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**MOS 2181B Organizational Behaviour**  
**Course Outline: Section – 650/ Winter 2014**

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**1.1. Course Information:**

**Class Location and Time:**

**Online**

Weekly

**1.2. Instructor:** Victoria Digby, BA, MA

**Office:** SSC 4434

**Skype Name:** victoria-digby

**Office Hours:** By appointment

**Main MOS Office Phone:** 519-661-2051

**Email:** **Please communicate with professor using the OWL e-mail system; it is read daily and will be the only vehicle used to communicate with students in this class. You are urged to read your owl email often.**

**Website Address:** See course site on Owl portal <https://owl.uwo.ca/portal>

*Dear OB Students:*

*In terms of contacting me, I encourage you to Skype me during my virtual office hours on your phone or laptop on Tuesdays 6-8pm @ **victoria-digby** (there are many similar names . . . so be sure to use the exact search words) OR come to see me on campus if you would like to talk or need more information at any point in the course, (It is best to make an appointment by emailing me first since I am not on campus often.) Of course, there is email on OWL as well that I check often.*

*Many students find it easier to talk/meet their Professor face-to-face when learning online so that they can establish a greater sense of connection with the course material and the learning environment. It can be particularly helpful to meet the Professor early in the course if you are engaging in your first online learning experience.*

*Regards,*

*Victoria*

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DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

**2. Calendar Description**

**2.1.** The purpose of this course is to study human behaviour in organizations from the individual, group and organizational levels of explanation.

**3 course hours/week for one semester; 0.5 (half-year) course**

**2.2. Antirequisite(s):** MOS2180

**2.3. Prerequisite(s):** Enrolment in MOS

**2.4.** Senate Regulations state, “Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

### **3. Textbook**

**3.1** Textbook (required): Johns, G., & Saks, A. M. (2014). Organizational Behaviour: Understanding and Managing Life at Work (9<sup>th</sup> ed.). Toronto: Pearson. ISBN 9780132161121

The publishers do not print a study guide but they include link to a website that corresponds to your textbook [www.mymanagementlab.com](http://www.mymanagementlab.com) - each textbook comes with an access code from the publisher. The website provides several additional resources such as online quizzes. Please note that the multiple-choice questions provided on the website are often simpler than the ones used on your tests.

### **4. Course Objectives, Outcomes and Format**

#### **4.1. Course Objectives**

This course introduces multidisciplinary approaches to human behaviour in organizational settings. Attention will be paid to public and private sector organizations as well as those that operate within a profit and not-for-profit environment. A variety of contemporary issues will be examined from the perspective of the manager as well as those of the worker, the client and the citizen.

Accordingly, the major objectives of Management and Organizational Studies 2181 are:

- To provide an overview of the influential theoretical perspectives and research findings in the field of organizational behaviour;
- To offer a set of conceptual frameworks, methodological approaches, and analytical skills which are useful in increasing our understanding of human behaviour in organizations;
- To provide opportunities to practice the use of these conceptual frameworks through their application to organizational problems;
- To challenge the student to think analytically and creatively about significant issues facing organizational stakeholders now and in the future.

#### **4.2. Learning Outcomes**

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

1. Memorize, recall and apply with a high degree of accuracy appropriate evidence-based OB principles, theories and research findings that can accurately explain and predict individual behaviour.

2. Evaluate and develop recommendations for the type of HR assistance required to effectively recruit, select and orientate a new employee so as to have a 'better fit' within an organization.
3. Identify, explain and apply various OB processes and/or models (perception, motivational, communication, conflict resolution, leadership, decision making, job design, culture development, socialization, structure design and change) that would be most effective in enhancing employee productivity given certain workplace situations.
4. Describe internal and external pressures forcing change upon organizations (specifically legal, ethical and socially responsible management practices); be able to articulate the migration towards more globalized organizations and the increased need for stronger people-oriented management.

