

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2026

BA1380(A3): ORGANIZATIONAL BEHAVIOUR– 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) 539-2846
OFFICE: C416 **E-MAIL:** AIngraham@nwpolytech.ca
OFFICE HOURS: Monday 1:00pm to 2:20pm, Thursday 11:30am to 1:00pm or 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

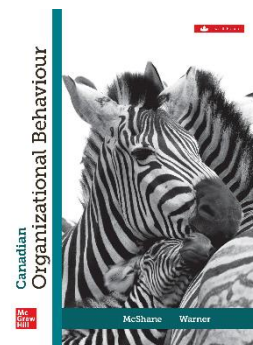
REQUIRED TEXT/RESOURCE MATERIALS:

McShane, W., & Warner, M. (2024) *Canadian Organizational Behaviour* (Twelfth Edition). McGraw Hill.

With Connect access.

Students must have access to Connect to complete assignments.

NOTE: This is an e-text with an online subscription to the Connect, 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. If you have difficulty accessing the e-text, please contact McGraw Hill support.



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

<https://www.nwpolytech.ca/information-technology/technical-support>.

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. BA1380 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, group work, presentations, and examinations.

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
Smartbooks	10%
Quizzes (4)	15%
Group Presentation	15%
In-Class Activities	10%
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. Assignments will not be marked if submitted more than 5 days after the due date and will receive a grade of zero.
- Turnitin plagiarism-detecting software will be used in this course.

SmartBooks and Quizzes

- There are weekly online Smartbooks
- All Smartbooks must be completed before the due date expires or the student will receive a mark of zero (0) for any missed quizzes.
- All quizzes will be in class and closed book exams.
- The Time Zone must be set to Canada/Mountain for the duration of the course.
- The lowest grade for SmartBooks will be dropped from the final grade.

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/aboutpolytechnic-leadership/policies-directory>.
- 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:

BA 1380 A3		
	Tuesdays	Thursdays
Jan 6 & 8	Course Introduction	Chapter 1
Jan 13 & 15	Chapter 2	Personality Assessments
Jan 20 & 22	Chapter 3	Chapter 3/Quiz #1
Jan 27 & 29	Chapter 4	Chapter 4
Feb 3 & 5	Chapter 5	Chapter 5
Feb 10 & 12	Chapter 6	Chapter 6/Quiz #2
Feb 17 & 19	No Classes Winter Break	
Feb 24 & 27	Midterm	Chapter 8
Mar 3 & 5	Chapter 9	Chapter 9
Mar 10 & 12	Chapter 10	Quiz #3
Mar 17 & 19	No Class - NWP Business Conference	Chapter 11
Mar 24 & 26	Chapter 13	Quiz #4
Mar 31 & Apr 2	Chapter 14	Chapter 15
Apr 7 & Apr 9	Presentations	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 classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. Arriving late or leaving class is treated as an absence. You must be marked in attendance to earn marks for in-class activities. **Students with absences in excess of 6 classes may be refused permission to take the final exam.** For more information, please refer to the Final Examination Policy at <https://www.nwpolytech.ca/aboutpolytechnic-leadership/policies-directory>.

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.

Connect:

Students must manage and maintain access to the McGraw Hill Connect platform to complete required coursework by the due dates. See the policy below regarding late or missed assignments. Students should access support for the Connect platform at: <https://www.mheducation.com/highered/support/student/connect.html>

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/aboutpolytechnic-leadership/policies-directory>.

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/aboutpolytechnic-leadership/policies-directory>.

**Note: all Academic and Administrative policies are available on the same page.