

# Course Outline

## **RSM 260 H1 S**

Organizational Behaviour

Summer 2022

Course Meets: Tuesdays & Thursdays 6-8pm, WO25

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Office Hours: Virtual, by appointment

## Course Scope, Mission and Learning Outcomes

This course is designed to provide you with an in-depth introduction to the broad range of theory, research, and practice in organizational behaviour. Organizational behaviour is the study of how individuals and groups impact the behaviour within an organization. As managers or as employees, you will encounter issues ranging from the individual level to the group level and the organizational level, and you will need to be aware of how these areas fit into your working life. Topics in this course include understanding individual differences, motivating and leading employees, working in effective groups, ethics and negotiations, among others.

My goal in this course is for you to become familiar with organizational behaviour research and theory, and to be able to think critically about organizations and their effectiveness. I encourage you to think of yourself not as a student in a course but as a “manager in training” to get the most out of this course.

Since your organizational experience is somewhat limited at this stage, I will do our best to create activities that help you apply your learning to the real world. My goal is that you learn as much as possible about organizational behaviour that you can actually use in your own life.

## Course Prerequisites

Completion of the Rotman Commerce Guaranteed Admission requirements.

## Course Exclusions

IRE260H1, PSY332H1, WDW260H1

## Required Readings

Colquitt, J., LePine, J. A., Wesson, M. J., & Gellatly, I. R. Organizational Behavior: Improving Performance and Commitment in the Workplace (7<sup>th</sup> edition). New York, NY: McGraw-Hill Irwin. This is the best textbook for an introductory organizational behaviour course. Designed more for a two-term course instead of one, you will be reading selected chapters. This text is available in print or online.

This text is available from the publisher and at the University of Toronto Bookstore.  
Link to publisher site: <https://connect.mheducation.com/class/a-fong-july-august-2022>

## Electronic Course Materials

This course will be using the following electronic course materials: N/A

These materials will cost a total of \$0.00. The use of these materials complies with all University of Toronto policies which govern fees for course materials.

## Evaluation and Grades

Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well they have command of the course materials.

<b>Work</b>		<b>Due Date</b>
Reaction Assignments	5%	Ongoing
Reflections	5%	Weekly
Midterm Test	25%	July 19
Group Project Proposal	2%	July 21
Group Project Report	20%	August 9
Final assessment	40%	TBA – End of term
Research Credit	3%	See Behavioural Lab Information

## Course Format and Expectations

### Writing Assignments or Presentations

Writing assignments such as the reaction assignment, reflections, and group project report are intended to help you develop your communication skills. How well you communicate your ideas, in writing or orally, will be considered in the evaluation of the assignment. In your written assignments, you should aim for clarity, strong organization, concision, professionalism, and correct grammar. Your presentations should reflect strong planning and organization, clarity of speech, and an engaging demeanour. Sources, whether in written or presentation assignments, should always be correctly attributed.

Support is available through the RC Centre for Professional Skills (CPS) for students who would like help or feedback on their writing or speaking (presentations). CPS offers both individual and group appointments with trained writing instructors and presentation coaches who are familiar with the RC program and common types of business assignments. You also can access your college Writing Centres for help with written assignments.

To book with a writing or presentation coach, visit [uoft.me/writingcentres](https://uoft.me/writingcentres), and for more information about writing centres, student supports, and study resources, see the [Writing and Presentation Coaching academic support page](#).

### Team or Group Assignments

The group project, which have both proposal and report components, requires students to work in teams of 5 to 7. Learning to work together in teams is a crucial transferrable skill you will use not only in your coursework, but also in your future careers. Support is available if you encounter common teamwork challenges such as:

- Team members feeling left out of the team.
- Team members not responding in a timely manner to communication.
- Division or quality of work among team members being unequal or unfair.

Consult the [Centre for Professional Skills Teamwork Resources page](#) for tips, strategies, and best practices. You can also book an appointment with one of RC's teamwork mentors to help you resolve or mitigate conflict, strategize on planning, or improve team communication.

To book an appointment with a teamwork mentor, go to: [uoft.me/writingcentres](https://uoft.me/writingcentres).

If you are a student registered with Accessibility Services, and extensions are one of your academic accommodations, consult with your Accessibility Advisor about the teamwork in this course.

## Missed Tests and Assignments (including mid-term and final-term assessments)

Students who miss a test or assignment for reasons entirely beyond their control (e.g. illness) may request special consideration.

In such cases, students must:

1. Notify the instructor AND the Rotman Commerce Program Office **on the date** of the missed course deliverable, e.g. missed test, final assessments, assignment or class (in the case of participation marks).
2. Complete a [Request for Special Consideration Form](#) and submit it along with your Absence Declaration on [ACORN](#) (please read the instructions on how to use the Absence Declaration in ACORN) within **2 business days** of the originally scheduled course deliverable.

Students who do not provide this information will be given a grade of 0 (zero) for the missed course deliverable.

If you cannot complete the midterm test because of an excused absence, the value of the midterm test will be transferred to the final exam that will then account for 65% of your final grade.

## Late Assignments

Reaction assignments and reflections will not be given credit if submitted late. If a student is unable to submit a reaction assignment and/or reflection due to reasons beyond their control, the student must notify the instructor by the date and time that the assignment is due for consideration for an exemption; exemptions may be granted on a case-by-case basis.

Late submission of the group project will be penalized by 50% if the assignment is not received on the specified date, at the specified time. A further penalty of 10% will be applied to each subsequent day.

