



## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – WINTER 2024

#### BA1380(A3) Organizational Behaviour I – 3 (3-0-0) UT 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Bianca Dudenhoffer      **PHONE:** (780) 539-2864  
**OFFICE:** C205      **E-MAIL:** bdudenhoffer@nwpolytech.ca  
**OFFICE HOURS:** Tues/Thurs: 11:30 - 1:00pm, or by appointment, best way to contact: Email

**\*All email correspondence must be sent from your NWP student email account and must be professionally formatted** (i.e., subject line filled in, proper greeting, spelling, and grammar check, etc.). Emails that do not follow the above requirements may not be responded to.

#### CALENDAR DESCRIPTION:

The organization of human productive energy is the central focus of this introductory course. Themes of balancing task, relationship requirements and the needs of the organization with those of the individual are stressed. Specific topics include: perception, personality, values, attitudes, motivation, group behavior, and teamwork.

**PREREQUISITE(S)/COREQUISITE:** None

#### REQUIRED TEXT/RESOURCE MATERIALS:

Robbins, Stephen P., Langton, Nancy; Judge, Timothy A., Yap R., Perry E.  
(2023) Organizational Behavior: Concepts, Controversies, Applications (Ninth Canadian Edition). Toronto: Pearson Prentice Hall.



**NOTE:** This is an e-text with an online subscription to the Revel website, which has several different study tools that can help you with your learning process. You will need access to the e-text in order to do your assignments. Instructions to access the e-text are available under the Getting Started Module on D2L.

For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

### **DELIVERY MODE(S):**

**On-campus (attend on-campus, in-person)** – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

### **LEARNING OUTCOMES:**

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

1. Apply different theories of motivation to the workforce.
2. Assess personal strengths and weaknesses utilizing Organizational Behavior theories.
3. Participate in case study analysis and group discussion.
4. Learn practical communication strategies.

### **TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferalberta.alberta.ca>

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

### **EVALUATIONS:**

Quizzes (9)	15%
Group Presentation	10%
Personal SWOT Analysis Interview	20%
Midterm	25%
Final Exam*	30%
Total	100%

**\*In order to receive credit for BA 1380, you must achieve 50% on the final examination, and a course composite grade of at least 50%.**

## **Evaluation Policies:**

- You are strongly encouraged to complete all exercises, assignments, quizzes, and exams.
- You must contact the instructor to make arrangements if you anticipate missing an evaluation BEFORE the evaluation date.
- A grade of zero (0) will be assigned for any evaluations that are missed without prior permission. Late assignments will have a 10% reduction per day.
- Turnitin plagiarism-detecting software will be used in this course.

## **Practice Assignments**

- Each chapter will have practice assignments for you to complete on the Pearson publisher site, Revel. These are for practice only and not for marks. They will have due dates attached that correspond to the completion of each chapter.

## **Quizzes**

- There will be 9 quizzes dispersed throughout the semester administered through MyClass (see schedule for dates). The student will be allowed 1 attempt for each quiz.
- All quizzes must be completed before the due date expires or the student will receive a mark of zero (0) for any missed quizzes. Once the quiz has been started, you must complete the entire quiz within the set time limit. Logging off or losing the internet connection during the quiz will result in a grade based only on the proportion of the exam that has been completed. It is important to have a reliable internet connection when attempting an exam.
- The lowest score on the quizzes will drop off, so you will be graded on 8 out of 9 quizzes.

## **Midterm/Exam**

- The midterm to be taken live in class. Unexcused absences for the midterm will earn a grade of zero unless you had prior permission and a valid reason. For excused absences, the weighting of the test may be transferred to the final exam at the instructor's discretion. No re-writes will be granted for missed exams or unsuccessful attempts.

Valid reasons include conflict with religious beliefs, domestic problems, bereavement, or illness. In the case of illness (physical, mental, or emotional), medical documentation may be required.

- Final exams will be written as scheduled by the Registrar's office during the exam period. Do not plan activities during this period. Examinations will start at the scheduled time. Extra time will not be allotted to students who arrive late for an examination.
- Students who fail to report for a scheduled examination, and who do not qualify for a deferred examination, will receive a grade of "F" for the missed examination.
- Deferred final examinations may only be granted when an examination has been missed or interrupted because of illness, domestic problems, or a conflict with religious beliefs. In the case of illness (physical, mental, or emotional), medical documentation may be required.

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Week Start Date	Topic	Required Reading	Activity
Jan 8-13	myClass - Course Information/Course Overview	Course Outline	Introductions
Jan 14-20	What is Organizational Behaviour	1	<b>Quiz #1</b>
Jan 21-27	Perception, Personality and Emotions	2	<b>Quiz #2</b>
Jan 28- Feb 3	Values, Attitudes, & Diversity	3	<b>Quiz #3</b>
Feb 4-10	Theories of Motivation	4	<b>Quiz #4</b>
Feb 11-17	Motivation in Action	5	<b>Quiz #5</b>
Feb 18-24	<b>WINTER BREAK (NO CLASSES)</b>		
Feb 25- Mar 2	<b>Midterm Review &amp; Midterm</b>	Chapters 1-5	<b>Midterm: February 28, 2024</b>
Mar 3-9	Groups and Teamwork	6	<b>Quiz #6</b>
Mar 10-16	Communication	7	<b>Quiz #7</b>
Mar 17-23	Power & Politics	8	<b>Quiz #8</b>
Mar 24-30	Conflict & Negotiation	9	<b>Quiz #9</b>
Mar 31- Apr 6	Personal SWOT Interviews - April 1 & 3		
Apr 7-13	Group Presentations - April 8 & 10		
Apr 14-15	Group Presentations - April 15 (last day)		

*The above schedule may be revised at the discretion of the instructor based on class requirements.*

## STUDENT RESPONSIBILITIES:

**Attendance:** Students are expected to attend all scheduled lectures, arrive on time, and remain for the duration of the activities. Arriving late and leaving early is disruptive to the entire class. Frequent tardiness may be treated as an absence. **Students with absences in excess of 6 classes may be refused permission to write the final exam.**

**Email:** Email is the preferred option to communicate with your instructor. **Email correspondence to your instructor must be sent from your NWP student email account.** Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

**Recording: Photographing and/or recording course content is strictly prohibited** unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

**Please click on the following link to read the student Rights and Responsibilities Policy:**

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

#### **STATEMENT ON ACADEMIC MISCONDUCT:**

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.