COURSE SYLLABUS

CAMOSUN COLLEGE

COURSE TITLE: BUS 220 Organizational Behaviour

CLASS SECTION: Sec 01: Wednesdays and Fridays 12:30 to 2:20

TERM: Fall 2024

COURSE CREDITS: 3 credits

DELIVERY METHOD(S): Face to Face in CBA210

Camosun College campuses are located on the traditional territories of theLəkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's Territorial Acknowledgement.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Michael Pardy (he/him)

EMAIL: pardym@@camosun.ca

OFFICE: CBA231C

HOURS: Thursdays 2:30 to 3:30; by appointment; online appointments available

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Organizations are a collection of human beings; each with their own values, beliefs and assumptions resulting in individual and collective behaviours. In this course, students will study human behaviour from individual, group and organizational perspectives and will deepen their knowledge and understanding of organizational performance. Factors that affect behaviour *in* organizations are examined, including culture, change, leadership, motivation, team-based processes, and quality of work life. Learning methods include engaging in self-directed teams and applying critical thinking and analytical skills to case studies.

PREREQUISITE(S): *One of:* BUS 110, BUS 150, KIN 115, PADM 112 OR Bachelor's degree from a recognized post-secondary institution

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course, learners will be able to:

1. Examine key concepts, theories, and models that influence individual and workplace behaviour and performance within an organizational context

2. Analyze organizations to understand the dynamics at the individual, team and organizational levels.

   a) Apply key organizational behavioural concepts, such as motivation, decision making, power, conflict, leadership, culture, and sustainability

   b) Apply critical thinking and analytical skills using case studies in organizational behaviour

3. Develop strategies to support organizational goals

4. Discuss the importance of equity, diversity, and inclusion (EDI) and ethics in organizations

   a. Recognize how the application of EDI principles support effective and respectful working relationships between and among diverse Indigenous and non-Indigenous people and organizations

5. Demonstrate effective skills and strategies as a member of a self-directed work team to achieve organizational goals.

   a) Apply knowledge of team processes and how they influence team effectiveness
   b) Develop skills to effectively communicate in teams and organizations

6. Determine the organizational structure that best aligns with the achievement of strategic goals

   a) Understand elements and factors to be considered when designing an organizational structure
7. Recommend sustainable change practices using change management theories and strategies

Indigenization

In this course, learners will explore Indigenous ways of knowing and being with a focus on individual, group and organizational behaviour resulting in organizational performance. Working in groups, learners will build their relationship skills, including engaging in open and respectful dialogue that is foundational to sharing and learning diverse perspectives and moving forward in a good way. Indigenous frameworks and organizational case studies are part of the curriculum. Faculty participate in ongoing learning of Indigenous pedagogy and ways of knowing to enhance intentionality in their teaching and curriculum.

Applied Learning

Working collaboratively in teams, students engage with community members and analyze case studies to apply their knowledge of organizational behaviour.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

McShane, S.L., Tasa, K. & Steen, S.L. (2021). Canadian Organizational Behaviour, 11th edition. Canada. McGraw-Hill Ryerson Ltd.

Hardcopies are avaible in the Camosun Bookstore or E-text available at: https://www.campusebookstore.com/integration/AccessCodes/default.aspx?bookseller_id=290&Course=BUS+220&frame=YES&t=permalink

USE OF AI-BASED WRITING TOOLS

This is specifically about ChatGPT, but applies to using any artificial intelligence technology in this class. ChatGPT is an AI-based language model that can generate human-like text and is available to

students in this course. However, its use is limited to idea generation only. The purpose of this section is to outline the guidelines for using ChatGPT in this course and to specify the restrictions on its use.

- Students may use ChatGPT or other AI-based language models to assist with generating ideas or writing prompts, but the final product must be their own original work. It is essential that students recognize the importance of generating their ideas and thoughts to enhance their critical thinking, problem-solving, and decision-making skills. Therefore, the use of ChatGPT should be seen as a supportive tool, rather than a replacement for students' ideas and efforts.
- Students are not permitted to use ChatGPT or other AI-based language models to complete assignments or exams. Any use of ChatGPT or other AI-based language models for such purposes will be considered academic dishonesty and will result in appropriate action being taken, in line with the College's academic integrity policies.
- If using ChatGPT or other AI-based language models to generate ideas, students must cite the use of ChatGPT or other AI-based language models in their work, following the style guidelines for the course.
- Students are responsible for understanding the limitations and potential biases of ChatGPT and other AI-based language models and for critically evaluating their output.
- The use of ChatGPT or other AI-based language models is not a substitute for participating in class discussions or completing course readings.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

