

MGT 309.M71 HUMAN BEHAVIOR IN ORGANIZATIONS
ONLINE COURSE – FALL 2008
(August 21 through December 12, 2008)

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Office Location: Guthrie 300-C
Office Hours: Monday (2:30 to 3:30 p.m.), & by appointment.

Course Description

Organizations are groups of people who work together toward some purpose. Organizational Behavior is the study of what people think, feel, and do in and around organizations. In this course we will study individual, team, and structural characteristics that influence individual and group behavior in organizations.

Course Objectives

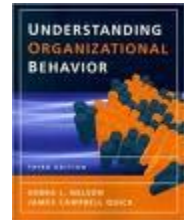
- Develop an understanding of basic organizational behavior (OB) concepts
- Develop an understanding of human behavior individually and in groups, and how human behavior influences organizations
- Develop skills in problem identification, evaluation, and decision making
- Develop teamwork skills via a virtual environment

Required Text

Understanding Organizational Behavior, 3rd Ed., by Nelson & Quick

Publisher: Thomson South-Western: 2008. ISBN: 0-324-42302-0

Textbook web site: <http://websites.swlearning.com>



You are strongly encouraged to use the material on the textbook website. The practice quizzes in the textbook website will help your class performance.

The textbook is required beginning the first Monday of class. It is your responsibility, as the student, to have the textbook on time to complete the assignments.

Additional Reading

You will occasionally need to read articles in addition to the text. The articles will be posted in the appropriate course modules.

Distance Education Format & Using WebCT:

This is a WebCT course. The “classroom” is a virtual environment. It is the responsibility of the student to use the available material to be familiar with using WebCT and navigating the course website. Knowing where to find resources and where and how to submit your work is essential to achieving your goals in this class. Additional help is provided by the Distance Education services at http://distance.nmsu.edu/webct_tutorials, and in the course website.

Course Requirements

Weekly Readings

Each week students are assigned mandatory readings necessary to successfully complete the week's assignments. Most readings are from the textbook, however some readings are articles. Your understanding of the readings will be evaluated by the quality of your discussions and your quizzes.

Weekly Quizzes

The purpose of the quizzes is to evaluate students' knowledge of the book chapters assigned for each week. The quizzes are available each Thursday morning, except during Thanksgiving break, and due each Monday by 5:00 AM, except for Labor Day, when it will be due the next day, Tuesday. The quizzes are made up of 10 multiple-choice questions and you will have a twenty (20) minute time limit to complete it, from the time you start the quiz.

Weekly Discussions

Each week beginning on the first day of class students must answer one discussion question asked by the instructor in the content module. The same question will be posted on the discussion board. Each answer must be a well-written, thoughtful response. Simple phrases such as "yes" or "I agree" are not thoughtful responses. The discussion boards

In addition to answering the instructor's discussion question, you must also post a minimum of two meaningful responses to the posts of other students. Note that you are not required to respond twice to each student, you simply need to post two well-written, thoughtful responses total.

The purpose of the discussions is to evaluate students' ability to contribute significantly to their group discussion and decision-making process. Effective participation is strongly influenced by good listening and interpersonal skills (or in a virtual setting by reading carefully and asking questions to clarify, any ambiguous or confusing information posted).

The discussion boards will open on the first day of class. New discussion questions will be posted every Monday morning. All discussions are due the following Sunday evening at 9:00 PM. There will be no discussions posted over the Thanksgiving holiday break.

Group Project

After the second week of class, you will be assigned into groups. Each group will be required to complete a group project due no later than 11:55 PM, Sunday, November 16. Details of the group project will be explained after groups are formed.

Late assignments are not accepted. No make-up assignments will be given except under urgent, legitimate, and documented circumstances. If you are away on legitimate, documented university business, then you must provide me with that documentation a week ahead of time; then a make-up time will be scheduled.

Grading

Assignments	Points	Total
15 Quizzes @ 20 points each (lowest quiz grade dropped)	20	280
Discussion Question response	10	160
Responses to classmates' posts (minimum two responses for 10 pts)	10	160
Group Project		200
Total Available Points		800

Grade Breakdown

	Percentage	Score
A	90 – 100	720 – 800
B	80 – 89	640 – 719
C	70 – 79	560 – 639
D	60 – 69	480 – 559
F	Below 60	≤ 479

Communication with the Instructor

All course communication will be conducted through WebCT, including assignment submission and asking any question related to the course. Do not use regular campus email for course-related correspondence.

