

Class Schedule **Section 530:** Tuesday 2:30 pm - 5:30 am, Room: BR136
Section 531: Monday 8:30 am - 11:30 am, Room: BR19

Professor: **Dr. Tony Francolini**
Email: afranco2@uwo.ca
Office Hours: Monday 12:00 – 2:30 pm in Mercato
 Tuesday 9:00 – 11:30 am in Mercato

Course Description

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

No matter your chosen profession, the majority of your working days will be spent interacting with people. This course will provide skills that will make these interactions more effective.

This course introduces the students to the study of organizational behaviour. Students will examine such topics as personality, learning, perception, attribution, judgment, values, motivation, socialization, teamwork, communication, leadership, decision-making, conflict, stress, and change management. Students will learn how to manage (motivate / manipulate) individual and group behaviours in an organizational setting.

Req'd Textbook: Johns & Saks. 2020. Organizational Behaviour: Understanding and Managing Life at Work. 11th Edition. Pearson Canada.
978-0-13-521854-9. Electronic Edition.
 • 9th or 10th print editions will do.

Prerequisites: Enrolment in BMOS or MAS; or with permission

Course Learning Outcomes

1. To provide an overview of the influential theoretical perspectives and research findings in the field of organizational behaviour;
2. To offer a set of conceptual frameworks, methodological approaches, and analytical skills which are useful in increasing our understanding of human behaviour in organizations;
3. To provide opportunities to practice the use of these conceptual frameworks through their application to organizational problems;
4. This course goal is to assist students in their progress through four levels of competency that govern how successfully we interact with others in an organizational setting.
 - **Awareness:** Aware managers understand that every individual, group, or organization is a unique actor (e.g., values, beliefs, attitudes, and behaviours) formed from a different combination of conditioning (e.g., experiences, socialization, contexts).
 - **Acceptance:** Accepting managers do not judge others as being deficient based on these differences. Rather, accepting managers understand that an actor's uniqueness may provide potential value that can be utilized by placing the actor in a context which best evokes their strengths while not evoking their weaknesses.
 - **Appetite:** Inquisitive managers seek out and learn OB/HR research which will help them develop conceptual frameworks, analytical skills, and forms of management that may be useful in managing an actor's behaviour in organizations.
 - **Flexibility:** Flexible managers will be able to assess the characteristics of the actors and context with whom they are engaging. These flexible managers will be adept at practicing the different conceptual frameworks, skills, forms of management that may provide a competitive advantage.

Primary competencies developed in the course include

- Problem Solving (2)
- Self-Awareness & Development (3)
- Social Awareness & Development (3)
- Valuing (2)

See <http://brescia.uwo.ca/academics/brescia-competencies/> for a detailed description of each competency.

Student Evaluation

Weekly Quizzes (10 x 2%)	20%	To determine a student's comprehension and preparation of the textbook material, students will complete weekly online multiple-choice quizzes. Students will access an online quiz located in OWL.
Case Assignments (2 x 10%)	20%	To determine that student's comprehension of the broader conceptual lessons being communicated in class, students will prepare two case studies each term. In these 500-word essays, students will demonstrate their assessment skills, their problem-solving skills, and their overall understanding of a topic's contents.
Mid-Term (1 x 30%)	30%	Students will write a 3-hour exam covering the contents covered in Module 1. This in-class exam will include multiple-choice, short-answer, and essay questions.
Final-Exam (1 x 25%)	25%	Students will write a 3-hour exam covering the contents covered in Module 2. This exam will include multiple-choice, short-answer, and essay questions.
Participation (5%)	5%	Participation by students is a cornerstone of an effective learning experience. Active class involvement increases assimilation of material and stimulates the level of class discussion. While not specifically graded, in-class and on-line participation – and by extension attendance – is expected. Students are expected to contribute to the topic-at-hand by asking questions, volunteering answers, developing an argument, critiquing ideas constructively, and/or advancing the discussion to a new level.

WEEKLY SCHEDULE:

MODULE #1: Behaviours		Sec 530	Sec 531
Wk 1	Overview of Organizational Behaviour	10-Sep	9-Sep
Wk 2	Personality & Stress	17-Sep	16-Sep
Wk 3	Learning	24-Sep	23-Sep
Wk 4	Perception, Attribution, & Judgment of Others	1-Oct	30-Sep
Wk 5	Values, Attitudes, & Work Behaviour	8-Oct	7-Oct
Wk 6	Motivation & Motivations at Work	15-Oct	21-Oct
Wk 7	<i>Exam 1 Covering Weeks 1 - 6</i>	29-Oct	28-Oct

