

**MANAGEMENT 309.01 - HUMAN BEHAVIOR IN ORGANIZATIONS**

8:00 – 10:00, M, T, W, Th, BC 102  
Summer 1 2007

Instructor: Brent Kinghorn  
e-mail: [kinghorn@nmsu.edu](mailto:kinghorn@nmsu.edu)  
Instructor: Mike Glissmeyer  
e-mail: [mglissme@nmsu.edu](mailto:mglissme@nmsu.edu)

Office: GU 300 B  
Office Phone: 646-2641  
Office Hrs: 11:30 - 12:30 M, W or by appointment

**REQUIRED TEXT:**

- Understanding Organizational Behavior: Foundation, Realities, & Challenges, 2<sup>nd</sup> Ed, by Nelson & Quick.
- Text web site: <http://www.swcollege.com/management/nelson-quick/nelson-quick.html>

**COURSE OBJECTIVES:**

- 1) Develop an understanding of human behavior in organizations and management of human resources.
- 2) Develop skills in human relations and decision making in human problem situations.
- 3) Develop an understanding of effective management of a workforce composed of highly diverse individuals.
- 4) Develop a framework for the analysis of human performance in organizations. Including:
  - a) Understanding individual behavior and motivation
  - b) Understanding interpersonal interaction and communication
  - c) Understanding group processes, teamwork, and leadership
  - d) Understanding management practices to improve human performance and productivity
- 5) Develop necessary skills to compete in the business environment.

**COURSE DESIGN:** This course is designed to provide various opportunities for developing critical thinking, analytical, and communication skills. Activities will consist mainly of individual and group exercises, analyses of information and application of theoretical material to students' work or life experiences, and a semester Internet-based project.

Assignments	Points	Course Grade <i>More than two unexcused absences results in one letter-grade drop.</i>
Exams (4 exams @ 100 points each)	300	A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = below 60% If S/U graded, S = 70%
Quizzes (10 @ 5 points each)	50	
Assignment (6 @ 50 points each)	300	
Cases		
1. In-class Case (1 case @ 50 points)	50	
2. Take-home Case (1 cases @ 100 points each)	100	
Individual Project	100	
<b>Total points</b>	<b>900</b>	

**ASSIGNMENTS**

**IMPORTANT NOTES**

- ◆ Homework assignments are turned in via WebCT! No late turn-ins will be accepted.
- ◆ Plagiarism is prohibited! If a student is caught plagiarizing, he/she will result in loss of all professionalism points and failure of the course.

## QUIZZES

- ◆ Quizzes will be randomly administered at the beginning of class (8:00 a.m.) with no make-ups.
- ◆ Quiz questions will be given at the end of the previous class session.

## EXAMS

- ◆ The three highest exams will be used to calculate your grade.
- ◆ The student can choose to miss the final exam if the three previous exams are sufficient.
- ◆ A missed exam will be assigned a zero (0), and will not be dropped.

## INDIVIDUAL PROJECT

- ◆ Individual project need to be completed **independently** by each student.
- ◆ The purpose of this project is to give students an opportunity to use their own analytical skill to look at some of the interesting topics in today's business environment.
- ◆ The analysis of such topic will need to be related to at least 3 of the topics discussed in class.

## CASE ANALYSIS

- ◆ The two cases include one take-home and one in-class discussion case.
- ◆ You must respond to all the questions assigned. Your analysis will be graded on the following three items (all equally weighted):
  - Logic of your analysis & recommendations.
  - Integration of course materials up to the material covered in class up to the due date for each case.
  - Use of correct English grammar & spelling.
- ◆ Take-home case analysis must be handed in via WebCT on the due date. **Late assignments will not be accepted.**

## ACADEMIC MISCONDUCT

- ◆ Professional behavior is expected at all times. Please respect the time, effort and contributions made by your instructor, the class assistant and fellow students.
- ◆ Honesty and effort are rewarded in this class. Therefore, cheating, in any form (e.g. copying the work of or from another student/group on or off line, or other external source) will result in a zero (0) on the work in question and other appropriate punishments.

**INCOMPLETES ("I" grades):** Given for passable work that could not be completed due to circumstances beyond the student's control (e.g., severe illness, death in the immediate family). These circumstances must have developed after the last day to withdraw from the course (June 15th, 2007). Requests for "I" grades should be made to the instructor, but must be approved by the Management Department Head.

