



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

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

**DELIVERY MODE:**

**On-campus (attend on-campus, in-person)** – 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.

**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:**

Quizzes	15%
Group Presentation	10%
Personal SWOT Analysis Interview	20%
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%.**

## **Evaluation 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 will be used in this course.

## **Practice Assignments**

- Each chapter will have practice assignments 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 9 quizzes dispersed throughout the semester administered through MyClass (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 8 out of 9 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	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 Start Date	Topic	Required Reading	Activity
May 6	myClass - Course Information/Course Overview	Course Outline	Introductions
May 13	What is Organizational Behaviour	1	<b>Quiz #1</b>
May 20	Perception, Personality and Emotions	2	<b>Quiz #2</b>
May 27	Values, Attitudes, & Diversity	3	<b>Quiz #3</b>
June 3	Theories of Motivation	4	<b>Quiz #4</b>
June 10	Motivation in Action	5	<b>Quiz #5</b>
June 17	<b>Midterm Review &amp; Midterm</b>	Chapters 1-5	<b>Midterm</b>
June 24	Groups and Teamwork	6	<b>Quiz #6</b>
July 1-5	<b>Break – No Classes</b>		
July 8	Communication	7	<b>Quiz #7</b>
July 15	Power & Politics	8	<b>Quiz #8</b>
July 22	Conflict & Negotiation	9	<b>Quiz #9</b>
July 29	Personal SWOT Interviews		
August 5	Group Presentations		
August 12	Group Presentations		

*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 scheduled lectures, arrive on time, and remain for the duration of the activities. Arriving late and leaving early is disruptive to the entire class. Frequent tardiness may be treated as an absence. **Students with absences in excess of 6 classes may be refused permission to write the final exam.**

**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.

**Recording: Photographing and/or recording course content is strictly 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.

**Please click on the following link to read the student Rights and Responsibilities Policy:**

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

#### **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.