#### 4.3. Course Format

There are several sections of MOS2181 being taught this semester; although all follow a common curriculum, each operates under a unique format. You must participate in the section in which you are registered. **The various sections taught by various teachers use diverse methodology/delivery techniques and are NOT interchangeable.**

## 5. Evaluation

### 5.1.

Exam	% of final grade	Date
Module #1 Exam – MC only	25	Friday, Feb 7, 2014 1-3pm
Module #2 Exam – MC only	25	Friday, March 14, 2014 1-3pm
Module #3 Exam – MC & Short Answer	30	April Exam Period
A total of ten written online exercises/assignments: Seven weekly (EBM) evidence-based assignments (7 @ 2%); plus three weekly (ICS) Integrated Case Study exercises (3 @ 2%) to be completed in the discussion board forum per the weekly instructions given.	20	Assignments may vary from section to section throughout semester at the discretion of individual professor. <b>(Please see the reading schedule and weekly class participation and contribution sections of this syllabus; plus the discussion board forum for detailed instructions. Read these prior to attempting the discussion board assignments.)</b>
TOTAL	100%	

Student evaluation will be based on three **exams** and ongoing assessment via a vis evidence based written assignments (EBM) – will vary between sections. Please note that in order to comply with HRP guidelines for course equivalency, exam three will be comprehensive in format; covering all material from entire course. All exams will be closed book – no books, notes, calculators, electronic dictionaries, or aids of any type will be allowed. **Please bring your UWO student card to the exams.**

The structure of the first two exams will consistently be made up entirely of multiple-choice questions. The third exam will consist of both multiple-choice and short answer written responses. The structure of the on-going assessment activity will vary by sections but can include (but not limited to) spot quizzes, online discussions, case studies and/or short answer written response questions.

You will have a maximum of 2 hours per exam 1 & 2. The third exam will be 3 hours in length. All exams will test your knowledge of the textbook and course material. **No electronic devices are allowed (and this includes dictionaries) into the examinations.**

Students are responsible for material covered in the weekly discussion forums as well as the assigned chapters/sections in the text. Exams will not be returned to students but may be reviewed in the instructor's office through appointments.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course. There are no exceptions to this. Extra assignments to improve grades will **NOT** be allowed.

Multiple choices portions of exams will be scored using the program Scan Exam which examines the answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

Grades will **not** be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

## **5.2 Weekly Class Participation and Contribution For Online Section:**

Class participation online is compulsory. The participation mark acknowledges the importance of the weekly discussion boards in the learning and teaching process; it is worth **20%** of your overall grade. Participation in **all of the weekly discussion seminars is required (see course website on OWL for the specific weekly assignments)**. The nature of the contribution is left to the individual student. As a guide, the contribution could be based on:

- thoughts that arise after completing the week's readings from the textbook. The intention with this task is to generate discussion about topics in modules that are of interest to individual students.
- students who make comments, 'observations' or remarks about other students' contributions (in an appropriately supportive way) will further enhance their mark in this task. Students are strongly advised to make contributions from the very first week rather than leaving it to the last few weeks to make their minimum contribution.

Students must post their initial response to all case questions posted each week in the discussion boards (by Wednesday of each week, MIDNIGHT). (To be clear, some weeks may have only one case posted while others may have two cases posted. Students are responsible for answering all questions as directed in the discussion board forum for all cases to be reviewed in each given week).

*For example, let's say that week's 2, 4, 5 & 12 all have two chapters listed. This means there will be two cases to be completed for these weeks. Students are required to answer all of the questions given for each chapter case for these weeks within the response guidelines already mentioned. (Initial responses for each case would be due by Wednesday of those weeks at*

*midnight and responses to two colleagues' entries for each case would be due by Sunday of those weeks at midnight). So, for weeks 2, 4, 6, and 12, student will have two initial response entries to post and four responses to other student entries to complete. All discussion boards will open on Monday of each week @ 8am. Comments posted after the weekly deadline will not be assessed for participation marks. The Professor will view contributions on a weekly basis and provide selective feedback on these weekly contributions.*

Posting comments in online discussion is the equivalent of attending class and making a contribution to discussion, and is therefore subject to the university policy regarding illness (and other personal difficulties that prevent participation) stated in this course syllabus and to the General Information guidelines for students in Social Science. A suggested length for a typical posting would be 200-300 words. For top marks per the evaluation guidelines below you should find articles or additional readings that must be referenced with an electronic link included in your answer. Please review the evaluation guidelines for weekly participation submissions that are next. Each week's submissions will be evaluated out of 10 marks. Students are asked to review the weekly discussion board forum instructions prior to submitting your responses.