MODULE #2 – Processes & Techniques		Sec 530	Sec 531
Wk 8	Groups & Teamwork	05-Nov	04-Nov
Wk 9	Social Influence, Socialization, and Culture	12-Nov	11-Nov
Wk 10	Leadership, Power, Politics	19-Nov	18-Nov
Wk 11	Communication & Conflict	26-Nov	25-Nov
Wk 12	Change, Development & Innovation	3-Dec	2-Dec
Wk 13	<i>Exam 2 Covering Weeks 8 - 13</i>	TBA	TBA

Assignment Dates		Weight	Sec 530	Sec 531
Wk 2 – Wk 6	Quizzes	10%	Weekly	Weekly
Wk 2 – Wk 6	Participation	5%	TBA	Weekly
Wk 2 – Wk 6	Case 1	10%	TBA	23-Oct
Wk 7	<i>Exam 1 Covering Weeks 1 - 6</i>	30%	29-Oct	28-Oct
Wk 8 – Wk 12	Quizzes	10%		Weekly
Wk 8 – Wk 12	Case 2	10%	TBA	27-Nov
Wk 13	<i>Exam 2 Covering Weeks 8 - 12</i>	25%		TBA

2019-20 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be found at http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12.

Students who have long-term or chronic medical conditions which may impede their ability to complete academic responsibilities should seek Academic Accommodation through Student Accessibility Services (http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Liv e&ArchiveID=#Page_10).

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.

Students who experience an illness or extenuating circumstance sufficiently severe to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

1. Submitting a **Self-Reported Absence** form provided that the conditions for submission are met;
2. For medical absences, submitting a **Student Medical Certificate (SMC)** signed by a licensed medical or mental health practitioner;
3. For non-medical absences, submitting **appropriate documentation** (e.g., obituary, police report, accident report, court order, etc.) to their Academic Advisor. Students are encouraged to contact their Academic Advisor to clarify what documentation is acceptable.

Requests for Academic Consideration Using the Self-Reported Absence Portal

Students who experience an unexpected illness or injury or an extenuating circumstance of 48 hours or less that is sufficiently severe to render them unable to meet academic requirements should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours. Note that the excused absence includes all courses and academic requirements within the up to 48 hours, it is not intended to provide an excused absence from a single course while students fulfill their academic responsibilities in other courses during that time.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

1. Students will be allowed a **maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
2. The duration of the absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
3. The excused absence will terminate prior to the end of the 48 hour period if the student undertakes significant academic responsibilities (writes a test, submits a paper) during that time;
4. Self-reported absences will **not** be allowed for scheduled final examinations; midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
5. Self-report absences may **not** be used for assessments worth more than 30% of any course;
6. Any absences in excess of 48 hours will require students to present a Student Medical Certificate (SMC), or appropriate documentation;
7. Students **must** communicate with their instructors **no later than 24 hours after the end of the period covered by the Self-Reported Absence form** to clarify how they will fulfil the academic expectations they may have missed during the absence.

Request for Academic Consideration for a Medical Absence

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 for illness 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 their academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

The following conditions apply for students seeking academic accommodation on medical grounds:

1. Students must submit their Student Medical Certificate (SMC) along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming responsibilities. An SMC can be downloaded from http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf ;
2. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period;
3. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, scheduled tests or examinations, and other academic requirements;
4. Students **must** communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC to clarify how they will fulfil the academic expectations they may have missed during the absence;
5. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the course instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements, arranging Special Exams (make-ups), re-weighting course requirements, or granting late withdrawal without academic penalty.

The [full policy on requesting accommodation due to illness](#) can be viewed at:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

2. ACADEMIC CONCERNS

If you feel that you have a medical or personal challenge 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 are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please refer to the [Registrar's website](#), <http://brescia.uwo.ca/academics/registrar-services/> or the list of official sessional dates in the Academic Calendar (<http://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID=>).

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.*

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 and warranted.

It is important to note that the Academic 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 (http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_68).

4. SCHOLASTIC OFFENCES

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence at:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. 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 Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, 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.

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 (<http://www.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 is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, they may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, they may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal and if the matter falls within the jurisdiction of the SRBA. For information on academic appeals consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14.

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.

6. PREREQUISITES

Unless you have either the prerequisites for a course or written special permission from the 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 prerequisite(s).

7. SUPPORT

Support Services

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/> . Students can access supports through Brescia's Student Life Centre (<http://brescia.uwo.ca/life/student-life/>) and Learning Skills Services at Western (<https://www.uwo.ca/sdc/learning/>)

Mental Health and Wellness

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can obtain information about how to obtain help for yourself or others through **Mental Health & Wellness at Brescia** (<http://brescia.uwo.ca/life/mental-health-wellness/>) and **Health and Wellness at Western**, http://uwo.ca/health/mental_wellbeing/index.html.

Sexual Violence

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at <http://brescia.uwo.ca/life/sexual-violence/>.

Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.
