

BUS 260 – 070/073: Introduction to Organizational Behavior
COURSE OUTLINE

Semester:	SUMMER 2023
Class Time:	MONDAY & WEDNESDAY; 4:00 – 6:45PM
Class Room #:	ED 623 / HYFLEX (STUDENTS HAVE THE CHOICE TO ATTEND VIA ZOOM OR IN PERSON)
Instructor:	CAROLINE GRAVES
Phone:	(306) 550-2845
Email:	CAROLINE.GRAVES@UREGINA.CA

<u>UR Courses:</u>	UR Courses will be used for this course
<u>Office Hours:</u>	By appointment
<u>Accommodations and Accessibility:</u>	The University of Regina wishes to support all students in achieving academic success while enjoying a full and rewarding university experience. Student Accessibility upholds the University's commitment to a diverse and inclusive learning environment by providing services and supports for students based on disability, religion, family status, and gender identity. Students who require these services are encouraged to contact Student Accessibility to discuss the possibility of academic accommodations and other supports as early as possible. For further information, please email accessibility@uregina.ca or call (306) 585-4491.
<u>Pre-requisites:</u>	ENGL 100, ACAD 100, or KIN 101
<u>Textbook:</u>	McShane, S., Tasa, K., & Steen, S.L. (2021). <i>Canadian Organizational Behavior</i> (Eleventh Edition). McGraw-Hill Ryerson. The current edition of the textbook is required because the content is different and the case studies in the back of the book are also different from previous editions. The course is being taught using the eleventh edition.
<u>Course Description:</u>	This introductory course addresses the basic concepts and processes of organizational behavior. Topics will include: individual level variables, such as perception, personality, attitudes, and motivation; interpersonal and group processes, such as communication, teams, leadership, and

	power; and, organizational level factors such as organizational design, culture, and change.
<u>Learning Objectives:</u>	<ul style="list-style-type: none"> • To introduce the fundamental concepts and theories of organizational behavior (OB), which are important to the effective operation of organizations. • To provide an introduction to the content knowledge of OB as a basis for further learning. • To enable students to identify the ways in which various OB theories can be used to assist organizations, teams, and individuals enhance their effectiveness. • To increase your self-understanding through discussions and self-assessment tools. • To enhance your leadership and teamwork skills through group exercises and class engagement.
<u>Academic Integrity:</u>	<p>As stated in the Hill and Levene Student Code of Professional & Ethical Conduct, students agree to the following: I will always conduct myself in an ethical manner and commit that:</p> <ul style="list-style-type: none"> • Every assignment that I submit for University of Regina classes will be my own work, or in the case of group submissions, the work of my group members. • Every paper, report, reflection, journal, or other similar work that I submit will properly acknowledge the source of ideas contained therein. • Every exam or quiz that I write will be done with honesty and integrity, following all University and instructor requirements.

Grading:

Assignment / Test:	Due Date:	% of Course Grade
Assignment #1	July 14	10%
Midterm Exams	July 19 & 31	2 x 20% = 40%
Assignment #2	Aug. 4	10%
Final Exam	Aug. 23 (2:00p.m. – 5:00p.m.)	40%
TOTAL:		100%

Midterm Exams (20% x 2 = 40%)

- The midterm exams will be conducted on **July 19 and July 31**.
- The midterm exams will be closed-book exams, and will cover all material discussed and assigned up to that time in the semester.
- No make-up exams will be offered. If you miss a midterm exam for a reason approved by the instructor, 20% will be reallocated to the final exam, which will then account for 60% of your final grade.
- If you choose to participate in the class remotely, this course will use the Proctortrack eProctoring platform for monitoring class exams.
- Technical Requirements for taking an exam using e-proctoring are:
 - Computer with Windows operating system version 7 or higher OR MacOS version 10.10.5 Yosemite or higher.
 - Minimum 4GB RAM.
 - Web browser Mozilla Firefox v20.0 or higher or Google Chrome v25.0 or higher.
 - JavaScript enabled and Third Party Cookies enabled.
 - Webcam with camera resolution 800x600 or better.
 - Internet connection with minimum 300kbps download, 250 kbps upload.

Assignment #1 (10%) – Due: July 14

- This assignment is to be completed individually and uploaded through the Turnitin link on our UR Courses page.
- In approximately 800 – 1000 words, respond to the following question:
“Emotional intelligence is more important than cognitive intelligence in influencing an individual’s success.” Do you agree or disagree with this statement. Support your perspective.
- Use Times New Roman 12-point font, 1-inch margins, 1.5 line spacing, and include page numbers.
- Use a minimum of three academic sources in a meaningful way to support the content of your paper.
- APA is the required referencing style.
- Evaluation of this assignment will focus on: clear explanation of key concepts/terms; demonstrated ability to integrate content across readings to form persuasive and well-evidenced conclusions; and a thoughtful and thorough critique. Evaluation of this assignment will also take into account structure and writing (i.e., spelling, grammar, flow, clarity, referencing, limited use of quotes, adequate paraphrasing, and inclusion of an introduction and conclusion).

