

MGT 309.M75 HUMAN BEHAVIOR IN ORGANIZATIONS
ONLINE COURSE – SUMMER 2 2008
(July 7 through August 8, 2008)

INSTRUCTORS:

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Office Location: Guthrie 300-C
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REQUIRED TEXT:

The textbook is **REQUIRED** from the first day of class. It is your responsibility, as the student, to have the textbook on time to complete the assignments.

- 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/cgi-wadsworth/course_products_wp.pl?fid=M20b&flag=student&product_isbn_issn=9780324423020&discipline_number=416
- NOTE: **USE THIS WEBSITE MATERIAL.** The practice quizzes will help your class performance. PowerPoint slides outlining the chapter material are posted under the "Textbook Chapter Slides" icon on the Mgt 309.M70 homepage.

COURSE OBJECTIVES:

The primary objectives of the course are for students to:

- Develop a solid understanding of basic organizational behavior (OB) concepts;
- Develop an understanding of human behavior, and its influence on groups and organizations;
- Develop skills in problem identification, evaluation, and decision making skills;
- Develop a framework to aid your analysis and comprehension of:
 - Individual perception, motivation, and behavior
 - Interpersonal relations, communications, and conflict
 - Organizational processes and structures
 - Working together in mutually interdependent groups

COMMUNICATION WITH THE INSTRUCTORS:

- 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.
- WebCT is available through the following web site: <https://salsa.nmsu.edu/>. If you do not have a password and ID for WebCT, you may create them at this website.

DISTANCE EDUCATION FORMAT & USE OF WEBCT:

This course is being taught entirely via the internet using WebCT. Contrary to some students' expectations, a web-based course takes a significant amount of effort on both the part of the students and the instructor. Participation in this course is not to be taken lightly. Students will be expected to accomplish the equivalent amount

of work required for a traditional classroom section. However, because of the distance-learning format, some students may perceive the course to be more intensive than a traditional classroom format.

It is the responsibility of the student to use the available WebCT resources to ensure:

- Familiarity with WebCT (how to login, use menus, etc.)
- Compatibility of web browser software with WebCT

Any questions regarding WebCT should be directed to the WebCT Help Desk at 505-646-4433 or visit <http://distance.nmsu.edu/help/webct.html> for on-line help information.

COURSE DESIGN:

Grading Criteria:

Grade Breakdown:

Assignments Points	Grade	Point Range
4 Quizzes @ 75 points each (no grade dropped) 300	A	90 – 100%
3 Discussions @ 75 points each 225	B	80 – 89%
Total Available Points 525	C	70 – 79%
	D	60 – 69%
	F	Below 60%

Each group will engage in three on-line discussions (Harvard Business Review articles, Case 1, and Final Case) on private discussion boards.

Please note that due to enrollment changes, your group membership may change over the next few weeks. Each discussion score comprises of a group score and an individual score. The instructors determine the group score by grading the final written product from each discussion.

The individual score is determined by students ratings of their teammates effectiveness and degree of participation. Please note that students who do not participate in a discussion will receive a zero for their individual and group score.

The whole score of the discussion is based on instructors grading 50 points and your group members evaluation at 25 pts.

Participation means writing at least 5 meaningful posts per discussion with more than phrases such as “I agree”, etc.

Note:

Plusses and minuses are awarded based on the instructor’s judgment and not at an exact percentage value.

Question: What is a good quiz-taking strategy?

Answer: Read the textbook chapter, visit the textbook website and preview the study materials (PowerPoint slides, practice quiz, key terminology etc.) before you take the WebCT quiz. The quiz is open book so you should have just enough time to verify your answers if necessary.

Question: Where do the quiz questions come from?

Answer: Both the questions and answers come from your textbook. When in doubt, refer to the textbook for guidance; do not refer to personal experience or anecdotal information to answer quiz questions. Here is an example:

Example Question # 5:

- a. Example answer, using words and phrases taken directly taken from the book
- b. Example answer, could easily be true in the “real world,” some but not all in the book
- c. Example answer, obviously wrong
- d. Example answer, could easily be true in the “real world” not from the book at all

In this case, the correct answer is “a”

Question: Explain the logistics of the quizzes?

Answer: The quizzes are timed, and 30 minutes is allowed for 15 questions. Once you save an answer, wait two or three seconds before moving on to the next question in order to allow the WebCT system to “catch up” with you.

