

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2022

BA1380(A3) Organizational Behaviour I – 3 (3-0-0) 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)539-2846
OFFICE: C206 **E-MAIL:** aingraham@nwpolytech.ca
OFFICE HOURS: Monday 10:00am-11:30am, Friday 9:30am-11:00am, or by appointment

***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 will 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 etext 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 (face-to-face) – 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.

COURSE OBJECTIVES:

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

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.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	15%
Case Analysis	5%
Group Presentation	10%
SWOT Analysis	15%
Midterm	25%
Final	30%
Total	100%

You are strongly encouraged to complete all exercises, 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. Unexcused absences for the midterm will earn a grade of zero. 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.

Practice Exercises

- Each chapter will have practice exercises 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 8 quizzes dispersed throughout the semester (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 7 out of 8 quizzes.

***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%).**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week Beginning	Topic	Chapter	Activities
Week 1: (Jan 4-8)	myClass - Course Information/Course Overview		
Week 2: (Jan 9-15)	What is Organizational Behaviour?	1	Quiz #1
Week 3: (Jan 16-22)	Perception, Personality, and Emotions	2	
Week 4: (Jan 23-29)	Perception, Personality, and Emotions	2	Quiz #2
Week 5: (Jan 30-Feb 5)	Values, Attitudes, & Diversity	3	Quiz #3
Week 6: (Feb 6-12)	Theories of Motivation	4	Quiz #4
Week 7: (Feb 13-19)	Review and Midterm	Chpt 1-4	Midterm February 16, 2023
Week 8: (Feb 20-26)	WINTER BREAK (NO CLASSES)		
Week 9: (Feb 27-Mar 5)	Motivation in Action	5	Quiz #5
Week 10: (Mar 6-12)	Groups and Teamwork	6	Quiz #6
			Case Study Due March 9th, 2023
Week 11: (Mar 13-19)	Communication	7	Quiz #7
Week 12: (Mar 20-26)	March 21 - no class (business conference) Power & Politics	8	SWOT DUE March 26th, 2023
Week 13: (Mar 27-Apr 2)	Conflict & Negotiation	9	Quiz #8
Week 14: (Apr 3-9)	Presentations - April 4 and 6		
Week 15: (April 10-12)	Presentations/Last day of classes/review	All	

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

Final examinations will be scheduled by the Registrar's office. Do not plan any activities during examination week (April 14-24).

STUDENT RESPONSIBILITIES:

Attendance:

There is a strong correlation between regular attendance and overall course performance. Students are encouraged to attend all lectures. If you miss a class, it is your responsibility to learn the material on your own. Failure to do so may result in removal from the session.

Professional Behavior:

Students are expected to conduct themselves in a professional manner. This includes, but not limited to, interacting with others appropriately and respectfully; refraining from texting or chatting during class; arriving to class prepared and on time, and remaining for the duration of the activities. Students may be asked to leave if any behaviour becomes disruptive.

Other Exam & Classroom Policies:

To get the most out of class regular attendance and active participation is encouraged. **Repeated lateness &/or not remaining for the duration of classroom activities will be recorded as an absence in class.** Disruptive behavior will also be viewed as “not professional” and the student will be asked to leave the classroom.

Photographing and/or recording course content is strictly prohibited.

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 Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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