Official Time

The official time for this course is Mountain Time and adjusts for Daylight Savings. A clock displaying the official time is posted on the course homepage.

All assignments and quizzes are due at the official time. The students are responsible for adjusting their schedules in their local times to accommodate the official time used by the course.

Official Language

Some navigation pages in the course are written in Spanish for the convenience of students who speak Spanish as their first language. However all assignments and communication are required to be written in English, and students are expected to have sufficient knowledge of English to complete all assignments.

Este curso será entregado en inglés. Los exámenes y discusiones estarán en inglés, y el instructor asume que cada estudiante en el curso tiene suficiente conocimiento de la lengua para tomar los exámenes y discusiones.

Academic Integrity

Cheating is, of course, forbidden. This includes plagiarism on the written assignments. Per the NMSU Student Code of Conduct, plagiarism "includes, but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one's own work when such work has been prepared by another person or copied from another person." Anyone found violating this policy will receive an "F" for the course, have his or her name reported to the dean, and may be subject to further sanctions as indicated in the Student Code of Conduct including possible dismissal from the academic program or from the University.

Definitions and examples are described in the NMSU Student Code of Conduct and it is your responsibility as a student to be familiar with the Code.

Students with Special Needs

New Mexico State University is committed to providing reasonable accommodations for qualified NMSU students in accordance with state and federal laws. Services for Students with Disabilities at New Mexico State University offers a variety of services to students with documented physical, learning, or psychological disabilities. Feel free to call the Coordinator of Services for Students with Disabilities, at 575-646-6840 with any questions you may have on student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical confirmation will be treated confidentially.

New Mexico State University (NMSU) is dedicated to non-discrimination and equal opportunity in education and employment in compliance with state and federal laws. Feel free to call the Director of Institutional Equity, at 575-646-3635 with any questions you may have about NMSU's Non-Discrimination Policy and complaints of discrimination, including sexual harassment

Incompletes:

Incompletes will be awarded for passable (C) 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. Requests for "I" grades should be made to the instructor, but must be approved by the head of the Department of Management.

Withdrawals

Students are responsible for being aware of important academic dates such as University drop dates. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop. The last day to withdraw is posted in the NMSU academic calendar.

Schedule

The following schedule is subject to change depending on course progress. All readings from the textbook are preceded with NQ.

Week	Dates		Topics Covered (Subject to change)	Assignments (Subject to change)	
1	Aug 21	Aug 24	Course Overview Introductions Why Org Behavior is Important	Articles	Quiz 1
2	Aug 25	Aug 31	Introduction to Organizational Behavior	NQ 1 NQ 2	Quiz 2
3	Sep 01	Sep 07	Communication	NQ 7	Quiz 3
4	Sep 08	Sep 14	Work Team and Groups	NQ 8	Quiz 4
					Group Assignments
5	Sep 15	Sep 21	Decision Making by Individuals and Groups	NQ 9	Quiz 5
6	Sep 22	Sep 28	Conflict and Negotiation	NQ 12	Quiz 6
7	Sep 29	Oct 05	Personality, Perception, and Attribution	NQ 3	Quiz 7
8	Oct 06	Oct 12	Attitudes, Emotions, and Ethics	NQ 4	Quiz 8
9	Oct 13	Oct 19	Motivation at Work	NQ 5	Quiz 9
10	Oct 20	Oct 26	Learning and Performance Management	NQ 6	Quiz 10
11	Oct 27	Nov 02	Power and Politics	NQ 10	Quiz 11
12	Nov 03	Nov 09	Leadership and Followership	NQ 11	Quiz 12
13	Nov 10	Nov 16	Job Design and Redesign	NQ 13	Quiz 13
					Group Project Due Nov 16 @ 11:55 PM
14	Nov 17	Nov 23	Organizational Design and Structure	NQ 14	Quiz 14
15	Nov 24	Nov 30	Thanksgiving Break		
16	Dec 01	Dec 07	Organizational Culture	NQ 15	Quiz 15
17	Dec 08	Dec 14	Finals Week		