



A POLYTECHNIC INSTITUTION

School of: Business

Program: ACIT

## Course Outline

**ORGB 1100**

**ORGANIZATIONAL BEHAVIOUR**

**Start Date:** September 2, 2019

**End Date:** Dec 10, 2019

**Total Hours:** 45 **Total Weeks:** 15

**Term/Level:** **Course Credits:** 3.0

**Hours/Week:** 3

**Lecture:** 1

**Lab:** 2

**Seminar:**

**Other:**

**Prerequisites:** None

**is a Prerequisite for:**

**Course No. Course Name**

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### 1. Course Description

Organizational Behaviour presents the study of factors that either influence or are influenced by people at work. This course will focus on macro factors such as organizational change; group factors such as team dynamics, leadership, conflict and power; and micro or individual factors such as personality, attitudes, perception and motivation.

An understanding of these topics will enable students to predict, influence and understand how the behaviour of individuals and teams impacts the effective operation of organizations.

### 2. Evaluation

Group Assignments	30	%	
Individual Assignments	20	%	
Midterm	20	%	
Final Exam	30	%	
<b>TOTAL</b>	<b>100</b>	<b>%</b>	

### 3. Course Learning Outcomes/Competencies

Upon successful completion of the course, the student will be able to:

- Use contingency approach to understand organizational behaviour
- Apply group behaviour concepts to achieve team outcomes
- Illustrate the roles of perception, personality, emotions, attitudes and values
- Compare motivation theories
- Differentiate leadership styles and theories
- Explain the impact of power and politics in the workplace
- Compare negotiation styles and conflict management techniques
- Identify decision making and problem-solving models
- Describe major elements of organizational change

#### 4. Verification

I verify that the content of this course outline is current.

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Authoring Instructor

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Date

I verify that this course outline has been reviewed.

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Program Head/Chief Instructor

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Date

I verify that this course outline complies with BCIT policy.

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Dean/Associate Dean

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Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

## 5. Instructor(s)

Peter            Office: SE06, room Email for appointment: pmobcit@gmail.com  
Morgan        327, BBY campus

## 6. Learning Resources

Required:

- McShane. Canadian Organizational Behaviour (10th edition), McGraw-Hill Ryerson. ISBN 978-1-25-903053-6. This text is available in paper or electronic formats.

### Supplementary Resources:

- Handouts will be provided in class and online at learn.bcit.ca
- Lecture PowerPoints will be available on learn.bcit.ca
- McGraw Hill Online Learning Centre for our text:
  - [http://highered.mcgraw-hill.com/sites/007040187x/student\\_view0/](http://highered.mcgraw-hill.com/sites/007040187x/student_view0/)

## 7. Information for Students: Course Notes, Policies and Procedures

**Assignments:** Assignments must be done on an individual basis unless otherwise specified by the instructor. Late assignments will be penalized 20% per day and *will not* be accepted after 5 calendar days past the due date. In exceptional circumstances, flexibility and discretion will be used implementing this policy, provided the instructor is advised of the circumstances *before* the due date of the assignment. **All assignments should be handed in to the D2L assignment folder** unless otherwise advised.

**Group Assignments:** You will be assigned to a team in your set. Working effectively in teams is an essential skill in the workplace, and a critical component of this course. If you encounter team issues, I encourage you to use some of the concepts from the course to address them in a timely manner. Seek the assistance of your instructor if the team is not able to resolve the issues on its own. There is a provision for differential grading in this course. See Summative Peer Assessment worksheet.

**Makeup Tests, Exams or Quizzes:** There will be no makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented and substantiated** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately** and to work out a plan.

**Ethics:** BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

**Attendance:** Regular attendance will be taken in lecture and lab. Attendance is integral to student success, therefore, attendance in class is monitored. Unexcused absences in excess of 10% of the time prescribed for this course may result in the assignment of a failing grade and/or removal from the course. In case of illness or other unavoidable absence, students must communicate with the instructor, or the appropriate Program Head, as soon as possible indicating the reason for the absence. Students

who are seeking accommodation for a medical absence must have a BCIT-approved medical certificate. For other absences, students must be prepared to provide appropriate supporting documentation. These requirements are set out in accordance with BCIT Policy 5101 "Student Regulations".

**Participation:** Participation is defined as: attends all labs, consistently participates and moves class discussions forward, shares high quality analysis and insights or applications of course content; enables others to contribute. Active participation in labs is essential to accomplish the course objectives. All assigned reading must be complete before the lab.