Online discussions, exercises or assignments will provide opportunities to clarify issues and considerations surrounding effective organizational behaviour strategies, techniques and processes. Your participation online will contribute greatly to understanding of course theory and your ability to do well on all three exams.

### **5.3 Evaluation Guidelines for Weekly Course Participation & Discussion Board Contributions :**

- 9-10 points = Student contributes at all times: valuable observations, demonstrates a thorough understanding of the readings by including 2-3 key evidence-based findings, discovers at least 2-3 additional readings, and addresses related topics using rigorous OB terminology when appropriate.
- 7-8 points = Student contributes most of the time: regular contributions and reasonable observations, demonstrates a reasonable understanding of the readings by including at least one key evidence-based finding, discovers at least 1 additional reading, and addresses most of the time related topics using OB terminology when appropriate.
- 5-6 points = Student shows an attempt at contributing: some observations yet only demonstrates limited understanding of the readings, does not include any evidence-based findings, does not include any additional readings and rarely uses OB language in the response.
- 3-4 points = Student lacks consistency of effort when responding: his/her questions and answers reflect inadequate and/or superficial preparation.
- 0-2 points = Student rarely to never contributes: when called upon to demonstrate understanding, little to no comprehension of topic or reading is reflected.

## 6. Reading and Examination Schedule

Exams 1 and 2 will be held on the dates given on the reading schedule and Exam 3 will take place during the April exam period and will be scheduled by the Registrar's Office.

UWO, Distance Studies should be informed if there are conflicts or concerns – 519-2111, ext. 84879. For example, if you are a student taking a distance studies course and you wish to change your exam centre for the April exam period, you will need to talk to Distance Studies located in WSSB Room 2140. If you have exam conflicts or need to reschedule any exam due to medical or religious reasons, then you are encouraged to check for any conflicts that may occur during scheduled exam times and report such conflicts to your instructor first; then have the conflicts/requests for reschedules confirmed by a Social Science counsellor (Social Science Academic Counselling Office, Room 3207, Social Science Centre, telephone 519 661-2011 or fax 519 661-3384). The counsellor will send an email of such to your professor allowing for a make-up exam to take place in the future. Without counsellor approval, no make-ups are allowed.

A schedule for this course appears below and continues on for several pages. There may be departures from this list as some topics take up more (or less) time than is scheduled, but your Professor will keep you informed at all times. Posting of notes may vary by section; it is up to each student to note such details. Readings may be expanded upon by way of online discussions, videos and/or discussions. Following this schedule is the responsibility of each student. All the assigned material should be expected on all assessments and evaluations. There will be evidence-based written assignments given at various points throughout the semester and students can find specific instructions for these in the discussion board forums in the course OWL website.

### MOS2181B-650 – WINTER 2014 ONLINE COURSE SCHEDULE

Date/Week	Chapter Topic(s)	Textbook Readings and Assignments To Be Completed
<b>MODULE #1- Introduction &amp; Individual Behaviour:</b>		
<b>Week #1 January 6-10</b>	Introduction to Course: Organizational Behaviour and Management Social Science Research Methods	Chapter 1 Appendix <ul style="list-style-type: none"> <li>• Post an introductory message in the week #1 discussion board forum to say hello to your fellow classmates. (1%)</li> <li>• Complete the EBM exercise given in the discussion board forum following the instructions given. (1%)</li> </ul>
<b>Week #2 January 13-17</b>	Personality & Learning Perception, Attribution, & Judgment of Others	Chapter 2 Chapter 3 <ul style="list-style-type: none"> <li>• Complete the EBM exercise given in the week #2 discussion board forum for <u>both chapters</u> following the instructions given. (2%)</li> </ul>
<b>Week #3 January 20-24</b>	Values, Attitudes, & Work Behaviour (Diversity in The Workplace)	Chapter 4 <ul style="list-style-type: none"> <li>• Complete the EBM exercise given in the week #3 discussion board forum following the instructions given. (2%)</li> </ul>

<b>Week #4</b> <b>January 27-31</b>	Theories of Work Motivation Motivation In The Workplace	Chapter 5 Chapter 6 (pages 180-198) <ul style="list-style-type: none"> <li>Complete the EBM exercise given in the week #4 discussion board forum for <u>both chapters</u> following the instructions given. (2%)</li> </ul>
<b>Week #5</b> <b>Feb 3-7</b>	Exam 1 will cover all the material in Module #1.	Friday, February 7 @ 1-3pm, Location: TBA

