

COM 220 Sec A01 Course Title

Summer 2014 Course Outline

Note: please check your B-Link course and program sites frequently for updates and course changes.

Course hours:	M/W 2:30 – 3:50 pm
Location:	CLE A-212
Instructor:	Melissa McLean
Office:	BEC 140
Office hours:	Mondays, 4:15 – 5:15 pm, or by appointment
Telephone:	tba
Email:	mcleanml@uvic.ca

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a supportive and safe learning and working environment for all its members.***

Text:

Gary Johns; Alan M. Saks
Organizational Behaviour: Understanding and Managing Life at Work, 9th Edition
Pearson Education Canada, 2014, ISBN# Print: ISBN-13: 9780133347500

Course Objectives and Description:

This course is an introduction to behavioural concepts and tools that will assist the manager in both understanding behaviour in organizations and improving organizational effectiveness. Topics include: individual motivation, perception and communication, managerial roles, schools of management theories, group processes and team work, leadership, supervision, and introduction to organizational structure, processes (including organizational change), and culture.

The course objectives are to:

- Understand the impact that individual and group behaviours have on organizations;
- Develop competencies in teamwork and effective communication;
- Create self-awareness and an understanding of others;
- Enhance both oral and written communication skills.

Course Format:

A blend of lectures, class discussion, case studies, and other in-class activities will be employed.

Evaluation Elements:

Students will be evaluated according to the following schedule:

Title (begin with Course Code)	Individual or Group	Type (Exam, Hand-in Assignment, Presentation, Quiz, Other)	Due Date (m/d/yyyy hh:mm AM/PM)	Weight / % of grade	Description
COM 220: Mid-Term	Individual	In-class exam	06/16/2014 2:30 PM	20%	The exam will be completed in class and will cover the course material up to and including June 11.
COM 220: Case Study Project - Part A: Team Charter	Group	Hand-in Assignment	07/02/2014 2:30 PM	5%	Each team will submit a Team Charter, based on the outline distributed in class. The Charter should be a minimum of 5 pages. <i>(Note: All three components of the Case Study Assignment must be submitted in order to receive a grade for the Case Study Project.)</i>
COM 220: Case Study Project – Part B: Case Study	Group	Hand-in Assignment	07/21/2014 2:30 PM	20%	Case studies will be given to each team. You will be required to complete a paper which analyzes the case. The paper will be a minimum of seven double spaced pages, covering the following areas: 1. Introduction 2. Analysis 3. Recommendations 4. Rationale 5. Conclusion
COM 220: Case Study Project – Part C: Case Study Presentations	Group	Presentation	07/21/2014 and 07/23/2014 2:30 PM	10%	Each team will also present the key points from their paper in a 12 minute presentation plus a three minute question period. All team members must present and answer questions.
COM 220: Final Exam	Individual	Exam	TBA	35%	The exam date will be determined by the university and will cover the material from June 16 to July 30.
COM Participation	Individual		Ongoing	10%	9 – 10: consistent, expansive and relevant comments that show a thorough understanding of the course material, and/or questions that enhance other students' understanding of the course, along with active engagement in class activities; 7 - 8: frequent comments, questions, and engagement in class activities that show understanding of the course material; 5 - 6: occasional comments or questions that contribute to class discussions; 3 – 4: few meaningful contributions to class discussions or activities; Below 3: evident lack of interest in course with few comments or questions offered.
Total				100%	

Requirements for Graded Work:

Description of evaluation standards for evaluation elements.

Group Work: The purpose of group work is to enhance your skill in working collaboratively. When a group-based assignment forms part of your evaluation for a grade, all members of the group will receive the same grade. Any exception to this policy, such as adjustments for relative contribution, will be specified in writing prior to the grading of the assignment.

Attendance: The University of Victoria Calendar states: "Students are expected to attend all classes in which they are enrolled." Attending class is an important part of the learning process in this course. Attendance exposes you to material not in the readings, to your classmates' insights and helps clarify material that can lead to better performance in the course.

Students with unexcused absences from more than two classes will have their grade reduced by one letter grade.

