

MGT 309.70 HUMAN BEHAVIOR IN ORGANIZATIONS

ONLINE COURSE - Summer I 2007

(runs May 30 through July 3)

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REQUIRED TEXT:

Understanding Organizational Behavior, 2nd Ed., by Nelson & Quick.

Publisher: South-Western: 2005.

ISBN: 0-324-25915-8.

- Text website: <http://www.swlearning.com/management/nelson-quick/uob2e/uob2e.html>
Practice quizzes and Power Point summaries of the chapters are available in the text's website that students are encouraged to use for their learning of the class material.
- The book will be necessary from the first day of classes. It will be the responsibility of the student to have the text on time to complete the assignments for the week.

COMMUNICATION WITH THE INSTRUCTORS:

All communication with the instructors should be directed through WebCT for this course, including submitting assignments and asking any question in relation to the course, assignments, etc.

- WebCT is available through the following web site: <https://salsa.nmsu.edu/>. If you do not have a password and id for WebCT, you will need to create one in the same web site.

USE OF WEBCT:

A WebCT course is a "virtual environment." Knowing where to find resources and where and how to submit your work will be essential to achieve your goals in this class.

- Additional help is provided by the Distance Education services in http://distance.nmsu.edu/webct_tutorials/index.html, and in our website.
- It is the responsibility of the student to use the available material to be familiarized with the use of WebCT and our website.

COURSE OBJECTIVES:

Throughout this summer session, you must develop:

1. A framework to aid your analysis and comprehension of:
 - Individual perception, motivation, and behavior.
 - Interpersonal processes, communications, and conflict.
 - Organizational processes and structures.
2. Skills to use in problem identification, evaluation, and decision-making in situations that affect human behavior.

COURSE DESIGN

GRADING CRITERIA	
Assignments	Points
16 Quizzes @ 20 points each	320
4 Case Studies @ 50 points each	200
2 Exercises @ 50 points each	100
2 Discussions @ 50 points each	100
Individual Project	280
Total	1000

GRADE	%
A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	<60%

Readings

- Every week students are assigned mandatory readings necessary to complete assignments of the week.
- The readings will either be in the course textbook or posted in the section "Additional Readings" under "Resources" in the Homepage of our WebCT class.
- The student is responsible to locate and read the assigned material to successfully complete the assignments each week.

Quizzes

- The purpose of the quizzes in this class is to evaluate students' knowledge of the topics discussed in the book chapters that are assigned each week.
- Each quiz will evaluate the students' knowledge in a specific book chapter.
- Each week, several quizzes will be available from 12.05 on Monday to 8.55PM on Sunday on the chapters scheduled for that week.
- The quizzes will have 10 multiple-choice questions (plus possible bonus questions) and the students will have 15 minutes to complete them from the time the student logs on to start the quiz.

Cases

- Each week a case will be assigned (see tentative schedule) that will evaluate the students' critical thinking ability on a topic from one of the readings assigned that week.
- Cases will be based on one or more topics from the book and on additional reading, which will be indicated in the assignment's guidelines (See "Assignments Guidelines" under "Resources" in the Homepage of our WebCT class). A thorough reading is advised to be able to provide a quality answer. An answer that shows misinformation of the required reading will result in a zero on that question.
- Cases are open for a period of two hours and cannot be revisited. The student should make sure that he/she has the time and a reliable computer/connection to complete the assignment before the start.

Reflective Exercises

- The purpose of the reflective exercises is to evaluate students' ability to apply the course material to their personal experiences and development. Any personal information that you share in these exercises will be treated with complete confidentiality.
- Two reflective exercises have been scheduled for this Summer session (see tentative schedule for due dates and times).
- Late turn-ins will not be accepted.
- The guidelines for the exercise (See "Assignments Guidelines" under "Resources" in the Homepage of our WebCT class) each exercise explicitly indicates what reading is required to be able to answer the questions. An answer that shows misinformation of the required reading will result in a zero on that question.

Discussions

- The purpose of the discussions is to evaluate the students' contribution to their group's learning and performance. This contribution will be evaluated by the quality and quantity of the student's contributions to the discussion, as well as by the quality of the group's final document.
- Two discussions have been scheduled for this summer session (see tentative schedule for due dates and times).
- Discussion postings will be available at 9.00 AM on Monday and closed on 9:55 PM on Friday of the five weeks of this summer session.
- The discussions will take place among the groups of five to six students that will be assigned by the instructor.

Individual Project

- The purpose of the individual project is to help the student explore more in depth an area of personal improvement.
- The students will be evaluated on the logic and completeness of their self-analysis and on the logic of their self-development program.
- The deadline for the individual project will be July 1 at 9.55 PM. Late turn-ins will not be accepted.

