



**MANAGEMENT AND ORGANIZATIONAL STUDIES  
ORGANIZATIONAL BEHAVIOUR  
MOS 2181a 550  
Fall 2018**

**CONTACT INFORMATION**

**Instructor:** Dr. Donna Kotsopoulos      **Email:** dkotsopo@uwo.ca  
**Office:** A2D      **Phone:** 519-438-7224  
**Course Website:** OWL  
**Office Hours:** Wednesdays 3 p.m. to 5 p.m. or by appt.

**CLASS INFORMATION**

Day	Time	Location
Monday	12:30 p.m. – 2:30 p.m.	HUC-V214
Wednesday	1:30 p.m. – 2:30 p.m.	HUC-V214

**COURSE OBJECTIVES**

This course introduces the student to multidisciplinary approaches to human behaviour in organizational settings. Attention will be paid to both public and private sector organizations. This course uses a variety of teaching methods. Lecture sessions are coupled with experiential learning techniques (e.g., cases, role plays, simulations and discussion groups) and audio-visual materials (films and videos) to facilitate understanding of the concepts of the course and to demonstrate their application to management situations typically encountered in organizations.

The course has four topic areas:

- 1) *Understanding Individuals in the Workplace.* To function in today's changing workplace, you need to have an understanding of individual differences, motivation and rewards, and working in groups. You will begin working in groups during this part of the term.
- 2) *Communicating Decisions.* One important aspect of working with others is knowing how to communicate effectively, how to give feedback, how to make decisions, and how to handle conflict. It is also useful to know how to negotiate effectively. You will learn how to deal with conflict and communicate feedback to others during this part of the term, and in the process of working on your group project you will no doubt experience many opportunities for negotiation.
- 3) *Designing and Changing Organizations.* Organizations are not fixed entities

carved in stone. Rather, effective organizations adjust their design to accommodate the goals of the organization. You will learn about organizational structure, job design, culture and change during this part of the term.

- 4) *Leading Others*. One important aspect of being a manager is understanding how to lead others. During this part of the term you will learn about leadership and power, and then reflect on how to lead effectively, whether or not you are the formal leader.

## LEARNING OUTCOMES

1. Investigate theoretically, through research, and experientially conceptual frameworks, methodological approaches, and analytical skills which are useful in increasing our understanding of organizational behaviour;
2. Practice individually in groups working through workplace challenges;
3. Use analytical thinking and creativity to consider significant issues facing organizational stakeholders now and in the future.

## CALENDAR DESCRIPTION

A multidisciplinary approach to the study of human behavior in organizations from the individual, group and organizational levels of explanation.

**Antirequisite(s):** The former MOS 2180

**Prerequisite(s):** Enrolment in BMOS Program.

## COURSE METHODOLOGY

To understand the material covered in this course and do well in the examinations it is crucial that you read the material BEFORE class sessions so that you can contribute thoughtfully to the class discussions and exercises. While it is helpful to bring your texts to each class meeting, it is imperative to have access to your text through an electronic device or hardcopy for each Wednesday class because we will be working from activities in the text.

**NOTE:** Lectures will highlight certain aspects of the chapter and elaborate on others. I DO NOT TEACH TO THE TEXT. You are responsible for the material in the chapter and the supplementary material presented during class.

## COURSE MATERIALS

MyLab Management with Pearson eText -- Standalone Access Card -- for Organizational Behaviour: Concepts, Controversies, Applications, Eighth Canadian Edition, 8/E

Nancy Langton, *University of British Columbia*  
Stephen P. Robbins, *San Diego State University*  
Timothy A. Judge, *University of Notre Dame*  
ISBN-10: 0134882458 • ISBN-13: **9780134882451**

Note: **Purchase an access code at the bookstore or directly from Pearson.** Hardcopy text is also available for an additional charge.

## **STUDENT REGISTRATION INSTRUCTIONS & TEXT WEBSITE**

1. Visit [www.pearson.com/mylab](http://www.pearson.com/mylab)
2. Select 'Register' as a 'Student'
3. Enter your professor's CourseID: **kotsopoulos59251**
4. You will need to create an account or sign in with an existing Pearson account.
5. This will give you access to a personalized study plan, OB simulations, video cases, dynamic study modules, practice tests, and more
6. Pearson Support is available  
at: <https://support.pearson.com/getsupport/s/contactsupport>  
<http://www.pearsoned.ca/johns>

## **OWL**

The course website on OWL will be used extensively for course announcements, content delivery, and grade management. You are responsible for checking OWL and your UWO email regularly for course communications.

## **COURSE EXPECTATIONS**

1. **Attendance:** Students are expected to attend all classes.
2. **Preparation:** Assigned materials (text, readings and cases) should be prepared prior to class.
3. **Contribution:** Individual contributions may consist of: responding to questions; summarizing key concepts; analyzing case details; presenting relevant outside references; posing questions; or otherwise enriching the learning experience in the class.
4. **Group work:** Groups will be formed during the first week of classes. These groups will work together on the group presentation and on some in-class activities. The group is expected to manage all of its organizational and work assignment tasks with fairness and respect.

## **IMPORTANT DATE**

Last date to a first-term half course or a first term full course (2018-2019 Fall/Winter Term) without academic penalty: November 12.

