GPRC

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – FALL 2021
BA 1380 (EC) – Organizational Behaviour 3 (3-0-0) UT 45 hours for 15 weeks

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

INSTRUCTOR: Carolyn Vasileiou   **PHONE:** 780-539-2221
OFFICE: C201   **E-MAIL:** cvasileiou@gprc.ab.ca
OFFICE HOURS: Virtually via Zoom on Tuesday/Thursday, 11:30am -1:00pm by appointment

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.

PREREQUISITES: 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.

SOFTWARE & NETWORK REQUIREMENTS:

The following software apps and internet capacity are required to participate in online courses at GPRC:

Application	
Web Browser	Google Chrome with auto updates enabled
Office Suite *GPRC students receive a free Microsoft Office 365 license for Windows or macOSX	Microsoft Office 2016 or compatible office suite

Internet	
DSL, Cable or LTE wireless internet	1.5Mbps upload, 1.5Mbps download

Note: Students may experience some issues using Chromebooks with some applications. Please discuss issues with your instructor.

MINIMUM DEVICE REQUIREMENTS:

NOTE: A desktop or laptop computer is strongly recommended over tablet devices for participation in online meetings or online class sessions. iPhones or Android phones may provide minimum functionality , but are NOT recommended for participation in online sessions.

A device <u>must meet or exceed</u> the following specifications to participate in online courses at GPRC:

Platform	OS Version	Hardware Specs
Windows Desktops Windows Laptops Windows Tablets	Windows 10 Home Windows 10 Professional Windows 8 or 8.1 *Windows 10S is not supported in S mode	Dual-core CPU 2 GB RAM 64 GB storage 1280x768 display resolution Microphone Speakers or Headphones Web camera
Mac Desktops Mac Laptops	macOSX 10.13 or higher	Dual-core CPU 4 GB RAM 64 GB storage 1280x800 display resolution Microphone Speakers or Headphones Web camera
Chromebooks	ChromeOS with updates enabled	Dual-core CPU 2 GB RAM 16 GB storage Speakers or Headphones
iPad v3 or newer	iOS 7.0 or iPadOS 13	8 GB of free storage Speakers or Headphones
Android Tablet	Android 6.0	Dual-core CPU 1 GB RAM 8 GB of free storage 1280x800 display resolution Speakers or Headphones

AUDIO/VIDEO CONFERENCING:

GPRC uses the **Zoom** web-based audiovisual conference system.
Zoom is a real-time virtual meeting environment that supports:

- Real-time audio/video discussion, with breakout rooms for small group discussion
- Text messaging
- Surveys and basic assessments
- Application and Desktop sharing
- A shared whiteboard with markup tools
- Recording of sessions for convenient playback

To take part in a conference, you will need a headset or speakers and a microphone. **For some examinations a web camera may be required.** The first time that you connect, you will be prompted to run through some set-up routines that will run automatically from the server.

To participate in Zoom meetings, click on the meeting links that your instructor has set up within your D2L course space.

COURSE MANAGEMENT SYSTEM:
GPRC uses the "myClass" (D2L) online course management system.
To access myClass (D2L), visit https://myClass.gprc.ab.ca/

DELIVERY MODE(S): Self-Study: Distance Delivery

Distance Education: 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 GPRC 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 GPRC MyClass course site. Grades for exercises, assignments, and tests are also posted to the GPRC MyClass gradebook. Please check your MyGPRC 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 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	10
Discussion Forum	30
SWOT Analysis	15
Midterm	15
Final	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 discussions 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 exam.

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 November 22nd**.
- **Midterm** is planned for the **week of October 18th**. 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. The format utilized will be announced before exam. **The final exam must be supervised by an _approved_ proctor.** Please submit the name, number and email address of your proctor to me by Nov. 15th, 2021. **Please be advised that there may be an additional fee for an approved proctor. The final exam must be scheduled between December 13th – 17th.** If you are in the Grande Prairie area, it is recommended that your exam be taken at the testing center in Student Services at GPRC. *Contact Carolyn Goetjen-Pilgrim at (780) 539-2212 or CPilgrim@GPRC.ab.ca to book a time.*

COURSE SCHEDULE/ TENTATIVE TIMELINE:

Course Schedule is approximate and may vary slightly at the discretion of the instructor.

Week(s)	Topic	Chapter	Activities
Week 1	Outline		
Week 2	What is OB?	Ch. 1	QUIZ #1
Week 3	Perception, Personality and Emotions	Ch. 2	
Week 4	Personality Tests	Handouts	QUIZ #2
Week 5	Values, Attitudes & Diversity	Ch. 3	QUIZ #3
Week 6	Theories of Motivation	Ch. 4	QUIZ #4
Week 7	Thanksgiving/Fall Break		
Week 8	Mid-Term (Ch. 1-4) SWOT Analysis		Midterm
Week 9	Motivation in Action	Ch. 5	QUIZ #5

Week 10	Groups & Teamwork	Ch. 6	QUIZ #6
Week 11	Communication	Ch. 7	QUIZ #7
Week 12	SWOT Analysis		
Week 13	Power & Politics	Ch. 8	QUIZ #8
Week 14 & 15	Review/Final Exam prep		

STUDENT RESPONSIBILITIES:
It is the student's responsibility to read, understand and comply with the College's Academic Policies, which are reviewed regularly, updated and posted on the College website. If students have any questions regarding these policies, please contact Student Services. Please see the Academic Policy on Student Rights and Responsibilities on the College website at
https://www.gprc.ab.ca/about/administration/policies/

Participation:
The expectation for this course is that students read the material and complete the exercises independently. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so students are encouraged to plan their schedule accordingly. It is difficult for students to catch up once they fall behind schedule.

You may be refused permission to write the final examination on the advice of the instructor for students with more than four absences (two weeks), or if significant parts of required exercises, assignments, quizzes and/or exam(s) are not completed. For more information, please refer to the Academic Regulations on Debarred from Exams at
www.gprc.ab.ca/about/administration/policies

Course materials (course outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available on myClass and GPRC webmail. Students are responsible for checking these websites regularly; 3 – 5 times per week is suggested.

Time Management:
The expectation for this course is that students read the material before class. 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 readings, exercises, discussions, and assignments.

Recording:
Recording lectures or taking screenshots in class is 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.

Email:
Students may contact the instructor by email or phone. Emails will be answered within 24 hours, excluding weekends, holidays, or GPRC events without scheduled classes. Email correspondence must be sent to your instructor from your GPRC student email account. Emails should be professionally formatted and include a subject, as well as reference course material and/or textbook pages, etc.

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 College Admission Guide at http://www.gprc.ab.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies **

If you have questions on whether or not you might be violating this policy, please discuss this with your instructor **before** you submit your assignment. **Note: all Academic and Administrative policies are available on the same page.

Plagiarism
Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- Students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted. Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database. Turnitin plagiarism software may be used in this class.

Cheating
Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as speaking to other students or communicating with them under any circumstances whatsoever
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, classwork, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.

- Absolutely no examination materials may be removed from the examination room. All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offences, they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offence.

Additional Information: Zoom Etiquette and Respondus Lockdown Browser

Control video and audio quality
Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise.

Think about your background
Try to provide a nice, plain background. You can't control everything in a mobile environment, but you should give some thought to background before your meeting.

During your meeting
Mute your microphone when necessary. Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to an instructor.

Think about your actions on camera
Always remember that everyone can see you. Someone is watching as you make movements or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive. Practice creating a professional environment.