**Illness:** A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated. Please use form:

<http://www.bcit.ca/files/healthservices/pdf/studentmedicalcertificate.pdf>

**Attempts:** Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

**Examinations:** To write exams, students may be required to produce photo ID at exam centres. The ID must be placed on the desk before an exam will be issued to the student and must remain in view while writing the exam for inspection by invigilators. Acceptable ID is a BCIT OneCard or two pieces of identification, one of which must be government photo ID such as a driver's license. Please see BCIT Policy #5300 for formal invigilation procedures.

**Course Outline Changes:** The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

## **8. Assignment Details**

**Midterm** (20% of the course grade) The quiz will be a multiple-choice exam completed in lecture. It will be written on D2L.

**Final Exam** (30% of the course grade) The final exam will consist of multiple-choice questions, written short answer questions and/or questions. The final exam will be written during BCIT's scheduled exam period. It will be written on D2L.

**Individual Assignments** (20% of the course grade)

Peer Assessment Assignment (10%) – See course handout for details.

Leaders Forum (10%)—See course handout for details.

**Team Assignments** (30% of the course grade)

Team Charter (15%) -- See course handout for details.

Team Case Study (15%) – See course handout for details

	<b>Week of:</b>	<b>Material and Activities-In Class</b>	<b>Homework/Assignments</b>
Week 1	Sept 2		
Week 2	Sept 9	<b>Chapter 1-Introduction to OB</b> Self-Assessment Worksheet	HOMEWORK: Self-Assessment Worksheet-Due week 3 Lab Read Chapter #8
Week 3	Sept 16	<b>Chapter 8 - Team Dynamics</b> Self Assessments Belbin Team Process Roles Worksheet  Work on Team Charter Jaztec Case Study	HOMEWORK: <b><i>Team Charter – Due see D2L calendar</i></b> Draft of BARS – I must review before you leave <b><i>Jaztec Team Case Study—D2L calendar</i></b>
Week 4	Sept 23	<b>Chapter 2: Individual Behaviour</b> MARS Model Team Activity Work on Team Charter	Read Hy Dairies Case on page 91 and complete handout due in Lab
Week 5	Sept 30	<b>Chapter 3: Perception</b> Perceptual Error Handouts Perceptual Error Activity Johari Window Exercise Hy Dairies Exercise Self and Peer Assessment Assignment	<b><i>Self and Peer Assessment – Due D2L calendar</i></b> <b><i>Leaders Forum Assignment – Due D2L calendar</i></b>
Week 6	Oct 7	<b>Chapter 4: Workplace Attitudes &amp; Stress</b> LINK 650 Diagnosing Problems Exercise LINK 650 Analysis Activity using MARS, EVLN and Stressors Midterm Review Draft Motivation Story Self and Peer Assessment Assignment	Read Rough Seas on the Link 650 on page 122 and complete Case Handout-due in lab Motivation Story Assignment Handout
Week 7	Oct 14	<b>Chapter 5: Motivation Theory</b> Motivation Theories Exercise Motivation Stories Exercise Goal Setting and Feedback Exercise Review Expectancy Theory of Motivation	Yakkatech Ltd Case Handout due in lab – Pg 183  Rehearse questions for Leaders Forum Ensure you have all prep for event complete
Week 8	Oct 21	<b>Midterm (20%)</b>	

		(Chapters 1, 2, 3, 4 & 8)	
Week 9	Oct 28	<b>Chapter 6: Applied Motivation</b> Job Redesign Exercise Yakkatech Ltd Case Activity Feedback Activity Finalize detail of Leaders Forum	
Week 10	Nov 4	<b>Leaders Forum Event</b>	
Week 11	Nov 11	<b>Chapter 10: Power and Politics</b> Jaztech Team Case Study Check-in Review sources and contingencies of power Power Play Exercise	
Week 12	Nov 18	<b>Chapter 11: Conflict and Negotiation</b> Conflict Handling Model and Contingencies Exercise	A Window on Life Case Handout due in lab – Pg 359
Week 13	Nov 25	<b>Chapter 12: Leadership in Organizational Settings</b> Window on Life Case Activity Review Path-Goal Leadership Theory and Contingencies Final Exam Review	
Week 14	Dec 2	<b>TBD Exam Review</b>	
Week 15	Dec 9	<b>Final Exam (30%)</b>	Date, Time and Room TBA