be deleted from a class list if you have previously taken an antirequisite course unless this has the approval of the Dean. These decisions may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course because you have taken an antirequisite course.

## **7. SUPPORT SERVICES**

The Brescia University College Registrar's website, with a link to Academic Advisors, is at [http://www.brescia.uwo.ca/academics/registrar\\_services/index.html](http://www.brescia.uwo.ca/academics/registrar_services/index.html) . The Western Registrar's website is at <http://www.registrar.uwo.ca/index.cfm> . The website for the Student Development Centre at Western is at <http://www.sdc.uwo.ca/> . Students who are in emotional/mental distress should refer to Mental Health @ Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.