### MODULE #2 - Social Behaviour & Organizational Processes:

<b>Week #6</b> <b>Feb 10-14</b>	Groups and Teamwork Social Influence, Socialization and Culture	Chapter 7 Chapter 8 <ul style="list-style-type: none"> <li>Complete the EBM exercise given in the week #6 discussion board forum for <u>both chapters</u> following the instructions given. (2%)</li> </ul>
		<b>READING WEEK - NO CLASSES Feb 17-21</b>
<b>Week #7</b> <b>Feb 24-28</b>	Leadership	Chapter 9 <ul style="list-style-type: none"> <li>No discussion board item this week</li> </ul>
<b>Week #8</b> <b>March 3-7</b>	Communication	Chapter 10 <ul style="list-style-type: none"> <li>Complete the EBM exercise given in the week #8 discussion board forum following the instructions given. (2%)</li> </ul>
<b>Week #9</b> <b>March 10-14</b>	Exam 2 will cover all the material in Module #2.	Friday, March 14 @ 1-3pm; Location: TBA

### MODULE #3 - Processes Continued & The Total Organization:

<b>Week #10</b> <b>March 17-21</b>	Decision Making	Chapter 11 <ul style="list-style-type: none"> <li>Complete the EBM exercise given in the week #10 discussion board forum following the instructions given. (2%)</li> </ul>
<b>Week #11</b> <b>March 24-28</b>	Power, Politics and Ethics	Chapter 12 <ul style="list-style-type: none"> <li>Complete the ICS exercise given in the week #11 discussion board forum following the instructions given.</li> </ul>
<b>Week #12</b> <b>Mar 31 – Apr 4</b>	Conflict & Stress Organizational Structure	Chapter 13 Chapter 14 <ul style="list-style-type: none"> <li>Complete the ICS exercise given in the week #12 discussion board forum following the instructions given.</li> </ul>
<b>Week #13</b> <b>Apr 7-9</b>	Organizational Change, Development and Innovation	Chapter 16 <ul style="list-style-type: none"> <li>Complete the ICS exercise given in the week #7 discussion board forum following the instructions given.</li> <li>NOTE: THIS IS AN ABBREVIATED WEEK . . .only 3 days – Review all completed components of the Integrated</li> </ul>

		Case Study (ICS) given in the discussion board forum as it will provide a great review for the final comprehensive exam.
<b>April Exam Period (TBA)</b>	Exam 3 will cover all material from all modules.	
<b>Please Note: The last day to drop MOS2181 without academic penalty is March 7, 2014.</b>		

## 7. University Policy Regarding Illness

### 7.1. Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, **in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.**

**1. Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested.** These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy <http://www.uwo.ca/univsec/handbook/general/privacy.pdf>

- Personal Illness: If you consulted Student Health Services regarding your illness or personal problem, you should complete a Records Release Form at the time of your visit allowing them to notify Social Science Academic Counselling Office. Once your documentation has been assessed, the academic counsellor will inform your instructor that academic accommodation is warranted.
- If you were seen by an off-campus doctor, obtain a certificate from his/her office at the time of your visit. The doctor must provide verification of the severity of the illness for the period in question. Notes stating "For Medical Reasons" are not considered sufficient.
- In Case of Serious Illness of a Family Member: Obtain a medical certificate from the family member's physician.
- In Case of a Death: Obtain a copy of the newspaper notice, death certificate or documentation provided by the funeral director.
- For Other Extenuating Circumstances: If you are not sure what documentation to provide, ask an Academic Counsellor.

