



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – SPRING 2023

BA1380(A4) 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: Bianca Dudenhoffer **PHONE:** (780) 539-2864
OFFICE: C205 **E-MAIL:** bdudenhoffer@nwpolytech.ca
OFFICE HOURS: Mondays & Wednesdays: 1:00 -2:30pm, or by appointment, best way to contact: Email

***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 may 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.

ISBN: 9780136621560

Click here to purchase Etext: <https://www.bkstr.com/nwpolytechstore/product/revel-for-organizational-behaviour--concepts--controversies--applications--ninth-canadian-edition-265959-1>



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 (8)	15%
Case Analysis	5%
Group Presentation	10%
SWOT Analysis	15%
Midterm	25%
Final Exam*	30%
Total	100%

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

ASSIGNMENT, QUIZ, TEST, 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.

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.

Midterm/Exam

- The midterm to be taken live in class. Unexcused absences for the midterm will earn a grade of zero unless you had prior permission and a valid reason. 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.

Valid reasons include conflict with religious beliefs, domestic problems, bereavement, or illness. In the case of illness (physical, mental, or emotional), medical documentation may be required.

- Final exams will be written as scheduled by the Registrar's office during the exam period. Do not plan activities during this period. Examinations will start at the scheduled time. Extra time will not be allotted to students who arrive late for an examination.
- Students who fail to report for a scheduled examination, and who do not qualify for a deferred examination, will receive a grade of "F" for the missed examination.
- Deferred final examinations may only be granted when an examination has been missed or interrupted because of illness, domestic problems, or a conflict with religious beliefs. In the case of illness (physical, mental, or emotional), medical documentation may be required.

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: (May 1-5)	myClass - Course Information/Course Overview		
Week 2: (May 8-12)	What is Organizational Behaviour	1	Quiz #1
Week 3: (May 15-19)	Perception, Personality and Emotions	2	Quiz #2
Week 4: (May 22-26)	Values, Attitudes, & Diversity	3	Quiz #3
Week 5: (May 29-June 2)	Theories of Motivation	4	Quiz #4
Week 6: (June 5-9)	Motivation in Action	5	Quiz #5
Week 7: (June 12-16)	Midterm Review & Midterm	Chapters 1-5	Midterm
Week 8: (June 19-23)	Groups and Teamwork	6	Quiz #6 Case Study Due
Week 9: (June 26-30)	Communication	7	Quiz #7
Week 10: (July 3-7)	Power & Politics	8	Quiz #8
Week 11: (July 10-14)	Personal Swot Analysis Instructions & Work Time		SWOT Due
Week 12: (July 17-21)	Conflict & Negotiation	9	
Week 13: (July 24-28)	Group Presentations		
Week 14: (July 31-Aug 4)	Presentations/Exam Review	All	
Week 15: (Aug 7-11)	Final Exam Week		

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

STUDENT RESPONSIBILITIES:

Attendance:

Students are expected to attend all classes, arrive on time, and remain for the duration of class activities. There is a strong correlation between regular attendance and overall course performance. If you miss a class, it is your responsibility to learn the material on your own.

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 behavior becomes disruptive.

Time Management:

The expectation is that students read the material and attempt exercises prior to class. Adopting and adhering to effective learning habits in this course will likely take a great deal of time and students are encouraged to plan their schedule accordingly. Do not fall behind in the assigned readings and problems as it is difficult to catch up.

Course materials and announcements will be available on myClass and NWP Webmail. Students are responsible for checking all these websites regularly.

Cell Phones:

The use of cell phones during class time is unprofessional and distracting to the instructor as well as fellow students. Cell phones must be turned off or set to silent and placed out of sight during class time.

Recording:

Recording lectures or taking screen shots in class is prohibited unless advanced permission is obtained from the instructor and any guest presenter(s). In the event such permission is granted, 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 three business days, no emails will be answered before/after business hours.** Email correspondence to your instructor must be sent from your NWP student email account.

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.