STUDENTS WITH DISSABILITIES:

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	FACULTY RESPONSIBILITIES
<ol style="list-style-type: none">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 completed forms to the instructor(s).3. Within 5 days of giving the forms to faculty & at least 1 week before any scheduled exam, retrieve the signed forms from faculty & return them to SSD.4. Contact the SSD Office if services/accommodations requested are not being provided, not meeting your needs, or additional accommodations are needed.	<ol style="list-style-type: none">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 questions or disputes regarding accommodation(s), disruptive behavior, etc.3. Refer the student to SSD for any additional accommodations.

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. Requests for "I" grades should be made to the instructor, but must be approved by the Management Department Head.

WITHDRAWALS:

It is the responsibility of the student to know important dates such as University drop dates; last day to withdraw with a W is March 16. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.

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 http://www.nmsu.edu/Campus_Life/vpsa/public_html/SCOC/misconduct.html.

The following information has been extracted from the Student Code of Conduct:

Academic Misconduct- Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty;
2. Plagiarism, which 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;
3. Unauthorized possession of examinations, reserve library materials, laboratory materials, or other course-related materials;
4. Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report; or unauthorized access to academic computer records;
5. Nondisclosure or misrepresentation in filling out applications or other University records in, or for, academic departments or colleges.

**TENTATIVE SCHEDULE & IMPORTANT DATES
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Week	Topics Covered	ASSIGNMENTS DUE (by 9.55 PM) <i>The instructions to complete each of the mentioned assignments will be available in the "Guidelines for Assignments" section within "Resources", in the Homepage of our website.</i>
MAY 30 – JUNE 3	Introduction and personality characteristics.	<p>READING: Chapters 1, 2 + possible additional readings.</p> <p>Introduce yourself to the rest of the class in the Class Board discussion (Week 1), under “Assignments” in the Homepage.</p> <p>SYLLABUS QUIZ: Will cover the syllabus and tentative schedule. <u>Due June 3.</u></p> <p>QUIZZES 1, 2: Will cover chapters 1, 2, 3. <u>Due June 3.</u></p> <p align="center"><i>JUNE 1 IS THE LAST DAY TO ADD A COURSE.</i></p>
JUNE 4 – JUNE 10	Values, motivation, and learning.	<p>READING: Chapters 4, 5, 6 + possible additional readings.</p> <p>CASE 1. See assignment’s guidelines. <u>Due June 10.</u></p> <p>DISCUSSION 1. See assignment’s guidelines. <u>Due June 10.</u></p> <p>QUIZZES 4, 5, 6: Will cover chapters 4, 5, 6. <u>Due June 10.</u></p>
JUNE 11 – JUNE 17	Communication, group work, and decision making.	<p>READING: Chapters 7, 8, 9 + possible additional readings.</p> <p>CASE 2. See assignment’s guidelines. <u>Due June 17.</u></p> <p>REFLECTIVE EXERCISE 1. See assignment’s guidelines. <u>Due June 17.</u></p> <p>INDIVIDUAL PROJECT Step 1. See assignment’s guidelines. <u>Due June 17.</u></p> <p>QUIZZES 7, 8, 9: Will cover chapters 7, 8, 9. <u>Due June 17.</u></p> <p align="center"><i>JUNE 15 IS THE LAST DAY TO DROP WITH A ‘W’.</i></p>
JUNE 18 – JUNE 24	Power and influence, leadership, and conflict.	<p>READING: Chapters 10, 11, 12 + possible additional readings.</p> <p>CASE 3: See assignment’s guidelines. <u>Due June 24.</u></p> <p>DISCUSSION 2: See assignment’s guidelines. <u>Due June 24.</u></p> <p>QUIZZES 10, 11, 12: Will cover chapters 10, 11, 12. <u>Due June 24.</u></p>
JUNE 25 – JULY 1	Organizational processes and structure.	<p>READING: Chapters 13, 14, 15, 16 + possible additional readings.</p> <p>CASE 4: See assignment’s guidelines. <u>Due July 1.</u></p> <p>REFLECTIVE EXERCISE 2: See assignment’s guidelines. <u>Due July 1.</u></p> <p>QUIZZES 13, 14, 15, 16: Will cover chapters 13, 14, 15, 16. <u>Due July 1.</u></p>
JULY 3	Final Project	<p>TERM PROJECT (Step 2). See assignment’s guidelines. <u>Due July 3.</u></p> <p align="right"><i>LAST DAY OF CLASSES.</i></p>