

Management 309.70 – Human Behavior in Organizations
Fall 2008
Online Course: August 21 – December 12, 2008

Instructor: Ashish Mahajan

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Email: Use WebCT email (amahajan)

Office Hours: Friday: 3:30–5:30 PM & by appointment

Required Text:

Understanding Organizational Behavior, 3rd Ed., By Debra L. Nelson & James Campbell Quick, Publisher: South-Western, 2005. ISBN: 0-324-42302-0.

Text web site: http://websites.swlearning.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&flag=student&product_isbn_issn=9780324423020&discipline_number=416

Course Overview:

This is a general course in Organizational Behavior and provides a broad understanding of different facets of individual and group behavior in an organizational setting. We will review research on topics like motivation, leadership, culture, conflict among others. We will also contribute to online discussions by sharing professional experiences and will relate it to the topics in the textbook. Another facet of this course is about understanding the impact of cultural differences on Organizational Behavior. Broadly, how people from different cultures are motivated or perceive leadership and if there are theories to help the managers understand these cultural differences. Therefore, the purpose of this course is to facilitate a general understanding of organizational behavior from a global perspective and to integrate theory with practice.

Course Objectives:

At the end of the course, we would have

- Developed a greater understanding of human behavior in organizations.
- Reviewed some of the major findings in the area of motivation, leadership, communication and change in organizations.
- Gained a greater understanding of individual and cultural differences and their impact on the organizations.
- Gained the ability to relate theoretical concepts with our own professional experiences.

Course Design:

This is entirely a web based course and the class design will involve material that facilitates web based learning. Typically the material will involve online exams, posting of topics on the discussion board and individual project work.

Grading Criteria			
Items	Points	Course Grade	
Exam (4 @ 100 points each)	400	<u>Total Points</u>	<u>Grade</u>
Discussion Postings (5 @ 40 points each)	200	665 & above	A+
Project Work	100	630 – 664	A
		595 – 629	B+
Total Points	700	560 – 594	B
		525 – 559	C+
		490 – 524	C
		420 – 489	D
		419 & below	F

Exams:

- There are four exams scheduled at regular intervals during the course. See course schedule for exam dates.
- Each exam will contain 50 multiple choice, true/false questions worth 2 pts. each.
- Each exam will be timed and you will get 60 minutes to complete the exam from the time you log in to start the exam.

Discussion Postings:

- A group of seven students will be formed to discuss the assigned topics. See the discussion's icon on the homepage for more information on the groups.
- A discussion will remain open for about two weeks. See schedule for availability dates.
- A topic, which can be either a case or a thought provoking question, will be assigned to each group from the chapters assigned for that week.
- Each student will be required to post his/her answers/comments and reply to at least two other student's answers/comments during the time each discussion is available. See course schedule for available times for each discussion.
- Your discussion grade will be based on 1) the content of your individual response to the discussion topic and 2) the content of your response to two other students in your group.
- Use professional English language to post your answers/comments.

Project Work:

- Every student will be required to do an individual project work. Instructions will be posted in the content module on the homepage during the week of Nov. 10 – 16.

Course Expectations:

Students should pay special attention to the following:

- **WebCT:** Every student will need to access WebCT for this course. If you do not have your Global Id and password, you will need to create one at <http://salsa.nmsu.edu> .
- **Email:** Any email correspondence, which you send to me, must be sent through WebCT. I will not respond to email, which is not sent through WebCT except under documented server problems.
- **Academic Misconduct:** Please refrain from any form of cheating and plagiarism (copying work from another student or from other external sources or submitting work that is not your own, etc.). If caught, will result in a 'F' grade and the student will be subject to further disciplinary action as per the policy of the University www.nmsu.edu/~vpsa/SCOC/misconduct.html
- **Incompletes ('I' grades):** A grade of 'I', incomplete may be given for a passable grade that could not be completed due to circumstances beyond the student's control (e.g. severe illness, death in the immediately 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. Incomplete grades will only be given if a student has a passing grade at mid-term.
- **Make-ups:** No make-up exams will be given except under emergent circumstances with proper documentation.
- **Withdrawals:** It is the responsibility of the student to know important 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.

