

**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE – Fall 2023**

**BA1380(C2): 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)539-2846  
**OFFICE:** C416                                              **E-MAIL:** [aingraham@nwpolytech.ca](mailto:aingraham@nwpolytech.ca)  
**OFFICE HOURS:** Monday 1:00pm to 2:20pm, Wednesday 11:00-12:30pm or by appointment

**\*All email correspondence must be sent from you NWP student email account and must be professionally formatted** (i.e. subject line filled in, proper greeting, spelling and grammar, 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. BA1380 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, group work, presentations, and examinations.

**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:**

Presentations (2 @ 10%)	20%
SWOT Analysis	15%
Quizzes	15%
Midterm	20%
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 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.

## 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:

	Tuesdays	Thursdays
Sept 5 & 7	Course Introduction	Ch 1: What is OB?
Sept 12 & 14	Ch 2: Personality, Perception & Emotions	Ch 2: Personality, Perception & Emotions
Sept 19 & 21	Ch 3: Values, Attitudes, Diversity	Ch 3: Values, Attitudes, Diversity
Sept 26 & 28	Ch 4: Theories of Motivation	Ch 4: Theories of Motivation
Oct 3 & 5	Ch: 5 Motivation in Action	Ch: 5 Motivation in Action
Oct 10 & 12	Review	Midterm (Chpt 1-5)
Oct 17 & 19	Ch: 6 Groups & Teams	Ch: 6 Groups & Teams
Cct 24 & 26	Ch 7: Communication	Ch 7: Communication
Oct 31 & Nov 2	Ch 8: Power & Politics	Ch 8: Power & Politics
Nov 7 & 9	Presentation #1	Presentation #1
Nov 14 & 16	No Classes Fall Break	
Nov 21 & 23	SWOT Work Time	Presentation Work Time/SWOT Due Nov 26@ 11:59pm
Nov 28 & 30	Ch 9: Conflict & Negotiation	Ch 9: Conflict & Negotiation
Dec 5 & 7	Presentation #2	
12-Dec	Last day of class/review	

## STUDENT RESPONSIBILITIES:

**Attendance:** Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. Frequent tardiness may be treated as absence. **Students with absences in excess of 6 classes may be refused permission to write the final exam.** For more information, please refer to the Academic Regulations on Debarred from Exams at <https://www.nwpolytech.ca/programs/grading-systems.html>.

**Time Management:** Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in required readings and exercises.

**Cell Phones:** The personal use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and talking on a cell phone during class is therefore strictly prohibited. Cell phones must be either turned off or set to silent mode and placed out of sight.

**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.

### **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.

## **ASSIGNMENT, QUIZ, AND EXAM POLICIES**

### **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. There is no quiz for chapter 1.
- 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.

### **Final Exam**

- **Final examinations will be scheduled by the Registrar's office. Do not plan any activities during examination week (December 14-21).**
- The final exam for BA1380 will be a 2 hour exam.