



A POLYTECHNIC INSTITUTION

School of: Business

Program: Part-Time Studies

**ORGB 1105  
ORGANIZATIONAL BEHAVIOUR****Start Date:****End Date:****Total Hours:** 45 **Total Weeks:** 13**Term/Level** **Course Credits:** 4.0  
:**Hours/Week:** 3.5**Prerequisites:****is a Prerequisite for:****Course No. Course Name****Course No. Course Name**HRMG 3105 Human Resource Management  
Fundamentals

HRMG 3205 Labour Relations

**□ Course Description**

Organizational behaviour presents the study of factors that either influence or are influenced by people at work. The course will focus on macro factors such as organizational structure, technology and environment; group factors such as group dynamics, leadership, conflict, change and decision-making; and micro or individual factors such as personality, attitudes, perception and motivation.

An understanding of these topics will help students (future employees and managers) understand the behaviour or individuals and teams in organizations and how these relate to the effective operation of organizations.

**□ Evaluation**

Case studies	40	%	Comments: The assignments are normally analyses of business cases, involving written reports and/or formal presentations. Two of these will be completed individually with two others being completed by students working in small teams.
Mid Term	20	%	
Participation, attendance, and ability to demonstrate appropriate workplace behaviours	20	%	
Final Exam	20	%	
<b>TOTAL</b>	<b>100</b>	<b>%</b>	<b>STUDENTS MUST RECEIVE PASSING MARK ON INDIVIDUAL WORK IN ORDER TO GET CREDIT FOR GROUP MARK</b>

**□ Course Learning Outcomes/Competencies**

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

- Apply group behaviour concepts to achieve team outcomes
- Illustrate the roles of perception, personality, emotions, attitudes and values
- Compare and contrast motivation theories
- Differentiate leadership styles and theories
- Explain the impact of power and politics in the workplace
- Demonstrate negotiation styles and conflict management techniques
- Use decision making and problem solving models

- Analyze various communication techniques and tools
- Integrate appropriate organizational concepts to facilitate organizational change
- Apply open systems and contingency theories to understand and determine effective behaviour in a variety of organizational situations

**□ Verification**

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

\_\_\_\_\_  
Authoring Instructor

\_\_\_\_\_  
Date

I verify that this course outline has been reviewed.

\_\_\_\_\_  
Program Head/Chief Instructor

\_\_\_\_\_  
Date

I verify that this course outline complies with BCIT policy.

\_\_\_\_\_  
Dean/Associate Dean

\_\_\_\_\_  
Date

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

## □ Instructor(s)

Peter Morgan

Office Location:  
Office Hrs.:

Office Phone:  
E-mail Address: pmobcit@gmail.com

## □ Learning Resources

**Required:** McShane, Steven L.. *Canadian Organizational Behaviour (Eighth Edition but the sixth and seventh editions should be fine)*, McGraw-Hill Ryerson. Students should also make use of the companion websites listed in the text.

**Recommended:** regular reading from business publications

## □ 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 10% 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. Students will not be given credit for the marks from group assignments unless they receive a passing grade on the individual components of the evaluation.**

**Group Projects:** Working effectively in teams is an essential skill and a critical part of this course. Students are expected to identify and address any important team issues, concerns or problems as they occur. Seek the assistance of your instructor if the team is not able to resolve the issues on its own. In all but exceptional circumstances, team members will be graded equally. In exceptional circumstances, where one or more members of a team did not contribute to the assignment, they will receive a grade of zero, provided the group has met with the instructor, discussed and attempted to resolve the problems well in advance of the due date for the project.

**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** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

**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:** The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent. Online participation contributes to attendance in net versions of this course.

**Requirements to Pass Course:** Students must pass the individual components of the course in order to receive credit for the grades on group work.

**Attendance:** The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent. Online submission of assignments contributes to attendance in net versions of this course.

**Requirements to Pass Course:** Students must pass the individual components of the course in order to receive credit for the course, i.e. a passing grade on the assignment and exam components.

**Participation:** Active participation in class is essential to accomplish the course objectives is worth 20% of a student's

grade. All assigned reading must be done within assigned timeframes. Students will also be expected to participate with their group on the two group assignments.

Online responses to discussion questions are meant to foster similar learning experiences to classroom discussions. Student will be required to make one new post and one response to another student's post in each of the 10 modules (300 word max each).

Not all of the responses to the discussion questions will be graded. The instructor will take a random sampling of 5 of a student's 20 responses and grade them on the following scale. If the student does not respond to a discussion question in the week that is randomly selected, the grade will be negatively impacted.

*Outstanding Participation (16 -20):* Posts responses to all Discussion Questions, consistently participates and moves class discussions forward with their preparation and well thought out responses. Student volunteers a high quality of analysis and insights or applications of course content. Assists other class members to understand course objectives. Student demonstrated leadership and responsibility in online activities, the group assignments and course communication.

*Successful Participation (10 - 15):* Misses posting no more than one response to Discussion Questions and contributes with good observations and analysis. Postings demonstrate understanding of assigned readings and they are able to explain the concepts in the text. Participates in a manner that is not dominating or overwhelming of others. Participated in online activities, responded to emails and contributed to group assignments.

*Unsatisfactory Participation (0 –9):* Not prepared and does not post responses to Discussion Questions. Two or more posts missing. Presents poorly reasoned observations and analysis; frequently “off task” in responses. Does not contribute to online discussions. Did not adequately participate in course activities, group assignments and course communications.

**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.

**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:** In order to write on campus exams, students will 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.

The exams in this course will be administered via the course website.

## □ Assignment Details

**The mid term exam** (20% of the course grade) consists of written answer questions either relating to specific cases or personal application of course content. It will cover all material covered in the readings, labs and lectures from the beginning of the course to the date of the exam. It will be administered via the course website.

**The final exam** (20% of the course grade) consists of written short answer questions either relating to specific cases or personal application of course content. It will cover all material covered in the readings, labs and lectures from the midterm cut-off to the date of the final exam. It will be administered via the course website.

## Case Studies

Two of the case studies (1<sup>st</sup> and 4<sup>th</sup>) are to be done individually. They will be worth 5% and 15% respectively.

For cases 2 and 3 students will sign up for groups via the course website. Groups will be responsible for preparing two (2) written case studies. Each case is worth 10%. Cases will be drawn from the course textbook. Students will be organized into groups consisting of 2 or 3 people.

An unfortunate reality of group projects is that some members may not contribute sufficiently to the group's effort. At the other extreme, one or two members may insist on doing all of the work and exclude others from contributing. Neither situation makes for an effective group. While the concepts you learn in this course should help you work together effectively there may still be problems you are unable to solve. Please bring these to the attention of your instructor as soon as you realize they may be serious. If the difficulties cannot be resolved with the assistance of your instructor, differential grading of group members will be considered.

### WEEKLY SCHEDULE

Week No.	Topic	Assn/Exams
1 <b>See course calendar in D2L for due dates</b>	Module 1 – Introduction to OB	
2	Module 2 – Individual Values, Personality and Learning	Assn #1 Due
3	Module 3 – Emotions and Attitudes	
4	Module 4 – Motivation and Applied Reward Practices	Assn #2 Due
5	Module 5 – Work Related Stress	
6		Midterm Exam
7	Module 6 – Team Dynamics and Developing High Performance Teams	
8	Module 7 – Communicating in Teams and Organizations	
9	Module 8 – Power, Influence, Power and Negotiation	
10	Module 9 – Organizational Leadership	Assn #3 Due
11	Module 10 – Organizational Change and Culture	
12		Assn #4 Due
13		Final Exam