

MANAGEMENT 309.M01 - HUMAN BEHAVIOR IN ORGANIZATIONS

9:30-10:20, MWF, BC 102

Fall 2008 – August 21<sup>st</sup> – December 12<sup>th</sup>, 2008

Yasanthi Perera, Office GU 300-I  
E-mail: [yperera@nmsu.edu](mailto:yperera@nmsu.edu)

Office Hrs: Mon 10:30 – 11:30, Thurs 1:30-2:30, & by  
appointment  
Phone: 646-6847

**REQUIRED TEXT:**

- Understanding Organizational Behavior, 3<sup>rd</sup> Ed., by Nelson & Quick. Publisher: Thomson South-Western: 2008. 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](http://websites.swlearning.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&flag=student&product_isbn_issn=9780324423020&discipline_number=416)

**COURSE OBJECTIVES:**

The primary objectives of the course are for students to:

- Develop skills in human relations and decision making in human problem situations;
- Develop an understanding of effective management of a workforce composed of highly diverse individuals;
- Develop skills in problem identification, evaluation, and decision making;
- Develop a framework to for the analysis of human performance in organizations. Including:
  - Understanding individual behavior and motivation
  - Understanding interpersonal interaction and communication
  - Understanding group processes, teamwork, and leadership
  - Understanding management practices to improve human performance and productivity

**COURSE DESIGN:**

**Grading Criteria:**

Assignments	Points
4 Exams @ 150 points per exam	600
Optional Cumulative Final Exam (Replaces lowest test score) – Dec. 8	150
Total Available Points	600

**Grade Breakdown:**

Grade	Point Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 60%

**Note:** Any missed exams can be made-up during the two hours allotted for the final exam (December 8, 8-10 a.m.). The cumulative optional final is also offered the same Finals Weeks exam slot. The final exam score (if higher) will replace the lowest test score.

Please bring pencils to the class for exams. Scantrons will be provided.

## CLASSROOM ETIQUETTE:

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My basic assumptions are that all students enrolled in this course are academically capable, and are taking the class to learn foundational OB material. In order to foster a positive and respectful learning environment, I expect that we all behave professionally and courteously. Below are some specific guidelines:

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- **Cell phones, pagers, or any other electronic devices should be turned off & put away before the start of class. If you need to use them, please wait until class is over. Laptops are OK for note-taking.**
  - I expect all students to:
    - Respect the opinion of others
    - Listen actively
    - Participate actively
  - Attend class regularly & to come to class on time – 10 extra-credit points for perfect attendance at the end of the semester (including any excused absences with doctors' letters, athletic team travel etc).
  - If you come in late to class due to a circumstance beyond your control, please do so quietly. If you must leave early on occasion, inform the instructor at the beginning of the class & sit near the door. These guidelines should help to minimize interruptions, and they will be facilitated if students will leave a few seats nearest the door unoccupied.
  - Please do not take restroom or cigarette breaks during class -- do that before class. It is very disruptive to have people getting up, leaving & coming back during the class.
  - Please, no eating food in the classroom (can be distracting to others). Beverages are o.k.
  - Do not read newspapers or any other non-class materials during the class.
  - Please WAIT until class is dismissed before you gather up your things to leave.
  - Please bring pencils to the class for exams. Scantrons will be provided.
  - You do not necessarily need to bring your textbook to class, but generally speaking, you should have read, taken notes and prepared for the discussion, and completed any assignments before class.
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## ADMINISTRATIVE POLICIES:

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### ACADEMIC MISCONDUCT:

Cheating, in any form, will not be tolerated. Any students found cheating will receive an F in the course 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. Refer to the NMSU Student Handbook for additional information.

### ATTENDANCE POLICY:

**Attendance** is taken at each class meeting. Students with perfect attendance (including any excused absences with doctors' letters, athletic team travel etc.) will receive 10 extra credit points (not percentage) at the end of the semester.