Assignment #2 (10%) – Due: Aug. 4

- This assignment is to be completed individually and uploaded through the Turnitin link on our UR Courses page.
- In approximately 800 – 1000 words, respond to the following question:
“Discuss why men and women are sometimes frustrated with each other’s communication behaviors.”
- Use Times New Roman 12-point font, 1-inch margins, 1.5 line spacing, and include page numbers.
- Use a minimum of three academic sources in a meaningful way to support the content of your paper.
- APA is the required referencing style.
- Evaluation of this assignment will focus on: clear explanation of key concepts/terms; demonstrated ability to integrate content across readings to form persuasive and well-evidenced conclusions; and a thoughtful and thorough critique. Evaluation of this assignment will also take into account structure and writing (i.e., spelling, grammar, flow, clarity, referencing, limited use of quotes, adequate paraphrasing, and inclusion of an introduction and conclusion).

Final Exam (40%):

- The final exam will be conducted on **August 23 (2:00p.m. – 5:00p.m.)**.
- The final exam will be a comprehensive, closed-book exam, and will cover material in the textbook and discussed in class.
- If you choose to participate in the class remotely, this course will use the Proctortrack eProctoring platform for monitoring class exams.
- Technical Requirements for taking an exam using e-proctoring are:
 - Computer with Windows operating system version 7 or higher OR MacOS version 10.10.5 Yosemite or higher.
 - Minimum 4GB RAM.
 - Web browser Mozilla Firefox v20.0 or higher or Google Chrome v25.0 or higher.
 - JavaScript enabled and Third Party Cookies enabled.
 - Webcam with camera resolution 800x600 or better.
 - Internet connection with minimum 300kbps download, 250 kbps upload.

Requirements/ Regulations:

- Your presence will make a big difference to the dynamics of the class and the degree of learning that occurs. Therefore, you are expected to attend class regularly, on time, remain for the whole period, and make a positive contribution while present.
- All students are expected to participate constructively in class activities. This could consist of, but is not limited to, contributing to class discussions, presenting solutions to assigned

exercises, describing work experiences related to topics raised in class, making perceptive comments or asking appropriate questions, bringing in newspaper or magazine clippings of interest to the class, etc.

- During most of the classes, we will spend time in group discussion, often using the textbook. Please make every effort to keep up with the course readings. You will also find it helpful to bring the textbook to class.
- Examinations may reference all text and in-class content. Should you miss a particular class, it is your responsibility to obtain notes, assigned activities, etc. from another class member.
- Log into UR Courses regularly to check for e-mails or any course-related announcements.
- Late assignments will be penalized 10% for each day that they are late. Late assignments will not be accepted after five (5) days unless there are extenuating circumstances that have been discussed with the instructor prior to the assignment deadline, and the instructor has agreed to extend the deadline.

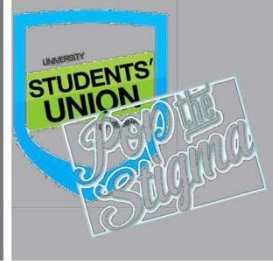
CLASS SCHEDULE

July 5	Introductions and Review of Course Outline
July 10	Chapter 1 – Introduction to the Field of Organizational Behavior Chapter 2 – Individual Differences: Personality and Values
July 12	Chapter 3 – Perceiving Ourselves and Others in Organizations Chapter 4 – Workplace Emotions, Attitudes, and Stress
July 14	Assignment #1 Due
July 17	Chapter 5 – Foundations of Employee Motivation
July 19	Midterm Exam #1 (Chapters 1 – 5) Chapter 6 – Applied Performance Practices
July 24	Chapter 7 - Decision Making and Creativity Chapter 8 Team Dynamics
July 26	Chapter 9 – Communicating in Teams and Organizations Chapter 10 – Power and Influence in the Workplace
July 31	Midterm Exam #2 (Chapters 6 – 10) Chapter 11 – Conflict and Negotiation in the Workplace
Aug. 2	Chapter 12 – Leadership in Organizational Settings

Aug. 4	Assignment #2 Due
Aug. 7	No Class - Saskatchewan Day
Aug. 9	Chapter 13 – Designing Organizational Structures Chapter 14 – Organizational Culture
Aug. 14	Chapter 15 – Organizational Change
Aug. 16	Conclude Course
Aug. 23 (2:00p.m. – 5:00p.m.)	Final Exam

Please Note: Class activities may occur that are not reflected on the class schedule, and adjustments may be necessary.

University of Regina Counselling Services



Feeling Stressed? Always worried?

Some stress is normal when you're going to university but **1 in 5 students** will suffer from enough distress that they **would benefit from counselling**.

What can I do?

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

When should you go?

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you've experienced a trauma like losing a family member or a close friend, or if you've recently ended a relationship.

If the feelings you're experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

Personal Counselling – This is a great option if you'd like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 5 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

Group Counselling – Simply put, you're not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can't afford counselling...

Seeking counselling doesn't have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit www.iHaveAPlan.ca. Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

Have a problem but don't know how to fix it?

URSU's Student Advocate can help you free of charge!

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!
- Emergency Bursaries
- Notary Public
- Rentalsman Appeals