Grading Scale:

Graded material in this course will be marked and reported to the Registrar using percentages. The percentage grade, the corresponding letter grade and comparative grading information will be displayed on student transcripts (official and administrative). The following table demonstrates the equivalent letter grades:

Percentage Range	Grades	Grade Point Value	Description
90 – 100	A+	9	Exceptional, outstanding and excellent performance. Normally achieved by a minority of students. These grades indicate a student who is self-initiating, exceeds expectation and has an insightful grasp of the subject matter.
85 – 89	A	8	
80 – 84	A-	7	
77 – 79	B+	6	Very good, good and solid performance. Normally achieved by the largest number of students. These grades indicate a good grasp of the subject matter or excellent grasp in one area balanced with satisfactory grasp in the other area.
73 – 76	B	5	
70 – 72	B-	4	
65 – 69	C+	3	Satisfactory, or minimally satisfactory. These grades indicate a satisfactory performance and knowledge of the subject matter.
60 – 64	C	2	
50 – 59	D	1	Marginal Performance. A student receiving this grade demonstrated a superficial grasp of the subject matter.
	E	0	Conditional supplemental.
	F	0	Unsatisfactory performance. Wrote final examination and completed course requirements; no supplemental.

"N" (incomplete) grades: All graded components must be completed or you will receive a failing grade of N (grade point value of 0).

Final course grades are official only after they have been approved by the Program Director and may be subject to change up until that point.

Academic Integrity:

As our programs help to create business and government leaders, the Peter B. Gustavson School of Business has an obligation to ensure academic integrity is of the highest standards. All cases of cheating or plagiarism, and any variations thereof, will be immediately referred to the Associate Dean, Programs. A student who violates academic integrity standards will fail the assignment and potentially fail the course, with a letter of reprimand placed in the student's record in the Registrar's office.

Students are expected to carefully review the following points discussing academic integrity and group projects that have been adopted by our School.

Acts of academic dishonesty include, but are not limited to, the following:

- using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- paraphrasing a published or unpublished author without referencing the source.
- duplicating a table, graph or diagram, in whole or in part, without referencing the source.
- paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g. personal communication, ideas from a verbal presentation) without referencing the source.
- copying the answers of another student in any test, examination, or take-home assignment.
- providing answers to another student in any test, examination, or take-home assignment.
- taking any unauthorized materials (crib notes) into an examination or term test.
- impersonating another student or allowing another person to impersonate oneself for the purpose of submitting academic work or writing any test or examination.
- stealing or mutilating library materials.
- accessing a test prior to the time and date of the sitting.
- changing the name or answer(s) on a test after that test has been graded and returned.
- submitting the same paper or portions thereof for more than one assignment, without prior discussions with the instructor(s) involved.

Students should be aware that all instructors reserve the right to use any plagiarism detection software program(s) to detect plagiarism for essays, term papers and other assignments.

Schedule:

(Note: The timing of the reading schedule is subject to change; please review the COM 220 course site on b-link regularly for any updates.)

Title (begin with Course Code)	Individual or Group	Type (Case, Example, Reading, Supplemental Reading, Other)	Due Date (m/d/yyyy hh:mm AM/PM)	Description
COM 220: Read for class	Individual	Reading	05/05/2014 2:30 PM	Chapter 1: Organizational Behaviour and Management
COM 220: Read for class	Individual	Reading	12/05/2014 2:30 PM	Chapter 2: Personality and Learning Chapter 3: Perception, Attribution, and Diversity
COM 220: Read for class	Individual	Reading	21/05/2014 2:30 PM	No class on May 19 (Victoria Day holiday) Chapter 3: continued
COM 220: Read for class	Individual	Reading	26/05/2014 2:30 PM	Chapter 4: Values, Attitudes, and Work Behaviour Chapter 5: Theories of Work Motivation
COM 220: Read for class	Individual	Reading	02/06/2014 2:30 PM	Chapter 6: Motivation in Practice
COM 220: Read for class	Individual	Reading	09/06/2014 2:30 PM	Chapter 7: Groups and Teamwork
COM 220: Read for class	Individual	In Class Exam Reading	16/06/2014 2:30 PM	Mid-term Monday, June 16 Chapter 9: Leadership
COM 220: Read for class	Individual	Reading	23/06/2014 2:30 PM	Chapter 10: Leadership cont.
COM 220: Read for class	Individual	Reading Hand in	30/06/2014 2:30 PM	Chapter 10: Communication Chapter 11: Decision Making Hand In Case Study Part A: Team Charter (Group)

COM 220: Read for class	Individual	Reading	07/07/2014 2:30 PM	Chapter 12: Power, Politics and Ethics Chapter 13: Conflict and Stress
COM 220: Read for class	Individual	Reading	14/07/2014 2:30 PM	Chapter 16: Organizational Change, Development and Innovation
COM 220: Read for class	Individual	Hand In Presentations	21/07/2014 2:30 PM	Hand In Case Study Project Part B: Case Study Case Study Project Part C: Case Study Presentations
COM 220: Read for class	Individual	Reading	28/07/2014 2:30 PM	Chapter 14 Organizational Structure Course Wrap Up