### DISABILITIES/ EMPLOYEE RELATIONS:

Disabilities/Employee Relations: Feel free to call the Director of Institutional Equity at 505-646-3635 with any questions you may have about NMSU's Non-Discrimination Policy & complaints of discrimination, including sexual harassment. Call the Coordinator of Services for Students with Disabilities at 505-646-6840 regarding student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

**EXAM MAKE-UP POLICY:**

All **make-up exams will be given during Finals Week on Monday, December 8** unless permission is obtained from professor to take the exam on an earlier date (this requires an excused absence with documentation):

**INCOMPLETES (“I” Grades):**

“I” grades are 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 (October 15). 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 student’s responsibility to officially withdraw from any class that he or she intends to drop. The last day to withdraw with a “W” is Wednesday, October 15<sup>th</sup>, 2008. The last day to withdraw from the University is Friday, November 14<sup>th</sup>, 2008.

COURSE OUTLINE - MGT 309.M01 – Fall 2008 (Yasanthi Perera).			
Schedule subject to change based on course progress			
Date	Subject	Chapter	
<b>PART 1—INTRODUCTION</b>			
Aug	22 Fri	Course Overview	
	25 Mon	Organizational Behavior and Opportunity	1
	27 Wed	Challenges for Managers	2
	29 Fri	Challenges for Managers	2
<b>PART 2—INDIVIDUAL PROCESSES &amp; BEHAVIOR</b>			
Sept	1 Mon	Labor Day Holiday – Enjoy the long weekend.	
	3 Wed	Personality, Perception & Attribution	3
	5 Fri	Personality, Perception & Attribution	3
	8 Mon	Attitudes, Emotions, & Ethics	4
	10 Wed	Attitudes, Emotions & Ethics	4
	12 Fri	Optional Exam 1 Review Day	
	15 Mon	Exam #1 chapters 1- 4 and material covered in class	
	17 Wed	Motivation at Work	5
	19 Fri	Motivation at Work	5
	22 Mon	Learning & Performance Management	6
	24 Wed	Learning & Performance Management	6
	26 Fri	Communication	7
	29 Mon	Communication	7
<b>PART 3—INTERPERSONAL PROCESSES &amp; BEHAVIOR</b>			
Oct	1 Wed	Work Teams and Groups	8
	3 Fri	Work Teams and Groups	8

Nov	6 Mon	Optional Exam 2 Review Day	
	8 Wed	Exam #2 chapters 5-8 and material covered in class	
	10 Fri	Decision Making by individuals & groups	9
	13 Mon	Decision Making by individuals & groups	9
	15 Wed	Power & Politics	10
	17 Fri	Power & Politics	10
	20 Mon	Leadership & Followership	11
	22 Wed	Leadership & Followership	11
	24 Fri	Conflict & Negotiation	12
	27 Mon	Conflict & Negotiation	12
	29 Wed	Optional Exam 3 Review Day	
	31 Fri	Exam #3 chapters 9-12 and class material	
	<b>PART 4—ORGANIZATIONAL PROCESSES &amp; STRUCTURE</b>		
Nov	3 Mon	Jobs Design and Redesign	13 (p 333-341; 347-350)
	5 Wed	Jobs Design and Redesign	13 (p 333-341; 347-350)
	7 Fri	Organizational Design & Structure	14 (p 356-364)
	10 Mon	Organizational Culture	15 (p 386-394; 401-405)
	12 Wed	Organizational Culture (continued)	15
	14 Fri	Managing Change	16
	17 Mon	Managing Change	16
	19 Wed	Optional Exam 4 Review	
	21 Fri	Exam 4: Ch 13-16	
	24 - 28	Thanksgiving Break – Enjoy!	
Dec	1 Mon	International Management - “ <u>Eye of Beholder</u> ” article	
	3 Wed	International Management - “ <u>Eye of Beholder</u> ” article & Optional Review Day	
	5 Fri	No formal class but instructor will be available in the classroom for students who have questions. – Good Luck on Finals Week!	
	8 Mon	Exam week—Optional final exam 8 – 10 a.m.	