Disabilities/Employee Relations: If you have or believe you have a disability and would benefit from any accommodations, you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office located in Garcia Annex (phone: 646-6840). If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first two weeks of classes. It is your responsibility to inform either your instructor or SSD representative in a timely manner if services/accommodations provided are not meeting your needs.

If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss any concerns with the instructor and/or Michael Armendariz, SSD Coordinator. Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA Office at 646-3635 with any questions about the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

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Tentative Course Schedule

DATE	SUBJECT	ASSIGNMENTS & SUBMISSION DATES
<u>Week 1:</u> Aug 21-24		1). Introduce yourself by posting to the 'Introduce yourself' discussion board. 2). Download syllabus and familiarize yourself with course requirements.
<u>Week 2:</u> Aug 25-31	Chapter 1 - Organizational Behavior & opportunity Chapter 2 – Challenges for Managers	1). Review Chapters 1 & 2 2). Begin posting for Discussion 1. <u>Available Monday, Aug. 25, 8AM</u>
<u>Week 3:</u> Sept 1-7	Chapter 3 - Personality, perception & attribution Chapter 4 - Attitudes, emotions & ethics	1). Review Chapters 3 & 4 2). Your submission for <u>discussion 1 due Friday, Sept. 5, 5PM</u>
<u>Week 4:</u> Sept 8-14	Chapter 5 - Motivation at work.	1). Review Chapter 5. 2). Exam 1 (Chapters 1,2,3,4,5) <u>Available: 12:05AM, 09/12/08 – 11:55PM, 09/14/08</u>
<u>Week 5:</u> Sept 15-21	Chapter 6 - Learning & performance management.	1). Review Chapter 6 2). Begin posting for discussion 2. <u>Available Monday, Sept. 15, 8AM</u>
<u>Week 6:</u> Sept 22-28	Chapter 7 - Communication	1). Review Chapter 7 2). Your submission for <u>discussion 2 due Friday, Sept. 26, 5PM.</u>
<u>Week 7:</u> Sept 29- Oct 5	Chapter 8 - Work teams & groups	1). Review Chapter 8 2). Begin posting for discussion 3. <u>Available Monday, Sept. 29, 8AM</u>
<u>Week 8:</u> Oct 6-12	Chapter 9 - Decision making by individuals & groups	1). Review Chapter 9 2). Your submission for <u>discussion 3 due Friday, Oct. 10, 5PM.</u> 3). Exam 2 (Chapters 6,7,8 & 9) <u>Available: 12:05AM, 10/10/08 – 11:55PM, 10/12/08</u>
<u>Week 9:</u> Oct 13-19	Chapter 10 - Power & Political Behavior	1). Review Chapter 10 2). Begin posting for discussion 4. <u>Available</u>

		<u>Monday, Oct. 13, 8AM</u>
<u>Week 10:</u> Oct 20-26	Chapter 11 - Leadership & Followership.	1). Review Chapter 11 2). Your submission for <u>discussion 4 due Friday, Oct. 24, 5PM.</u>
<u>Week 11:</u> Oct 27- Nov 2	Chapter 12 - Conflict & Negotiation	1). Review Chapter 12 2). Begin posting for discussion 5. <u>Available Monday, Oct. 27, 8AM</u>
<u>Week 12:</u> Nov 3-9	Chapter 13 - Jobs design & redesign	1). Review Chapter 13 2). Your submission for <u>discussion 5 due Friday, Nov. 7, 5PM.</u> 3). Exam 3 (Chapters 10,11,12 & 13) <u>Available: 12:05AM, 11/07/08 – 11:55PM, 11/09/08</u>
<u>Week 13:</u> Nov 10-16	Chapter 14 - Organizational design and structure	1). Review Chapter 14 2). Download instructions on individual project. <u>Available Monday, Nov. 10, 8AM</u>
<u>Week 14:</u> Nov 17-23	Chapter 15 – Organizational Culture	1). Review Chapter 15 2). Work on Individual project
<u>Week 15:</u> Nov 24-30	Thanksgiving Break	
<u>Week 16:</u> Dec 1-7	Chapter 16 - Managing change	1). Review Chapter 16 2). <u>Individual project due Friday, Dec. 5, 5PM</u>
<u>Week 17:</u> Dec 8-12	Exam Week	1). Exam 4 (Chapters 14, 15 & 16) <u>Available: 12:05AM, 12/08/08 – 11:55PM, 12/09/08</u>