

COURSE SYLLABUS



COURSE TITLE: BUS220 Organizational Behaviour

CLASS SECTION: 05

TERM: Winter

COURSE CREDITS: 003

DELIVERY METHOD(S): In-Person M1030-1220 CBA 210 Wed 1030-1220 Portable A 102

You must attend the first week of classes to secure your space, we have a waiting list and I intend to make sure those of you registered are planning to attend!

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

NAME: Jason Johnson
EMAIL: johnsonj@Camosun.ca
OFFICE: Virtual (Collaborate)
PHONE: Cell-250-858-3038
HOURS: By appointment (virtual office)

CALENDAR DESCRIPTION

Students study human behaviour in organizations from an individual, group or organization-wide perspective. The effects on behaviour of factors such as stress, leadership, motivation, team-based processes, conflict, structure, quality of work life and organizational culture are examined. Cases are used to develop and apply critical thinking and analytical skills.

PREREQUISITE(S): BUS 110 or BUS 150 or PADM 112, A bachelor's degree from a recognized post-secondary institution

COURSE LEARNING OUTCOMES / OBJECTIVES

BUS 220 Organizational Behaviour

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 - *One of:*

BUS 110
BUS 150
KIN 115
PADM 112
OR Bachelor's degree from a recognized post-secondary institution

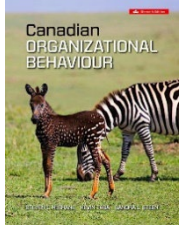
Upon successful completion of this course, learners will be able to:

- 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, eleventh edition. Canada. McGraw-Hill Ryerson Ltd.

E-text available through: Camosun Bookstore

https://www.camosuncollegebookstore.ca/buy_textbooks.asp?

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 RANGE	ACTIVITY or TOPIC	OTHER NOTES
Unit 1 Sep 2-8	Readings: <ul style="list-style-type: none"> Chapter 1: Intro to the Field of Organizational Behaviour Activities: <ul style="list-style-type: none"> Complete Introduction Discussion in D2L discussion 	Introduction Discussion Activity Due by Sep 8, 11:59 pm No class Sep 2
Unit 2 Sep 9-15	Readings: <ul style="list-style-type: none"> Chapter 2: Individual Behaviour, Personality, and Values Chapter 3: Perceiving Ourselves and Others in Organizations (Start) 	
Unit 3 Sep 16-22	Readings: <ul style="list-style-type: none"> Chapter 3: Perceiving Ourselves and Others in Organizations (Conclude) Chapter 4: Workplace Emotions, Attitudes, and Stress <p style="text-align: center;">Midterm Review</p>	Introduce Case Analysis Assignment
Unit 4 Sep 23-29	<p style="text-align: center;">Midterm 1 (Chapters 1 – 4) Sept 25th</p> Readings: <ul style="list-style-type: none"> Chapter 8: Team Dynamics 	
Unit 5 Sep 30-Oct6	Readings: <ul style="list-style-type: none"> Chapter 8: Team Dynamics (Continued) Chapter 5: Foundations of Employee Motivation 	No Class on Sept 30
Unit 6 Oct 7-13	Activities: <ul style="list-style-type: none"> Time to work on Assignment 1 Catch up on chapters if behind 	Assignment 1 Due Oct 27th, 11:59PM
Unit 7 Oct 14-20	Readings <ul style="list-style-type: none"> Chapter 6: Applied Performance Practices Activities: <ul style="list-style-type: none"> Introduce Assignment 2 (A2) – Team Organizational Analysis 	No class Oct 14
Unit 8 Oct 21-27	Readings: <ul style="list-style-type: none"> Chapter 6: Applied Performance Practices 	A2 – Team Organizational Analysis Due DEC 2

<i>DATE RANGE</i>	<i>ACTIVITY or TOPIC</i>	<i>OTHER NOTES</i>
	Activities: Introduce Assignment 2 (A2) – Team Organizational Analysis <ul style="list-style-type: none"> • Midterm Review 	A2 Team Contract - Due Dec 2 11:59PM A2 Team Proposal - Due Nov 3, 11:59 pm
Unit 9 Oct 28-Nov3	<p style="text-align: center;">Midterm 2 (Chapters 5, 6, 8, & 14) Oct 30</p> Readings: <ul style="list-style-type: none"> • Chapter 14: Organizational Culture 	
Unit 10 Nov 4-10	Readings: <ul style="list-style-type: none"> • Chapter 13: Designing Organizational Structures • Chapter 15: Organizational Change 	
Unit 11 Nov 11-17	Readings: <ul style="list-style-type: none"> • Chapter 7: Decision Making and Creativity Activities: <ul style="list-style-type: none"> • Possible time for working on A2 	No class Nov 11
Unit 12 Nov 18-24	Readings: <ul style="list-style-type: none"> • Chapter 10: Power and Influence in the Workplace Activities: <ul style="list-style-type: none"> • Possible time for working on A2 	
Unit 13 Nov 25-Dec 1	Readings: <ul style="list-style-type: none"> • Chapter 12: Leadership in Organizational Settings Activities: <ul style="list-style-type: none"> • Possible time for working on A2 	Assignment 2 - Report Due Dec 2nd, 11:59 pm Individual contribution to team project Dec 2 11:59 pm
Unit 14 Dec 2-6	Readings: <ul style="list-style-type: none"> • Chapter 11: Conflict and Negotiations Activities: <ul style="list-style-type: none"> • Final Exam Review • Team Organizational Analysis Forum 	Overview for forum, final exam review

Final Exam (ch's 7, 10,11,12,13 and 15) to be scheduled during exam period

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). <http://camosun.ca/services/accessible-learning/exams.html>

Assessment	% of Final Grade	Total %
a) Assignments		35
Case Analysis:	10	
Team Project – Organizational Analysis	25	
b) Exams		50
Midterm 1 (Chapters 1-4)	15	
Midterm 2 (Chapters 5, 6, 8, & 14)	15	
Final Exam (Chapters 7, 10, 11, 12, 13 & 15)	20	
c) Participation		15
Attendance in - class activities – discussion Quizzes	15	
Total Assessments		100

Assignment formatting. The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa>.

- Where required by your instructor, submit all assignments into the D2L drop box by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style, document formatting, citations and all referencing using APA standards 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 Student Conduct Policy. See Camosun College (2003) Student Conduct Policy from: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>.

Deadlines and exams. 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 (CfAL)** should discuss timelines with their instructors at the beginning of each semester.

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.

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 camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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.

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

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 ([see policy](#)). Please visit <https://camosun.ca/services/forms#medical> 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: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

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 <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

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.