## CLASS SCHEDULE

Class	Topic	Chapter
Sept. 10& 12	What is Organizational Behaviour?	Chapter 1
Sept. 17&19	Perception, personality, and emotion <i>Guest: Vince Liardi, Pearson</i>	Chapter 2
Sept. 24&26	Values, Attitudes, and Diversity in the Workplace	Chapter 3
Oct. 1&3	Theories of motivation, Motivation in Action	Chapter 4 & 5
Oct. 9-12	Fall Reading Week	
Oct. 15&17	Groups and Teamwork	Chapter 6
Oct. 22-24	<b>October 22: MID TERM</b> <b>October 24: Communication</b>	Chapter 7
Oct. 29 & 31  <b>THREE mini-simulations must be done by this date.</b>	Power and Politics, Conflict and Negotiation	Chapter 8 & 9
Nov. 5&7	Organizational Culture & Leadership	Chapter 10 & 11
Nov. 12 & 14	Decision Making, Creativity, and Ethics	Chapter 12
Nov. 19 & 21	<b>Part 1: Case Incident Group Presentations</b>	
Nov. 26 & 28  <b>Case Incident Group Projects – Part 2 DUE</b>	Organizational Structure	Chapter 13
Dec. 3 & 5  <b>Case Incident Group Projects – Part 3 DUE</b>	Organizational Change	Chapter 15
	<b>FINAL EXAM DATE TO BE DETERMINED.</b>	

## EVALUATION

All assignments are submitted via OWL or MyLab Management. Paper copies are not accepted.

Evaluation	Percentage	Date/Time/Location	Chapters
Mini-simulations	Best 5: 5 x 4% = 20%  <b>Note: 3 must be done by October 30</b>	You can self-select when you complete these. <b>AT LEAST THREE</b> must be completed by October 31. You have to the end of the course to complete any of the additional four that are available to you. I will take the best 5 grades for your grade.	All
Case Incident Group Projects	30% (10% class presentation, 10% written report, 10% individual peer-evaluation grade)	Part 1: Group presentations November 19 & 21  Part 2: Written recommendations November 28  Part 3: Peer evaluations November 28	
Mid-term exam	20%	October 22, 2018	Chapters 1, 2, 3, 4, 5, 6
Final exam	30%	To occur during regular exam schedule.	Chapters 7, 8, 9, 10, 11, 12, 13, 14
<b>Total</b>	<b>100%</b>		

## ASSIGNMENTS

### MIDTERM (20% of course mark)

The midterm exam will be 90 minutes long. The midterm exam will be 75 multiple choice questions and will be **worth 20 percent of the course mark**. If you would like to test your understanding of the material and practice multiple choice questions, please visit the website for the textbook at [www.pearsoned.ca/langton](http://www.pearsoned.ca/langton). The midterm will cover chapters 1, 2, 3, 4, 5, & 6. The midterm will be written in class. Students are only allowed to bring writing instruments to the exam; no books, calculators, dictionaries, etc. are allowed. Students are responsible for all material covered in class as well as the assigned chapters in the text. **All students are required to complete the midterm in this course as a mandatory course requirement.**

## **FINAL EXAM** (30% of course mark)

There will be a final examination during the regular examination period at the end of the term. The final exam will be 100 multiple choice questions and will be **worth 30 percent of the course mark**. The final exam will be a maximum length of 2 hours. If you would like to test your understanding of the material and practice multiple choice questions, please visit the website for the textbook at [www.pearsoned.ca/langton](http://www.pearsoned.ca/langton). The final exam will cover chapters 7, 8, 9, 10, 11, 12, 13, and 14. Students are only allowed to bring writing instruments to the exam; no books, calculators, dictionaries, etc. are allowed. Students are responsible for all material covered in class as well as the assigned chapters in the text. **You must pass the final examination in order to pass the course.**

## **CASE INCIDENT ANALYSIS & PRESENTATION** (30% of course mark: 10% individual contributions, and 20 % for group contributions)

This exercise applies basic techniques of organizational change and development. Your task is to make a comprehensive recommendation for the case incident you are analyzing.

The class will be divided into multiple groups at the beginning of the course. Each group will prepare an oral presentation and a small written proposal of their suggestions for change. Groups will be evaluated on the appropriateness of their proposals, as well as their presentation and written material. Groups will receive one common grade from the instructor for the project (presentation and written component) and then an individual grade developed from group members' peer's feedback. More information will be provided in class.

If any student intends to assign a mark of less than 80 percent to a group member, the student must notify the instructor and the group member one week before the case presentation so that the group member has an opportunity to improve behaviour.

**Part 1:** Class presentation – maximum of 6 PowerPoint slides (10%), 7-8 minutes, loaded to a Google or shared drive for quick access during class, or present to the instructor.

**Part 2:** Written recommendations (10%):

- You must answer the questions outlined in each case incident. Your response can be in the form of question-answer, rather than essay format;
- You must add a conclusion section that states clearly your final recommendations;
- Your potential audience may vary based on the case incident but for the most part, assume you are directing your response to a CEO;
- Your responses **MUST** include 5-7 citations from both the text and peer-reviewed articles;
- Excluding the question, the answers and the conclusion section must be between (1000 -1500 words);

- Your paper must adhere to the following: Double-spaced, 12-point font, Times New Roman, grammatically correct, date and class in upper left hand corner, title centered and bolded, bibliography at end, and using APA citations
- Submitted through OWL. Plagiarism software will be used to check for originality.

Part 3: Individual grade for group presentation (10%) – rubric and further instructions provided in class.

### **MINI-SIMULATIONS (20%)**

In order to be able to participate effectively on a team, it is important to develop your own skills in applying concepts and theories in organizational change. These simulations walk you through key business decision-making scenarios to help you understand how management decisions are made. You are asked to make important decisions related to core business concepts. The simulations are done through [www.pearson.com/mylab](http://www.pearson.com/mylab) and are completed online.

**Note:** In total, there are SEVEN mini-simulations. The grades for your best FIVE will be included in your final grade. You are only required to complete five min-simulations but can complete all seven. **THREE MUST BE COMPLETED BY OCTOBER 31.**



**The Appendix to Course Outlines is posted on the OWL course site.**