

**COURSE OUTLINE – Spring 2025**

**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:** Daisy Loh  
**OFFICE:** Remote **E-MAIL:** [dloh@nwpolytech.ca](mailto:dloh@nwpolytech.ca)  
**OFFICE HOURS:** By Appointment.

**CALENDAR DESCRIPTION:** The focus of this introductory course will explore the relationship between human behaviour and organizational effectiveness. Contemporary management trends will be examined. Specific topics include perception, personality, motivation, group behavior, teamwork, organization culture, and change.

**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.

**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/students/techsupport/index.html>

## ProctorU

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61 - 120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

**DELIVERY MODE(S):** This course will be delivered remotely via Zoom. Students are expected to attend all sessions live and participate fully. All course content, including exercises, assignments, and quizzes, will be accessed through NWP MyClass and Connect. Deadlines are in place to help keep you on track and ensure you complete the 15-week course on time.

## LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

- Analyze factors impacting employee behaviour and performance.
- Describe and analyze strategies for managing team dynamics
- Evaluate attitude, values and behaviour in an organizational setting
- Discuss and evaluate employee motivation in the workplace
- Explain elements of organizational culture and effectiveness
- Demonstrate the connection between self-awareness, human behaviour, and organizational effectiveness

## 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:

Assessment	Weighting
Presentation	10%
Final Project	15%
Quizzes (10)	25%
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%).**

## Evaluation Policies:

- You are strongly encouraged to complete all exercises, assignments, quizzes, and exams.
- Unexcused absences for the midterm will receive a grade of zero. For excused absences, the weighting of the test may be transferred to the final exam at the instructor’s discretion. If a student believes they have a valid reason to miss an evaluation, the instructor must be informed BEFORE the test or assignment due date.
- Late assignments will have a 10% reduction per day. No Acceptance of assignments will be marked if submitted more than 9 days after the due date.
- Turnitin plagiarism-detecting software will be used in this course.

### Quizzes

- There will be 10 quizzes dispersed throughout the semester.
- 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 Time Zone must be set to Canada/Mountain for the duration of the course.
- The lowest score on the quizzes will drop off, so you will be graded on 9 out of 10 quizzes.

### Midterm/Exam

- The midterm exam will be written in class.
- Final exam is cumulative and is **2 hours in duration.**
- The format utilized will be announced before exam. Final examinations are scheduled by the Registrar’s office. Do not plan any activities during the examination period until you know the date of your examinations. Please see the final exam policy for more details at:  
<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=37>
- 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.

### **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	Topic	Reading	Assessment
Week 1	myClass - Course Information/Course Overview		
Week 2	What is Organizational Behaviour	Chapter 1	Quiz #1
Week 3	Perception, Personality and Emotions	Chapter 2	Quiz #2
Week 4	Values, Attitudes, & Diversity	Chapter 3	Quiz #3
Week 5	Theories of Motivation	Chapter 4	Quiz #4
Week 6	Motivation in Action	Chapter 5	Quiz #5
Week 7	<b>Midterm</b>	<b>Chapters 1-5</b>	<b>Midterm</b>
Week 8	Groups and Teamwork	Chapter 6	Quiz #6
Week 9	<b>Spring Break</b>		
Week 10	Power & Politics	Chapter 8	Quiz #7
Week 11	Conflict & Negotiation	Chapter 9	Quiz #8
Week 12	Organizational Culture	Chapter 10	Quiz #9
Week 13	Organizational Change	Chapter 14	Quiz #10
Week 14	Final Presentations		<b>Final Project</b>
Week 15	Exam Review		
Week 16	<b>Final Exam</b>		

*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 classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. Frequent tardiness may be treated as absence. **Students with absences in excess of 6 classes may be refused permission to take the final exam.** For more information, please refer to the Academic Regulations on Debarred from Exams at <https://www.nwpolytech.ca/programs/grading-systems.html>.

**Time Management:** 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 required readings and exercises.

**Cell Phones:** The personal use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and talking on a cell phone during class is therefore strictly prohibited. Cell phones must be either turned off or set to silent mode and placed out of sight.

**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.

### **USING PROCTORU:**

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

**For more detailed instructions [click here](#), and for video instructions [click here](#).**

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, “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, subsection 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.”

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

### **Consent to Store Personal Information Outside Canada**

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.