

MGT 309.M72 HUMAN BEHAVIOR IN ORGANIZATIONS
ONLINE COURSE – Summer II 2008
(July 7 - August 8, 2008)

Instructor: Isaac Wanasika (wanasika@nmsu.edu)
Phone: 575-646-5053 (during office hours)
Email: Use WebCT e-mail
Office Location: Guthrie 300-C
Office Hours: Tues & Wed (10 to 11 a.m.), & by appointment.

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 INSTRUCTOR:

- 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/>. Activate your WebCT account now.

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 575-646-4433 or visit <http://distance.nmsu.edu/help/webct.html> for on-line help information.

COURSE DESIGN:

Grading Criteria:

Grade Breakdown:

| Assignments | Points |
|--|--------|
| 6 Quizzes @ 12 points each (lowest quiz grade dropped) | 60 |
| 1 Case Study | 10 |
| 2 Discussions @ 5 points each | 10 |
| Individual Project | 20 |
| | |
| Total Available Points | 100 |

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

QUIZZES:

The purpose of the quizzes is to evaluate students’ knowledge of the book chapters assigned for each week. The quizzes are:

- Due each week by 9:55 pm on Sunday.
- Available up to two weeks prior to the due date (if you want to work ahead).
- Made up of 30 multiple-choice questions.
- Timed; you will have 60 minutes to complete it from the time you log on to start the quiz.

FAQ:

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:

- Example answer, using words and phrases taken directly taken from the book
- Example answer, could easily be true in the “real world,” some but not all in the book
- Example answer, obviously wrong
- 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 60 minutes is allowed for 30 questions. You answer one question at a time and each answer must be saved before proceeding to the next question. This means that you may

not go back to prior questions or change answers once they are saved. 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:

Each week students are assigned mandatory readings necessary to successfully complete the week’s assignments.

CASE STUDIES:

The purpose of the case studies is to evaluate students’ critical thinking and application abilities with respect to the course material. Refer to the course schedule for due dates and times.

- Cases are timed on WebCT and must be completed within 2 hours.
- Cases are based on material from the book and additional readings. In order to provide quality answers, students are advised to read the material thoroughly. Answers that do not clearly relate to the reading material will be awarded a zero.

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 boards will open approximately 2 weeks prior the due date and close at 9:55 PM on due date. (Note: This does not apply to the group project discussion board, which will remain open throughout the course).
- 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 due Fridays at 9:55 PM
- Individual Project is due August 7th, 9:55PM.
- Quizzes are due Sundays at 9:55 PM

YOU CAN ALWAYS TURN ASSIGNMENTS IN EARLY IF THESE TIMES DO NOT WORK FOR YOU.

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 the reference.

DISABILITIES/ EMPLOYEE RELATIONS:

- Contact the Director of Institutional Equity (575-646-3635) 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 drop a course with a “W” is July 23rd, 2008. The last day to withdraw from the University is Friday, August 1st, 2008.

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Preliminary Course Schedule
 (Subject to change based on course progress)

| Week: | Topics Covered: | Things to do this week (subject to change): |
|-----------------|---|--|
| July 7 - 11 | 1. Introducing yourself 2. Course familiarization 3. Syllabus and schedule 4. Part 1 | <u>READINGS:</u> You have two quizzes due next week on Chapters 1 and 2 <u>GUIDELINES:</u> Download and read the following: <ul style="list-style-type: none"> • Syllabus/ Course Schedule • Guidelines for Group Discussions (in general) <u>DISCUSSIONS:</u> Post to the “Introduce Yourself” board. <u>QUIZZES:</u> Syllabus quiz (required, but not graded) and Part 1 quiz due BEFORE turning in ANY other assignment. Due July 13. |
| July 14 - 18 | Part 2: Individual Processes and Behavior | <u>READINGS:</u> Chapters 3 to 6 <u>QUIZ:</u> Due Sunday, July, 20, 9:55 p.m. <u>READINGS:</u> Readings for Discussion 1. <u>DISCUSSIONS:</u> Begin posting for Discussion 1. |
| July 21 - 25 | Part 3: Interpersonal Processes and Behavior | <u>READINGS:</u> Chapters 7 to 12 <u>CASES:</u> Case 1 due by Friday, July, 25, 9:55 p.m. This is a two hour timed case. (Make sure you have time set aside to do the assignment). <u>GUIDELINES:</u> If you have not already done so, download and read instructions for Discussion 1 and re-read Guidelines for Group Discussions. <u>READINGS:</u> Readings for Discussion 2. <u>DISCUSSIONS:</u> Begin posting for Discussion 2. <u>DISCUSSIONS:</u> Discussion 1 submission due Friday, Aug 1st, 9:55PM. <u>QUIZZES:</u> 2 quizzes due Sunday, July 27, 9:55 p.m. |
| July 28 - Aug 1 | Part 4: Organizational Processes and Structure | <u>READINGS:</u> Chapters 13 to 16 <u>QUIZ:</u> Due Sunday, Aug 3, 9:55 p.m. |
| Aug 4 - 8 | Case analysis Individual Project | <u>DISCUSSIONS:</u> Discussion 2 final submission due Friday, Aug 8th, 9:55PM. <u>INDIVIDUAL PROJECT:</u> Due Thursday, Aug 7 th , 9:55 p.m. |