READINGS:

Throughout students are assigned mandatory readings necessary to successfully complete the their assignments. Additional readings, as necessary for the cases, will be required (it will be explicitly indicated in the assignment guidelines).

DISCUSSIONS:

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).

- Discussion board 1 will open on the first day of class, and discussion boards 2 and 3 will open after the second week of class. Discussions will be due on a staggered schedule and you will need to refer to each discussion board for the due dates.
- Discussions 2 and 3 are case studies.
- Students will be placed in groups of four to six individuals. The discussions will occur among the students of each group. **Depending on course enrollment changes, the group make-up may change over the course of the semester.**
- You are expected to significantly contribute to the discussion of your group. Each discussion will receive a group grade based on the quality of the final assignment submitted by the group, and each group member will receive an individual participation grade based on the quantity, but more importantly, the quality of contributions.

SCHEDULE:

Late assignments are not accepted:

- Discussions are on their due date at 9:55 PM
- Group Project final group submission due Wednesday, August 6th, 9:55PM.
- Quizzes are due Sundays at 9:55 PM

YOU CAN ALWAYS TURN ASSIGNMENTS IN EARLY.

Discussion assignments turned in two days early will receive 5 extra points

ADMINISTRATIVE POLICIES:

ACADEMIC MISCONDUCT:

Cheating, in any form, is not 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.

Academic misconduct includes, but is not limited to, the following excerpted from the NMSU Student Handbook:

- Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonestly;
- Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Any ideas, words, pictures, or other intellectual content taken from another source must be acknowledged in a citation that gives credit to the source. This is irrespective of the origin of material, including the Internet, other students' work, unpublished materials, or oral sources. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct. It is the responsibility of the student submitting the work in question to know, understand, and comply with this policy. If no citation is given, then borrowing any of the following would be an example of plagiarism:
 - An idea or opinion, even when put into one's own words (paraphrase);
 - A few well-said words, if these are a unique insight;
 - Many words, even if one changes most of them;
 - Materials assembled by others, for instance quotes or a bibliography;
 - An argument;
 - A pattern of ideas;
 - Graphs, pictures, or other illustrations;
 - Facts;
 - All or part of an existing paper or other resource;
- This list is not meant to include all possible examples of plagiarism.

Basically, always provide references to borrowed material and ideas. If in doubt whether to reference or not, ask me or just provide a reference.

DISABILITIES/ EMPLOYEE RELATIONS:

- Contact the Director of Institutional Equity (505-646-3635) regarding any questions you may have about NMSU's Non-Discrimination Policy & complaints of discrimination, including sexual harassment.
- 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.

INCOMPLETES:

Incompletes will be awarded 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 head of the Department of Management.

MAKE-UP POLICY:

Because this is a web-based course, particular attention is given to when & how assignments can be submitted. All assignments & quizzes have due dates attached to them, so these are known to the student ahead of time. It is up to the student to manage their workload to get things in on time. However, a student cannot complete & submit all of the work for this course, say, in the first 3 weeks. I will be releasing assignments in plenty of time for them to be completed ahead of the deadline.

Quiz and case timeframes will be more restrictive. They will be open for a very specific period of time during which the student is expected to complete it, unless otherwise indicated.

- Students will be given deadlines for each assignment in this course.
- If you miss a case, or discussion, the score for that particular work assignment will be zero. It is to your advantage to complete all assignments.
- 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.

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 with a "W" is Monday, July 23rd, 2008. The last day to withdraw from the University is Friday, August 1st, 2008.

SCHEDULE:

Week	Dates	Topic	Chapter	Weekly Tasks	Tasks Due
1	Jul 7 Jul 13	Introduction Work Teams Communication	1 8 7	Form Teams Syllabus Quiz Discussion 1 Quiz 1	Jul 13 Jul 13 Jul 20
2	Jul 14 Jul 20	Conflict & Negotiation, Personality, Perception, & Attribution Attitudes, Emotions, & Ethics	12 3 4	Group Case Quiz 2	Jul 23 Jul 27
3	Jul 21 Jul 27	Motivation Learning & Performance Management Decision Making	5 6 9	Final Case Quiz 3	Aug 6 Aug 8
4	Jul 28 Aug 3	Power & Politics Leadership & Followership Organizational Culture	10 11 15	Quiz 4	Aug 8
5	Aug 4 Aug 8	Summary			