Students who, for reasons beyond their control, are unable to submit an assignment by its deadline must obtain approval from the instructor for an extension. Supporting documentation will be required as per the policy on missed tests and assignments.

## Statement on Equity, Diversity and Inclusion

The University of Toronto is committed to equity, human rights and respect for diversity. All members of the learning environment in this course should strive to create an atmosphere of mutual respect where all members of our community can express themselves, engage

with each other, and respect one another's differences. U of T does not condone discrimination or harassment against any persons or communities.

## Commitment to Accessibility

The University is committed to inclusivity and accessibility, and strives to provide support for, and facilitate the accommodation of, individuals with disabilities so that all may share the same level of access to opportunities and activities offered at the University.

If you require accommodations for a temporary or ongoing disability or health concern, or have any accessibility concerns about the course, the classroom or course materials, please contact Accessibility Services as soon as possible at [accessibility.services@utoronto.ca](mailto:accessibility.services@utoronto.ca) or [studentlife.utoronto.ca/as](http://studentlife.utoronto.ca/as). Obtaining your accommodation letter may take up to several weeks, so get in touch with them as soon as possible. If you have general questions or concerns about the accessibility of this course, you are encouraged to reach out to your instructor, course coordinator, or Accessibility Services.

## Original

Normally, students will be required to submit their course essays to the University's plagiarism detection tool for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the tool's reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of this tool are described on the Centre for Teaching Support & Innovation web site (<https://uoft.me/pdt-faq>).

## Academic Integrity

Academic Integrity is a fundamental value essential to the pursuit of learning and scholarship at the University of Toronto. Participating honestly, respectfully responsibly and fairly in this academic community ensures that the U of T degree that you earn will continue to be valued and respected as a true signifier of a student's individual work and academic achievement. As a result, the University treats cases of academic misconduct very seriously.

[The University of Toronto's Code of Behaviour on Academic Matters](#) outlines the behaviours that constitute academic misconduct, the process for addressing academic offences and the penalties that may be imposed. You are expected to be familiar with the contents of this document. Potential offences include, but are not limited to:

In papers and assignments:

- Using someone else's ideas or words without appropriate acknowledgement.
- Submitting your own work in more than one course without the permission of the instructor.
- Making up sources or facts.
- Obtaining or providing unauthorized assistance on any assignment (this includes collaborating with others on assignments that are supposed to be completed individually).

On test and exams:

- Using or possessing any unauthorized aid, including a cell phone.
- Looking at someone else's answers.
- Misrepresenting your identity.
- Submitting an altered test for re-grading.

Misrepresentation:

- Falsifying institutional documents or grades.
- Falsifying or altering any documentation required by the University, including (but not limited to) medical notes.

All suspected cases of academic dishonesty will be investigated by the procedures outlined in the *Code of Behaviour on Academic Matters*. If you have any question about what is or is not permitted in the course, please do not hesitate to contact the course instructor. If you have any questions about appropriate research and citation methods, you are expected to seek out additional information from the instructor or other U of T or RC resources such as the RC Centre for Professional Skills, the College Writing Centres or the Academic Success Centre.

## Email

At times, the course instructor may decide to communicate important course information by email. As such, all U of T students are required to have a valid UTmail+ email address. You are responsible for ensuring that your UTmail+ email address is set up and properly entered on ACORN. For more information visit <http://help.ic.utoronto.ca/category/3/utmail.html>

Forwarding your utoronto.ca email to a Gmail or other type of email account is not advisable. In some cases, messages from utoronto.ca addresses sent to Gmail accounts are filtered as junk mail, which means that important messages from your course instructor may end up in your spam or junk mail folder.

## Recording Lectures

Lectures and course materials prepared by the instructor are considered by the University to be an instructor's intellectual property covered by the Canadian Copyright Act. Students wishing to record a lecture or other course material in any way are required to ask the instructor's explicit permission, and may not do so unless permission is granted. Students who have been previously granted permission to record lectures as an accommodation for a disability are excepted. This includes tape recording, filming, photographing PowerPoint slides, Quercus materials, etc.

If permission for recording is granted by the instructor (or via Accessibility Services), it is intended for the individual student's own study purposes and does not include permission to "publish" them in any way. It is forbidden for a student to publish an instructor's notes to a website or sell them in any other form without formal permission.

## Weekly Schedule

Session	Date	Topic	Readings
1	July 5	Introduction to Organizational Behaviour	Chapter 1, Course Outline
2	July 7	Personality and Job Satisfaction	Chapter 9 and Chapter 4
3	July 12	Motivation and Job Design	Chapter 6
4	July 14	Midterm Review Course Feedback	
5	July 19	Midterm Test	
6	July 21	Groups and Teams	Chapter 11 and Chapter 12
7	July 26	Leadership and Perception	Chapter 14
8	July 28	Power and Ethics	Sec 13.1, Sec 13.2, Sec 7.5
9	August 2	Organizational Communication, Socialization, and Culture	Chapter 16
10	August 4	Judgment and Decision-Making	Chapter 8
11	August 9	Negotiation	Sec 13.6
12	August 11	Final review	

**Please note that the last day you can drop this course without academic penalty is August 1, 2022.**

### Other Useful Links

Become a volunteer note taker - [Volunteer Notetaking](#)  
 Accessibility Services – [Note Taking Support](#)  
[Credit / No-Credit in RSM courses](#)  
 Rotman Commerce – [Academic Support](#)