

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
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	Winter Break		
Week 8	Midterm	Chapters 1-5	Midterm
Week 9	Groups and Teamwork	Chapter 6	Quiz #6
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		Final Project
Week 15	Exam Review		

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.