

Management 309.75 – Human Behavior in Organizations

Summer II, 2007

Online Course: July 09 – August 13th, 2007

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F: 11:00 AM – 1 PM & by appointment

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Required Text: Understanding Organizational Behavior, 2nd Ed., By Debra L. Nelson & James Campbell Quick, Publisher: South-Western, 2005. ISBN: 0-324-25915-8. Text web site:

<http://www.swlearning.com/management/nelson-quick/uob2e/uob2e.html>

Course Overview: This is a general course on Organizational Behavior. It 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 resolution among others. We will also enrich the discussion with our own professional/ life experience and will relate it to the topics in the textbook. Another aspect of this course pertains to understanding the impact of cultural differences on Organizational Behavior. Therefore, the purpose of this course is to enable a general understanding of organizational behavior from a global perspective and to integrate theory with practice.

Course Objectives: By the end of this course, participants should be able to:

- Recognize the importance of human behavior in organizations.
- Develop enough self-awareness and an ability of critical reflection on personal experiences in organizations
- Relate topics of motivation, leadership, communication and change to specific individual, group or organizational experiences.
- Develop a personal perspective on communication processes, leadership styles, motivation, group dynamics, organizational and societal culture.
- Show an ability to apply the concepts and theories of Organizational Behavior through your contributions in the virtual discussions and your assignments.

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 frequent assignments, online quizzes/exam, posting of topics on the discussion board and individual project work.

Grading Criteria			
Items	Points	Course Grade	
Quizzes (4 @ 60 points each)	240	<u>Total Points</u>	<u>Grade</u>
Assignments (1 @ 100)	100	612 & above	A
Discussion Postings (3 @ 80 points each)	240	544– 611	B
Comprehensive Exam (1 @ 240 points)	100	476– 543	C
		408– 475	D
Total Points	680	407 & below	F

Quizzes:

- Every week except week 1, there will be one quiz from the chapters assigned for that week
- Each quiz will be available from 6:00 PM on every Friday to 6:00 PM of every Monday of the following week.
- Each quiz will contain 30 multiple choice questions worth 2 pts. each.
- Each quiz will be timed and you will get 40 minutes to complete the quiz from the time you log on to start the quiz.
- Two trials will be possible and your higher score will be taken into account

Assignments:

- Starting from the 3rd week, you will have one assignment to do.

- It will be made available on Monday at 12:05 AM and will be due on Monday of the following week by 9:00 AM.
- Late turn-ins will be sanctioned (20% will be taken off your assignment grade)
- Specific instructions for the assignment will be posted.

Discussion Postings:

- A group of a maximum of 6 students will be formed to discuss the assigned topics. Discussions will be based on personal stories and experiences. See the discussion's icon on the homepage for more information on the groups.
- Every week, a topic will be specified to each group from the chapters assigned for that week.
- Each student will be required to post his/her answers/comments or reply to another student's answers/comments by the due date.
- Discussion topics for every group will be available every Monday starting from 9:00 AM
- Every group member is supposed to post their answers, stories, comments, inquiries from Monday 9:00 AM until Sunday 9:00 PM
- Use professional English language to post your answers/comments.

Comprehensive Exam:

- There will be one comprehensive exam from the chapters covered through the entire course during the final week.
- The exam will be made available from 12:05 AM to 11:55 PM on Monday of the final week.
- The exam will contain 60 multiple choice questions worth 4 pts. each.
- The exam will be timed and you will get 70 minutes to complete the exam from the time you log on to start the exam.

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 student code of conduct and 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 quizzes or exam will be given except under urgent circumstances.
- **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.
- **Students with Disabilities:** If you have, or believe you have, a disability and would benefit from any accommodation(s), you may wish to self-identify by contacting the Services with Disabilities (SSD) office located at Garcia Annex (phone 646-6840; TTY 646-1918) to register. All medical info will be treated confidentially. If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first 2 weeks of classes. It will be your responsibility to inform either your instructor or SSD representative (in a timely manner) if the services/accommodations provided are not meeting your needs. If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with the instructor or Ms. Jane Spinti, SSD Coordinator. Feel free to call Mr. Paul Gayle-Smith, Director, Institutional Equity/EEO, at 646.3635 with any questions about the Americans with Disabilities Act (ADA) &/or Section 504 of the Rehabilitation Act of 1973.

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Tentative Course Schedule

DATE	SUBJECT	ASSIGNMENTS & SUBMISSION DATES
<p><u>Week 1:</u> 07/09/07- 07/13/07</p> <p>Chapters: 1 & 2</p>	<p>Chapter 1 - Organizational Behavior in Changing Times</p> <p>Chapter 2 - Organizations & managerial challenges in the twenty-first century</p>	<p>1). Review Interactive Quizzes for Chapters 1&2 Available at text website link above & on class home page. Do NOT email it to me.</p> <p>2). Post your answers for discussion topic # 1</p>
<p><u>Week 2:</u> 07/16/07 – 07/20/07</p> <p>Chapters: 3, 4, 5, & 6</p>	<p>Chapter 3 - Personality, perception & attribution</p> <p>Chapter 4 - Attitudes, values & ethics</p> <p>Chapter 5 - Motivation at work.</p> <p>Chapter 6 - Learning & performance management.</p>	<p>1). Take Quiz 1 (Chapters 1& 2)</p> <p>2). Review Interactive Quizzes for Chapters 3, 4, 5 & 6. Available at text website link above & on class home page. Do NOT email it to me.</p> <p>3) Take Quiz 2 (Chapters 3,4, 5 & 6)</p>
<p><u>Week 3:</u> 07/23/07 – 07/27/07</p> <p>Chapters: 7, 8 & 9</p>	<p>Chapter 7 - Communication</p> <p>Chapter 8 - Work teams & groups</p> <p>Chapter 9 - Decision making by individuals & groups</p>	<p>1). Assignment 1</p> <p>2). Review Interactive Quizzes for Chapters 7, 8& 9. Available at text website link above & on class home page. Do NOT email it to me.</p> <p>3). Post your answers for discussion topic # 2</p> <p>4) Quiz 3 (Chapters 7, 8 & 9)</p>
<p><u>Week 4:</u> 07/30/07 – 08/03/07</p> <p>Chapters 10, 11, 12 & 13</p>	<p>Chapter 10 - Power & Political Behavior</p> <p>Chapter 11 - Leadership & Followership.</p> <p>Chapter 12 - Conflict & Negotiation</p> <p>Chapter 13 - Jobs & the design of work</p>	<p>1). Review Interactive Quizzes for Chapters 10, 11, 12 & 13. Available at text website link above & on class home page. Do NOT email it to me.</p> <p>2). Post your answers for discussion topic # 3</p> <p>3). Quiz 4 (Chapters 10, 11, 12 & 13)</p>
<p><u>Week 5:</u> 08/06/07 – 08/13/07</p> <p>Chapters 14, 15 & 16</p>	<p>Chapter 14 - Organizational design and structure</p> <p>Chapter 15 – Organizational Culture</p> <p>Chapter 16 - Managing change</p>	<p>1). Review Interactive Quizzes for Chapters 14, 15 & 16. Available at text website link above & on class home page. Do NOT email it to me.</p> <p>2) Comprehensive Exam (60% from Chapters 14, 15 & 16 and 40% from earlier chapters) Available: 08/12/07 12:00 AM– 08/13/07, 11:55PM</p>