**Note:** Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offence and you will be subject to academic sanctions.



Please see Academic Information section of the online 2013 Academic Calendar <http://www.westerncalendar.uwo.ca/2013/pg111.html> for information on the following:

#### Academic Rights and Responsibilities

- Student academic appeals
- Scholastic discipline for undergraduate students
- Penalties
- Academic sanctions
- Code of student conduct
- Absences due to illness
- Academic accommodation for students with disabilities
- Religious holidays
- Political candidacy of students

#### Academic Policies/Regulations

- Course structure
- Scheduling of assignments, tests, final examinations
- Special/supplemental examinations
- Incomplete standing

#### Registration

Adding/dropping courses

**2. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s).** Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

**3. Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)**

**A form to be completed by off-campus physicians is available at:**

<http://counselling.ssc.uwo.ca/docs/procedures/medicalNote.pdf>

Whenever possible, students who require academic accommodation should provide notification and documentation **in advance of due dates, examinations**, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

### 7.2. Make Up Examinations

The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counselling office). Students are responsible for contacting their professor **IN ADVANCE** if they are unable to write an exam for any reason. Exams must be written on the scheduled dates unless you have a legitimate excuse recognized by university admission. Valid reasons include medical or compassionate reasons, and must be substantiated by proper documentation (e.g., a medical certificate). A student who misses a regularly scheduled exam for any other

reason, or who is unable to justify a claim, will be assigned a zero for that exam. All necessary supporting documentation must be submitted in a timely fashion.

### 7.2.1.

#### **TERM EXAMINATIONS**

- If you are unable to write a term test, inform your instructor (preferably prior to the scheduled date of the test). If the instructor is not available, leave a message for him/her at the department office.
- Be prepared, if requested by the instructor, to provide supporting documentation. Submit your documentation to the Social Science Academic Counselling Office.
- Make arrangements with your professor to reschedule the test.
- The Academic Counselling Office will contact your instructor to confirm your documentation.

#### **FINAL EXAMINATIONS**

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

- You require the permission of the Dean, the instructor, and the Chair of the department in question to write a special final examination.
- If you are unable to write a final examination, contact the Social Science Academic Counselling Office in the first instance to request permission to write a special final examination and to obtain the necessary form. You must also contact your instructor at this time. If your instructor is not available, leave a message for him/her at the department office.
- Be prepared to provide the Social Science Academic Counselling Office and your instructor with supporting documentation.
- You must ensure that the Special Examination form has been signed by the instructor and Department Chair and that the form is returned to the Social Science Academic Counselling Office for approval without delay.

### 7.3. Attendance

**7.3.1.** It is expected that students will attend all classes. The professor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

## **8. University Policy on Cheating and Academic Misconduct**

**8.1.** Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room WSS 3135, Western Student Services Building, (519) 661-3573 x83573 or [ombuds@uwo.ca](mailto:ombuds@uwo.ca)

**8.2.** Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

**8.3.** The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

**8.4.** Scholastic Offences include, but are not limited to, the following:

- Plagiarism, which may be defined as "The act or an instance of copying or stealing another's words or ideas and attributing them as one's own." Excerpted from Black's Law Dictionary, West Group, 1999, 7<sup>th</sup> ed., p. 1170.

This concept applies with equal force to all assignments, including laboratory reports, diagrams, and computer projects.

Students wishing more detailed information should consult their instructor, Department Chair, or Dean's Office. In addition, they may seek guidance from a variety of current style manuals available in the University's libraries. Information about these resources can be found at <http://www.lib.uwo.ca/services/styleguides.html>

- Cheating on an examination or falsifying material subject to academic evaluation.
- Submitting false or fraudulent assignments or credentials; or falsifying records, transcripts or other academic documents.
- Submitting a false medical or other such certificate under false pretenses.
- Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
- Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant Department, or the Registrar as soon as possible after receiving the paper in question.
- Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
- Intentionally interfering in any way with any person's scholastic work.
- Submitting for credit in any course or program of study, without the knowledge and written approval of the instructor to whom it is submitted, any academic work for which credit has been obtained previously or is being sought in another course or program of study in the University or elsewhere.
- Aiding or abetting any such offence.

In addition to any proceedings within the University, evidence of wrongdoing may result in criminal prosecution.

No books, crib notes, calculators, computers, or other paraphernalia that can be considered suspicious should be brought into exams.

