



## **COURSE OUTLINE**

**BUS 303**

**Introduction to Organizational Behaviour**

**45 Hours**

**3 Credits**

PREPARED BY: Geoff Woodhouse  
Instructor

DATE: 2014/11/30

APPROVED BY: \_\_\_\_\_  
Margaret Dumkee, Dean

DATE: \_\_\_\_\_

**YUKON COLLEGE**

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Course Outline prepared by Geoff Woodhouse, 2014/11/30.

Yukon College  
P.O. Box 2799  
Whitehorse, YT  
Y1A 5K4

## **Introduction to Organizational Behaviour**

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<b>INSTRUCTOR:</b>	<b>Geoff Woodhouse</b>	<b>OFFICE HOURS:</b>	<b>Appointment</b>
<b>OFFICE LOCATION:</b>	<b>N/A</b>	<b>CLASSROOM:</b>	<b>A2103</b>
<b>E-MAIL:</b>	<b>gwoodhouse@northwestel.net</b>	<b>TIME:</b>	<b>Tuesdays, 13:00-16:00</b>
<b>TELEPHONE:</b>	<b>867-334-5119</b>	<b>DATES:</b>	

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### **COURSE DESCRIPTION**

For many of us, career success will be largely a function of our skills in understanding and influencing human behaviour. Your “people skills” will be some of the most critical skills you can develop. The field of Organizational Behavior (OB) is concerned with the study of what people do in an organization, why they do it, and how that behavior affects the performance of the organization.

BUS 303 will provide you with an overview of organizations and management from the behavioural sciences perspective. The course explores factors shaping individual, group, organizational and cultural dynamics, as they pertain to administration and management in organizations.

The ability to act with skill and creativity in organizations begins with the development of multiple perspectives on organizations. In this course you will be exposed to many different views, concepts, and experiences concerning organizational behaviour. We will attempt to apply the concepts and discuss the various perspectives. It is hoped that exposure to these various views will better enable you to examine your own behaviour and beliefs about managerial behaviour and to contrast and integrate these ideas with the theories and observations of others.

### **PREREQUISITES**

None

### **EQUIVALENCY OR TRANSFERABILITY**

None

## **LEARNING OUTCOMES**

Upon completing this course, students will be able to:

- 1) apply organizational behaviour theories and concepts to individual work experiences;
- 2) recognize how different personalities with different past experiences may perceive and react to situations in very different ways;
- 3) work effectively in a team environment, developing, presenting, and communicating ideas clearly and concisely; and
- 4) understand the influence of organizational culture on individual and group behaviours.

## **DELIVERY METHODS**

Learning outcomes will be attained through a combination of lectures, in-class discussions and activities, weekly readings, a written assignment, and an in-class group presentation.

## **COURSE FORMAT**

The course is built around a weekly three-hour class, with at-home readings to provide background and enrichment of topics discussed in class.

## **ASSESSMENTS AND EVALUATION**

### **Attendance and Timeliness**

As there is only one class per week, missing one results in missing a lot of material, and may affect your participation grade. Three or more unexplained absences may result in significant grade penalties.

It is expected that you will be able to submit your work on time. A five per cent per day penalty will be applied to work that is submitted after the specified date and time for the assignment.

### **Participation**

**10%:** students are expected to participate in in-class discussions and activities throughout the term. While I recognize that some students find it difficult to speak in a large group setting, this is an ability that is important to develop.

### **Individual Assignment**

**30%:** There will be one assignment for the term. Students will be required to write an essay that demonstrates their ability to apply Organizational Behaviour concepts and theories to actual experiences.

### **Team Project**

**30%:** students will be assigned to groups for a project related to organizational behaviour concepts. Groups will write a paper and make an in-class presentation on an assigned date during the term.

### **Final Exam**

**30%:** there will be one test in the course, a take-home final exam. You will be tested on material covered throughout the semester.

## **REQUIRED TEXTBOOKS AND MATERIALS**

Canadian Organizational Behaviour 9<sup>th</sup> Edition. McShane, Steven L. & Sheen, Sandra L. McGraw Hill Ryerson, 2014.

Access to Microsoft Office products, specifically MS Word and PowerPoint, are also required. Written work must be submitted in MS Word (.doc or .docx) format or in Rich Text Format (.rtf).

## PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

## ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

## TOPIC OUTLINE

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DATE	WEEK	TOPIC	ASSIGNMENT
Jan. 6 <sup>th</sup>	1	Course Introductions / Overview	
Jan. 13 <sup>th</sup>	2	<u>PART ONE – INDIVIDUAL PROCESSES</u>  Chapter 1: <i>Introduction to the Field of Organizational Behaviour</i>	
Jan. 20 <sup>th</sup>	3	Chapter 2: <i>Individual Behaviour, Personality and Values</i>  Chapter 3:	<b>Presentations start</b>  individual diversity vs. corporate culture

DATE	WEEK	TOPIC	ASSIGNMENT
		<i>Perception and Learning in Organizations</i>	
Jan. 27 <sup>th</sup>	4	<i>Chapter 4 Workplace Emotions, Attitudes, and Stress</i>  Chapter 5: <i>Foundations of Employee Motivation</i>	The value and pitfalls of preconceptions
Feb. 3 <sup>th</sup>	5	Chapter 6: <i>Applied Performance Practices</i>  Chapter 7: <i>Decision Making and Creativity</i>	TOPIC FOR PAPER  Motivation: all the same?
Feb. 10 <sup>th</sup>	6	<u>PART TWO – TEAM PROCESSES</u>  Chapter 8: <i>Team Dynamics</i>  Chapter 9: <i>Communicating in Teams and Organizations</i>	Costs and benefits of performance management
Feb. 17 <sup>th</sup>	7	Chapter 10: <i>Power and Influence in the Workplace</i>	Effective communication
Feb. 24 <sup>th</sup>	8	Chapter 11: <i>Conflict and Negotiation in the Workplace</i>	Formal vs. informal organization
Mar. 3 <sup>rd</sup>	9	Chapter 12: <i>Leadership in Organizational Settings</i>	The value and cost of consensus
Mar. 10 <sup>th</sup>	10	<u>PART THREE – ORGANIZATIONAL PROCESSES</u>  Chapter 13: <i>Organizational Structure</i>	Why aren't we all good leaders?
Mar. 17 <sup>th</sup>		<b><i>Reading Week – No Class</i></b>	

DATE	WEEK	TOPIC	ASSIGNMENT
Mar. 24 <sup>h</sup>	11	Chapter 14: <i>Organizational Culture</i>	Compare and contrast hierarchical vs. matrix structures
Mar. 31 <sup>st</sup>	12	Chapter 15: <i>Organizational Change</i>	<b>PAPER DUE!!!</b>  Costs and benefits of a strong organizational culture
April 7 <sup>th</sup>	13	COURSE REVIEW	
April 14 <sup>th</sup>		<b>EXAM DUE</b>	