DATE	DETAILS	READINGS
Week 1 Sept 2-8	**NOTE: Must Attend First Class on Sept 3 to Retain Space in Class** **Course Overview & Intro to the Field of Organizational Behaviour** Sept 8: Personality Instrument due on D2L	Ch. 1
Week 2 Sept 9-15	**Individual Behaviour, Personality, and Values**	Ch. 2
Week 3 Sept 16-22	**Perceiving Ourselves and Others in Organizations**	Ch. 3
Week 4 Sept 23-29	**Workplace Emotions, Attitudes, and Stress** September 29: Case Analysis – Team Contract due on D2L	Ch. 4
Week 5 Sept 30-Oct 6	October 2: MIDTERM 1 (Chapters 1 – 4) **Team Dynamics**	Ch. 8
Week 6 Oct 7-13	**Foundations of Employee Motivation** October 13: Case Analysis – Written Report due on D2L	Ch. 5
Week 7 Oct 14-20	**Applied Performance Practices** October 16: Case Analysis – Peer Review due on D2L October 20: Org. Analysis – Team Contract due on D2L	Ch. 6
Week 8 Oct 21-27	**Organizational Culture**	Ch. 14
Week 9 Oct 28-Nov 3	October 30: MIDTERM 2 (Chapters 5, 6, 8, & 14) **Designing Organizational Structures**	Ch. 13
Week 10 Nov 4-10	**Organizational Change** November 3: Org. Analysis – Team Proposal due on D2L	Ch. 15

Week 11 Nov 11-17	**Decision Making and Creativity**	Ch. 7
Week 12 Nov 18-24	**Power and Influence in the Workplace**	Ch. 10
Week 13 Nov 25-Dec 1	**Leadership in Organizational Settings** December 1: Org. Analysis – Written Report due on D2L	Ch. 12
Week 14 Dec 2-8	**Conflict and Negotiations** December 4: Org. Analysis – Peer Review due on D2L	Ch. 11
Final exam to be scheduled during exam week (Dec 9-14) on Chapters 7, 10, 11, 12, 13 & 15		

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the CAL exams page.
http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

Assessment	% of Final Grade	Total %
a) Assignments		**35**
Team Project – Case Analysis	15	
Team Project – Organizational Analysis	20	
b) Exams		**50**
Midterm 1 (Chapters 1-4)	15	
Midterm 2 (Chapters 5, 6, 8, 9 & 14)	15	
Final Exam (Chapters 7, 10, 11, 12, 13 & 15)	20	
c) Participation		**15**
Class activities and discussions	15	
Total Assessments		**100**

Percentage – Grade / Grade Point Equivalency

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7

77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

NOTES ON ASSESSMENTS:

Attendance and Teamwork

It is critical that students make a commitment to attend **ALL** classes to enable effective teamwork.

Assignments Overview

Working effectively in teams is an essential skill and a critical part of this course. There are two major assignments involving teamwork, which together are worth 35% of the final grade.

Team Project – Case Analysis (15%)

In teams of 4-5, students will work collaboratively to analyze current issues or events through an organizational behaviour (OB) lens. Using a real-life situation, students will apply OB concepts to identify contributing factors, and to explore how OB concepts could be applied to better understand or resolve the issues.

This project has three parts:

1) Team contract
2) Written report
3) Peer review

Team Project – Organizational Analysis (20%)

In teams of 4-5, students will analyze an existing organization integrating course concepts. As a team, students will conduct research on the organization and interview an employee at that organization in order to write a detailed analysis about the organization.

This project has four parts:

4) Team contract
5) Project proposal
6) Interview & analysis written report
7) Peer review

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information.
http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

COURSE GUIDELINES & EXPECATIONS

Assignment formatting. The School of Business uses APA 7 style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College citation guides: http://camosun.ca.libguides.com/apa7

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.

- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the College's Academic Integrity Policy. See Camosun's (2021) policy at: https://legacy.camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf.

Acts of academic dishonesty include, but are not limited to:
- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking any unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.
- **If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor**.

SCHOOL OR DEPARTMENTAL INFORMATION

The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of these guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

Camosun College School of Business (2016) Academic Honesty Guidelines from: http://camosun.ca/learn/school/business/current-students/documents/Academic-Honesty-Guidelines.pdf.

Deadlines, exams, and assignments. You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.
   a. **EXAM DATES WILL NOT BE RESCHEDULED**. Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
   b. Students registered through the **Centre for Accessible Learning (CAL)** should discuss timelines with their instructors at the beginning of each semester.
   c. Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

Final exams: Students are expected to write tests and final exams at the scheduled time and place. In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. **Holidays or scheduled flights are not considered emergencies**. The student may be required to provide verification of the emergency circumstance. See Camosun College (2018) Final Examinations from: http://camosun.ca/learn/calendar/current/procedures.html#academic.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit http://camosun.ca/students/.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: http://camosun.ca/services/accessible-learning/

Academic Integrity

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

Grading Policy

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

Grade Review and Appeals

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures"

(http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at
http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.