



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.

For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

### DELIVERY MODE(S):

**Remote delivery is synchronous and follows the published class timetable.** For each topic listed in course objectives, there will be a virtual lecture and discussion via Zoom; see zoom link to join class in the BA1380 myClass course page. Relevant textbook readings and online discussions/exercises, group discussion, assignments and tests will be assigned to test the student's knowledge, understanding and application of the material.

### 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	15%
Discussions	20%
SWOT ANALYSIS	15%
Midterm	20%
Final	30%
TOTAL:	100%

You are strongly encouraged to complete all 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.

**GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)**

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 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.
- Discussions will occur in real time during class time. You need to be present in class and actively participate to receive marks for this category.
- The SWOT analysis will be done on your own time and submitted online by November 30, 2022.
- Midterm exam is tentatively scheduled for October 26, 2022, during scheduled class time. Do not plan to be away on this date. The midterm exam is conducted remotely online with proctoring software *or* remotely online in an open text/e-book exam format. The format utilized will be announced before exam. To participate in the midterm exam a headset or speakers, a microphone, and a web camera are required.
- Final exam is cumulative. Final examinations are conducted remotely online with proctoring software *or* remotely online in an open text/e-book exam format. The format utilized will be announced before exam. Final examinations are scheduled by the Registrar during the period from **December 13-22, 2022**. Do not plan any activities during the examination period. To participate in the final examination a headset or speakers, a microphone, and a web camera are required.
- Please see below under Additional information for Respondus Lockdown Browser information as this will be used for the midterm and final.

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

<b>Week Beginning</b>	<b>Topic</b>	<b>Chapter</b>	<b>Activities</b>
Week 1: (Sept 2)	myClass - Course Information/Course Outline	Course Outline + Introduction	
Week 2: (Sept 7-9)	What is Organizational Behaviour?	Chpt 1	Quiz 1
Week 3: (Sept 12-16)	Perception, Personality, and Emotions	Chpt 2	
Week 4: (Sept 19*-23)	Perception, Personality, and Emotions SWOT Analysis Assigned	Chpt 2	Quiz 2
Week 5: (Sept 26)	myClass – Ch. 3 Text – Ch. 3		Assignment
Week 6: (October 3-7)	Values, Attitudes, and Diversity	Chpt 3	Quiz 3
Week 7: (Oct 10-14)	FALL BREAK (NO CLASSES)		
Week 8: (Oct 17-21)	Theories of Motivation	Chpt 4	Quiz 4
	Case Analysis #1		Assignment
Week 9: (Oct 24-28)	Motivation in Action	Chpt 5	Quiz 5
Week 10: (Oct 31-Nov 4)	Groups and Teamwork	Chpt 6	Quiz 6
Week 11: (Nov 7)	Communication	Chpt 7	Quiz 7
Week 12: (Nov 14-18)	Midterm #2 (Chpt 5-7)		Midterm #2
Week 13: (Nov 21*-25)	Power and Politics	Chpt 8	Quiz 8
	Case Analysis #2	Chpt 8	Assignment
Week 14: (Nov 28-Dec 2)	Review and Final Exam Prep		Assignment - SWOT Analysis Due
Week 15: (Dec 5-9)	Last day of classes		

**STUDENT RESPONSIBILITIES:****Participation:**

Each student is expected to attend all virtual zoom lectures, arrive on time, and remain for the duration of the activities. Late arrivals will be recorded as an absence. The expectation for this course is that students have read/reviewed the material before class.

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 <https://www.nwpolytech.ca/programs/grading-systems.html>. Course materials (course outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available on myClass and NWP 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 NWP events without scheduled classes. Email correspondence must be sent to your instructor from your NWP 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 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.

**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.

**Note about Respondus Lockdown Browser:** The midterm examination/final examination for this course must be taken online with the use of Respondus Lockdown Browser and Respondus Monitor exam proctoring software. Students must download Lockdown Browser and Respondus Monitor will automatically start with [quizzes/examinations] through myClass. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

Lockdown Browser and Respondus Monitor requires Windows or Mac desktop, laptop, or iPad platforms. Chromebooks, smart phones, and other tablets are not supported. If you do not have access to a Windows or Mac desktop, laptop, or iPad, you can book a College PC via the GPRC App -> On-campus Reservations.

**You can learn more about Respondus Lockdown Browser and Respondus Monitor here:**

<https://web.respondus.com/lockdownbrowser-student-video/>. It is important to note that the software recordings are automated systems and are designed to be less intrusive than in-person proctors. The software is only running while you are signed in during your exam. The exam administrators only review the recordings after the exam is submitted and only if it was flagged due to suspicious activity.

The collection and use of your personal information is in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that “*No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.*” In addition, S. 39 (4) states, “*A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.*”

If you are unable to complete your [quizzes/examinations] using the proctoring software, you may request alternative accommodations to the online testing by contacting your instructor and the NWP Testing Centre by telephone at 780-539-2212 to arrange to write your exam. Students must book their examinations no less than 2-weeks in advance of the test date and students are choosing to write the examination in the NWP Testing Centre are responsible for the \$30 sitting fee.