**DROPPING THE COURSE WITH A "W":** The last day to drop with a "W" is June 15th, 2007. Students are responsible for dropping the course.

**CHEATING:** Cheating will not be tolerated. Punishment for those caught cheating will be an "F" in the course. The person will also be subject to further sanctions as indicated in the student code of conduct.

**STUDENTS WITH DISABILITIES:** If you have (or believe you have) a disability & would benefit from classroom accommodation(s), contact the Services for Students with Disabilities (SSD) at Corbett Center, Room 244 (Phone 646-6840; TTY 646-1918). All medical info is treated confidentially. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered. Information, instructions & forms from the Services for Students with Disabilities Office are online at <http://www.nmsu.edu/~ssd/index.html>. **Accommodations:** SSD Office, 646-6840 (Corbett Center, room 244); **Discrimination:** Office for Institutional Equity, 646-3635, O'Loughlin House.

### Student Responsibilities

1. Within a few days of the start of the semester, register with SSD & obtain forms.
2. Within the first 2 weeks of beginning of classes (or within 1 week of the date services are to commence), deliver the

### Faculty Responsibilities

1. Within five 5 working days after student gives you the forms, sign them, retain a copy, & return originals to the student.
2. Contact SSD immediately if there are any

<p>completed forms to the instructor(s).</p> <p>3. Within 5 days of giving the forms to faculty &amp; at least 1 week before any scheduled exam, retrieve the signed forms from faculty &amp; return them to SSD.</p> <p>4. Contact the SSD Office if services/accommodations requested are not being provided, not meeting your needs, or additional accommodations are needed.</p>	<p>questions or disputes regarding accommodation(s), disruptive behavior, etc.</p> <p>3. Refer the student to SSD for any additional accommodations.</p>
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<b>COURSE OUTLINE - MGT 309.01 – Summer I 2007</b>		
<i>The schedule is subject to change at the instructor's discretion</i>		
<b>Date</b>		<b>Subject</b>
May	30 Wed	Course Overview; In-class activity
	31 Th	Chapter 1 - Organizational behavior in changing times
June	4 Mon	Chapter 2 - Organizations & Managerial Challenges; <b>Assignment 1</b>
	5 Tue	Chapter 3 - Personality, Perception & Attribution
	6 Wed	Chapter 4 - Attitudes, Values & Ethics; <b>Assignment 2</b>
	7 Th	<b>Exam 1 - Chapters 1, 2, 3 and 4;</b> Individual Project Handed out
	11 Mon	Chapter 5 - Motivation at Work
	12 Tue	Chapter 6 - Learning & Performance Management; <b>Assignment 3</b>
	13 Wed	<b>In-class case analysis;</b> Chapter 7 - Communication
	14 Th	Chapter 8 - Work Teams & Groups; <b>Assignment 4</b>
	18 Mon	<b>Exam 2 - Chapters 5, 6, 7, and 8;</b> Take-home case Available
	19 Tue	Chapter 9 - Decision Making by Individuals & Groups; <b>Assignment 5</b>
	20 Wed	Chapter 10 - Power & Political Behavior
	21 Th	Chapter 11 - Leadership & Followership; <b>Assignment 6</b>
	25 Mon	<b>Exam 3 - Chapters 9, 10, 11, and 12</b>
	26 Tue	Chapter 12 - Conflict & Negotiation
27 Wed	Chapter 13 - Jobs & the Design of Work; <b>Take-home case due</b>	
28 Th	Chapter 14 - Organizational Design & Structure	
July	2 Mon	Chapter 15 - Organizational Culture; Chapter 16 – Managing Change
	3 Tue	<b>Exam 4 - Comprehensive (Chapters 1 -16); Individual Project due</b>

<b>IMPORTANT DATES:</b>		
Instruction begins	Wednesday	May 30
Deadline for registration/course addition	Friday	June 1
Deadline for filing degree application (students meeting requirements at end of Summer I and Five-Week I)	Friday	June 1
Last day to drop with "W"	Friday	June 15
Last day to withdraw from university	Tuesday	June 26
Last day of classes	Tuesday	July 3