

DEPARTMENT BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2022

BA1380(EC): 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: Mandy Ingraham **PHONE:** 780-539-2876
OFFICE: C206 **E-MAIL:** aingraham@nwpolytech.ca
OFFICE HOURS: Monday 1:00pm-2:30pm/Thursday 11:00am-12:30pm

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. (2019) *Organizational Behavior: Concepts, Controversies, Applications (Eighth Canadian Edition)*. Toronto: Pearson Prentice Hall.

NOTE: This is an e-text with an online subscription to the MyLab website, which has several different study tools that can help you with your learning process. You may also be taking some of your tests in MyLab. If you would like a paper copy of the text, it is recommended that you purchase the e-access code and then order your paper copy through the available link once you log-in to the website. It can take a few days to receive your paper copy, so please do this at the start of the semester. If you have difficulty accessing the e-text, please try an alternative web browser.

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

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

DELIVERY MODE(S):

This is a paced online self-study course. You will work through the course content in the order presented, completing all textbook readings, chapter exercises, discussions, quizzes, and assignments before progressing to the next week. Please adhere to the tentative weekly schedule.

The course is delivered entirely online using NWP MyClass software and the Pearson MyLab site. For each chapter, a MS PowerPoint presentation is available. Relevant MyLab exercises (not graded) for each chapter will be assigned, as well as chapter quizzes (graded) to test your knowledge, understanding, and application of the material throughout the course. You will be evaluated several times so you can assess how you are doing as you work through the material. There will also be periodic discussion forums (graded) to complete. The exercises, assignments, discussions, and quizzes have specific due dates to keep you on track, so you will finish the 15-week course on time. You may complete some of these evaluations before their due dates, with the exception of the tests.

It is highly recommended that you take advantage of all the material on the MyClass course and Pearson MyLab website. Access to MyLab comes with the purchase of your textbook. Important information, announcements, and grades are posted on the NWP MyClass course site. Grades for exercises, assignments, and tests are also posted to the NWP MyClass gradebook. Please check your MyNWP account for your final letter grade after the completion of the course.

COURSE OBJECTIVES:

1. Determine the meaning of Organizational Behavior.
2. Recognize how perception, personality, values and attitudes can impact the workplace.
3. Implement the concepts of teamwork and recognize its use in the workplace.
4. Recognize how effective interaction can occur to achieve cohesive work groups.

LEARNING OUTCOMES:

Upon completion of this course the student 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.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	10%
Discussions	30%
SWOT Analysis	15%
Midterm	15%
Final Exam	30%
Total	100%

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

You are strongly encouraged to complete all discussion forums, assignments, quizzes, and exams. A grade of zero (0) will be assigned for any of these that are missed. Late assignments will have a 10% reduction per day. Turnitin plagiarism detecting software may be used in this course. Proctoring/or proctoring software may be required for the midterm and final exams. No rewrites will be given on missed quizzes and the Mid-term. If there is an excusable absence for missing the Mid-term, the weighting of the missed exam will be added to the final exam weighting.

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	90-100		C+	2.3	67-69
A	4.0	85-89		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

ASSIGNMENTS, QUIZZES, AND EXAMS:

- **Quizzes** will be conducted online after each chapter and during a specific time frame. It will be important to complete the quizzes within this time frame, or it will result in a grade of zero. Quizzes may only be taken once and will be time-limited, meaning you will need to complete the quiz in one sitting. The lowest score on the quizzes will drop off, so you will be graded on 7 out of 8.
- **Discussion Forums** will occur throughout the term.
- **SWOT Assignment** will be due the **week of December 4th**.
- **Midterm will be online and** is planned for the **week of October 17th**. If you miss an exam you will have a grade of 0 for that test unless you had prior permission with a very valid reason.

- **Final exam** is cumulative and written during the final exam period. The final exam date will be between **December 14-16th, 2022**. Re-writes for the final exam will not be granted, and any unexcused absences will earn a grade of zero.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week Beginning	Topic	Chapter	Activities
Week 1: (Sept 1-4)	myClass - Course Information/Course Overview		
Week 2: (Sept 5-11)	What is OB?	1	Quiz #1
Week 3: (Sept 12-18)	Perception, Personality and Emotions	2	
Week 4: (Sept 19-25)	Personality Tests	Handouts	Quiz #2
Week 5: (Sept 22-Oct 2)	Values, Attitudes & Diversity	3	Quiz #3
Week 6: (Oct 3-9)	Theories of Motivation	4	Quiz #4
Week 7: (Oct 10-16)	FALL BREAK (NO CLASSES)		
Week 8: (Oct 17-23)	Midterm (Ch.1-4) SWOT Analysis		Midterm
Week 9: (Oct 24-30)	Motivation in Action	5	Quiz #5
Week 10: (Oct 31-Nov 6)	Groups & Teamwork	6	Quiz #6
Week 11: (Nov 7-13)	Communication	7	Quiz #7
Week 12: (Nov 14-20)	SWOT Analysis		
Week 13: (Nov 21-27)	Power & Politics	8	Quiz #8
Week 14 & 15:	Review/Final Exam Prep		SWOT Due

STUDENT RIGHTS AND RESPONSIBILITIES:

Please review the Student Rights and Responsibilities Policy saved in myClass for details of all student rights, student responsibilities, academic grievance, academic misconduct, and non-academic misconduct.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Polytechnic Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ca/about/administration/policies/index.html>

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