

DEPARTMENT BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2023

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: Danielle Hessler **PHONE:** NA
OFFICE: NA **E-MAIL:** dhessler@nwpolytech.ca
OFFICE HOURS: Please contact me via email and a response will be provided within 48 hours.

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 (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):

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.

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.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 (8)	15%
Discussions/Participation	20%
SWOT Analysis	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%).**

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 Beginning	Topic	Chapter	Activities
Week 1: (Sept 5-8)	myClass - Course Information/Course Overview		
Week 2: (Sept 11-15)	What is OB?	1	Quiz #1
Week 3: (Sept 18-22)	Perception, Personality and Emotions	2	
Week 4: (Sept 25-29)	Personality Tests	Handouts	Quiz #2
Week 5: (Oct 2-6)	Values, Attitudes & Diversity	3	Quiz #3
Week 6: (Oct 10-13)	Theories of Motivation	4	Quiz #4
Week 7: (Oct 16-20)	Midterm (Ch.1-4)		Midterm
Week 8: (Oct 23-27)	Motivation in Action	5	Quiz #5
Week 9: (Oct 30-Nov 3)	Groups & Teamwork	6	Quiz #6
Week 10: (Nov 6-10)	Communication	7	Quiz #7
Week 11: (Nov 14-17)	FALL BREAK (NO CLASSES)		
Week 12: (Nov 20-24)	SWOT Analysis		

Week 13: (Nov 27-Dec 1)	Power & Politics	8	Quiz #8
Week 14 & 15:	Review/Final Exam Prep		SWOT Due

STUDENT 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 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.

Additional Information:

ASSIGNMENT, QUIZ, AND EXAM 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 may be used in this course.

Discussion Forums

- Will occur throughout the semester.

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.

Midterms/Exam

- No re-writes will be granted for missed exams or unsuccessful attempts. In the case of illness (physical, mental, or emotional), medical documentation may be required.
- The midterm exam will be open-book and written online.

- Final exam will be written online during the last week of the course. **Do not plan activities or trips during this period.** Re-writes for the final exam will not be granted, and any unexcused absences will earn a grade of zero.