**No electronic devices, including cell phones, will be allowed during exams.**

## 9. Procedures For Appealing Academic Evaluations

- 9.1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

## 10. Student Responsibilities

- 10.1. Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

### 10.2 IN CLASS ASSIGNMENTS & CONTRIBUTION

1. As stated in UWO Policy on Accommodation for Medical Illness, for any class work worth less than 10% of the total course grade, it is up to the instructor to determine if a makeup will be allowed contingent on medical documentation supplied by the student to the university. You are encouraged to review: <http://www.uwo.ca/univsec/handbook/appeals/medicalform.pdf> if you are not able to participate and contribute to an in-class assignment for medical or not medical reasons, then proper documentation must be submitted by the student directly to the appropriate Faculty Dean's office and not to the instructor. It will be the Dean's office that will determine if accommodation is warranted.
2. If the Deans' office agrees to allow accommodation, then the instructor will make arrangements with the student directly to complete the work within a specified period of time.
3. Contribution to class discussion and group effort between other members of the class may place a significant role in some assignments; if this is the case, then it may not be possible to reissue or allow an individual makeup of said assignment. This speaks to the normative expectation in management education that class members will prepare for class, attend class, and contribute to class discussion and exercises. This is based on linkages between attendance and academic performance as well as your obligation to your peers to be well-informed and positively engaged.
4. Time spent together within a learning community (either in class or online) represents a valuable, scarce resource, and the quality of the collective experience depends to a very great extent on the value of our individual contributions to the rest of the class. At a minimum, we ought to attend class, be prepared and engage in courteous, respectful dialogue with each other. We may also promote discussion in line with the principles discussed in Bonnycastle (1996), create opportunities for others to contribute, clarify abstract or difficult points, or be helpful to the group in any number of ways.

## 11. Support Services

### 11.1. Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca>

Student Support Services can be reached at: <http://westernusc.ca/services/>

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>.

11.2. Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help."

## 12. Other Issues

### 12.1. Grade Policy

The DAN Program has a grade policy which states that for courses in the 1000-2999 range, the class average must fall between 65% and 70% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Assistant Director or Director. Class averages are not grounds for appeal.

### 12.2. Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

### 12.3. Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

### 12.4. Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

### FAILED YEAR

Procedures for completing a *Waiver of the Progression Requirements* are outlined on the UWO website. (DEADLINE IS JUNE 30). For the BMOS Waiver of Progression Requirements go to:

[http://counselling.ssc.uwo.ca/procedures/required\\_to\\_withdraw.html](http://counselling.ssc.uwo.ca/procedures/required_to_withdraw.html)

Forms are available at: <http://counselling.ssc.uwo.ca/docs/procedures/BMOSAAppealForm.pdf>

In your petition letter, you must address all of the following questions:

- What were the extenuating circumstances which contributed most significantly to your poor academic performance.) When did the problem(s) arise? Appropriate supporting documentation (eg. medical note from a doctor to document problems, or a letter from a family member or close personal friend to support compassionate grounds) must be submitted with the petition. If you need more information regarding the submission of appropriate documentation, please contact the Dean's Office.
- Answer the following questions:
  1. What attempts did you make at the time you were encountering problems that affected your academic performance to contact your instructors, Academic Counsellors, the staff in Student Development Centre (Learning Skills Counsellors), the Ombudsperson, or Student Health Services?
  2. What academic accommodation did you request at the time you were experiencing major problems that were affecting your academic performance?

3. What steps did you take to minimize the impact on your academic work of the difficulties that you were encountering?
4. Approximately what percentage of classes did you attend in each course?
5. What assignments/tests/labs/quizzes/exams did you complete in each course?
6. Please record the grades you received for assignments/labs/tests/quizzes/exams, etc in each course. If you failed to complete all the course requirements, explain and provide reasons.
7. Please list the final grade earned in each course in which you were registered during the past academic year.
  - Why do you think you would be successful in University-level academic studies, if your petition was granted?
  - What are your academic goals?
    1. What is your long-term degree/program objective?
    2. In what specific program do you wish to register during the coming year?
    3. What specific courses do you wish to take during the coming year?

**NOTE:** In (2) and (3), do not list courses or programs for which you are not currently eligible. You must check the prerequisites for the program and courses you wish to take.

#### 12.5. Important Dates:

January 6, 2014	Classes resume
February 17, 2014	Family Day (no school)
Feb 17-24, 2014	Reading Week (no classes)
April 8, 2014	Classes End
April 9-10, 2014	Study Days (no classes)
April 11-30, 2014	Final Exam Period
April 18, 2014	Good Friday

#### 13. Other Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

**For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: <http://www.uwo.ca/univsec/handbook/>**

Section Syllabus Designed By:

V. Digby

December 12, 2013

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Name

Date