



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Spring 2026

BA1380(EC): ORGANIZATIONAL BEHAVIOUR I – 3 (5.5-0-0) UT 45 Hours for 8 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
OFFICE: C416

PHONE: (780)539-2846
E-MAIL: aingraham@nwpolytech.ca

OFFICE HOURS: by appointment

***All email correspondence must be sent from your NWP student email account and must be professionally formatted** (i.e., subject line filled in, proper greeting, spelling, and grammar check, etc.). Emails that do not follow the above requirements may not be responded to.

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..

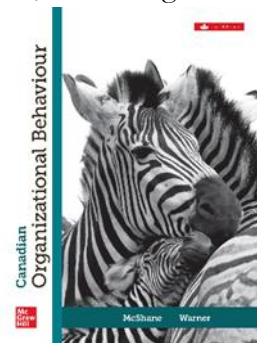
PREREQUISITE(S)/COREQUISITE: None

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/doc.php?d=TECHREQ>

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): Asynchronous (online)

This is a paced online self-study course. This type of course will be delivered online through NWP's learning management system. There are no set class times and students attend remotely and asynchronously.

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
Assignments (6)	15%
Quizzes (6)	20%
Midterm	30%
Final Exam	35%
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.
- 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.
- Turnitin plagiarism-detecting software will be used in this course.

SmartBooks, Assignments, and Quizzes

- There are weekly online Smartbooks, assignments, and quizzes.
- SmartBooks must be completed before the weekly quiz opens.
- 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.

Midterm/Exam

- **The midterm is to be completed utilizing ProctorU on May 28, 2026** between 8:00am and 12:00pm (Noon) . 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. The midterm exam will be closed book and 80 minutes in length. 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 utilizing ProctorU on June 23, 2026 at 8:30am.** Do not plan activities on this date. Examinations will start at 8:30am. The final exam will be closed book and 2 hours in length.
- 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:

BA 1380 EC		
	Chapters	Assignments
Week 1: May 4-10	Chapters 1-2	Quiz #1, Smartbook #1, Assignment #1
Week 2: May 11-17	Chapter 3-4	Quiz #2, Smartbook #2, Assignment #2
Week 3: May 18-24	Chapters 5-6	Quiz #3, Smartbook #3, Assignment #3
Week 4: May 25-31	Review Chapters 1-6	MIDTERM (Chapters 1-6): May 28th, 2026 between 8am-noon
Week 5: June 1-7	Chapters 8-9	Quiz #4, Smartbook #4, Assignment #4
Week 6: June 8-14	Chapters 10-11	Quiz #5, Smartbook #5, Assignment #5
Week 7: June 15-21	Chapters 13-14	Quiz #6, Smartbook #6, Assignment #6
Week 8: June 22-26	Chapter 15	FINAL EXAM (all chapters): June 23rd, 2026 8:30am-10:30am

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.

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.