

DEPARTMENT BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2022

OT3010(A3): BEHAVIOUR IN ORGANIZATIONS – 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: Mandy Ingraham **PHONE:** 780-539-2876
OFFICE: C206 **E-MAIL:** aingraham@nwpolytech.ca
OFFICE HOURS: Monday 1:00pm-2:30pm/Thursday 11:00am-12:30pm

CALENDAR DESCRIPTION: The course examines the sociological and psychological bases of individual behaviour in organizations. Topics of individual psychology examined will include cognition, perception, attitude formation and change, personality structures and change, and motivation. The course will also investigate the behaviour of individuals in groups and organizations. In this context, various aspects of group dynamics such as leadership, communication, interpersonal sensitivity, morale and satisfaction, and the formation and attainment of individual and group goals will be discussed.

PREREQUISITE: 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 will 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): OT3010 consists of three hours of lecture per week. Attend On-Campus, In-Person.

COURSE OBJECTIVES:

- To gain an appreciation of the contribution of the behavioural sciences to the understanding of the management process;
- To develop a theoretical basis for analyzing human behaviour in organizational settings;
- To develop the ability to put theory into practice through application to personal experience and/or case studies;
- To develop an understanding of the effects of interaction and structure on human behaviour;
- To develop and improve interpersonal skills relevant to OB in practice.

LEARNING OUTCOMES:

Upon completion of this course the student will be able to:

1. Participate in case study analysis and group discussion.
2. Apply different theories of motivation to the workforce.
3. Assess personal strengths and weaknesses utilizing Organization Behaviors theories.
4. Understand current trends and issues in the Canadian workforce.

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:

Presentation	10%
SWOT Analysis	10%
Quizzes	20%
Midterm	25%
Final Exam	35%
Total	100%

***In order to receive credit for OT 3010, 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 exercises, assignments, quizzes, and exams by their due date. 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. Unexcused

absences for the midterm will earn a grade of zero. 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.

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	Readings	Activities
Week 1: (Sept 1-4)	myClass - Course Information/Course Overview		
Week 2: (Sept 5-11)	What is OB? Perception, Personality and Emotions	Chpt 1/2	
Week 3: (Sept 12-18)	Values, Attitudes & Diversity	Chpt 3	Quiz #1
Week 4: (Sept 19-25)	Motivation/Motivation in Action	Chpt 4/5	
Week 5: (Sept 26-Oct 2)	Groups & Teamwork	Chpt 6	Quiz #2
Week 6: (Oct 3-9)	Communication	Chpt 7	
Week 7: (Oct 10-16)	FALL BREAK (NO CLASSES)		
Week 8: (Oct 17-23)	Midterm (Ch.1-7)/ Power and Politics	Chpt 8	Midterm
Week 9: (Oct 24-30)	Conflict & Negotiation	Chpt 9	
Week 10: (Oct 31-Nov 6)	Organizational Culture	Chpt 10	Quiz #3
Week 11: (Nov 7-13)	Leadership	Chpt 11	
Week 12: (Nov 14-20)	Decision Making, Creativity, & Ethics	Chpt 12	Quiz #4
Week 13: (Nov 21-27)	Organizational Structure	Chpt 13	SWOT Due
Week 14 (Nov 28-Dec 4)	Organizational Change	Chpt 14	Quiz #5
Week 15: (Dec 5-12)	Presentations/Course Review		

STUDENT RESPONSIBILITIES:

Attendance:

There is a strong correlation between regular attendance and overall course performance. Students are encouraged to attend all lectures. If you miss a class, it is your responsibility to learn the material on your own. Failure to do so may result in removal from the session.

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 behaviour becomes disruptive.

Recording:

Recording lectures or taking photos 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.

Time Management:

The expectation for this course is that students read the material and attempt the Quick Study questions prior to class. Reading and attempting the exercises in advance is an excellent way to prepare for classroom activities. 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.

STUDENT RIGHTS AND 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 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 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.