

Human Behavior in Organizations

MGT 309.M05

Spring 2009

Thursday 6:00 – 8:30

Guthrie Hall Room 100

Course Syllabus

Instructor Information:

Steven M. Elias, Ph.D.

Office: 215 Guthrie

Phone: 646-7642

Email: selias@nmsu.edu

Office hours: Tuesday & Thursday 2:00 – 3:00 or by appointment

Required Textbook:

Nelson, D.L., & Quick, J.C. (2008). *Understanding organizational behavior* (3rd edition).

- Textbook website: <http://www.cengage.com/cengage/discipline.do?disciplinenumber=416>

- Click on “Organizational Behavior”

- Scroll down to our text

- Click on Click on “Student: Companion site”

Typically, additional readings will be provided each week either in class or through WebCT

Course Objectives:

- Develop an understanding of human behavior in groups and organizations.
- Develop skills in human relations and decision making in the workplace.
- Develop an understanding of the management of a diverse workforce.
- Develop a framework for the analysis of human performance in organizations, including understanding:
 - o Understanding personality, learning, and motivation
 - o Understanding interpersonal interaction and communication
 - o Understanding group processes, teamwork, and leadership
 - o Understanding management practices meant to improve human performance, satisfaction, and productivity at work.

To properly understand human behavior in organizational settings, it is necessary to go beyond mere “textbook” knowledge and instead delve into fundamental issues on a more practical level. Thus, this course will include classroom lectures, but will also require students to participate in a variety of in-class activities, *especially* case discussions. However, *students are responsible for all of the materials presented in the assigned readings.*

Attendance:

For learning to take place in a course such as this one, it is critical that students attend the course regularly. In-class activities are (surprise...surprise) completed in-class and there is no appropriate way for a student to “make up” such activities when missed. Thus, unless there is a

documented reason (see next paragraph), there will be no make-up opportunities for in-class work.

Exams:

There will be four exams during the semester. Each exam will be worth 25% of your final grade. **DO NOT MISS THE EXAMS!** If you do need to miss an exam for a documented reason (e.g., university related business, TDY, severe illness, etc.), you **must** notify me **prior** to the exam (phone, voicemail, or email) or you will earn a **zero** for that exam. An optional cumulative final exam will be given immediately following exam 4. You may opt to take this exam and have it replace your lowest exam taken during the semester.

Video Cases:

In class, we will watch and discuss numerous video cases of prominent leaders discussing issues of relevance to multiple OB topics. While participation in these discussions will not directly impact your grade, your grade will indirectly be impacted in that the material discussed will be addressed on your exams.

Evaluation:

Exam 1 (February 5th) – 25%

Exam 2 (March 5th) – 25%

Exam 3 (April 9th) – 25%

Exam 4 (TBA) – 25%

Optional Cumulative Final (Immediately following Exam 4) – 25%

- The optional final will replace your lowest exam during the semester

Final Grades:

90% to 100% = A

80% to 89% = B

70% to 79% = C

60% to 69% = D

Below 60% = F

Be aware: Any grade ending in .5 will automatically be rounded up (e.g., 89.5 = A; 89.4 = B).

Given this policy, along with the optional cumulative final, please do not ask for extra credit opportunities. Extra credit **may** be made available during the semester.

Incompletes ("I" grades):

An "I" may be 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. Requests for "I" grades should be made to the instructor, but must be approved by the Management Department Head.

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.

WebCT:

Please make sure you are properly enrolled at the WebCT homepage <https://salsa.nmsu.edu/>. This course will use WebCT for the posting of a limited amount of information relevant to this class. Again, WebCT is a *supplemental* tool for this course. This is not an online class. The majority of information covered in this class (e.g., lecture notes) will not be posted on WebCT.

Students With Disabilities:

If you have (or believe you have) a disability and would benefit from classroom accommodation(s), contact the Services for Students with Disabilities (SSD) at Corbett Center, Room 244 (Phone 646-6840; TTY 646-1918). All medical info is treated confidentially. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered. Information, instructions & forms from the Services for Students with Disabilities Office are online at <http://www.nmsu.edu/~ssd/index.html>.

Academic Misconduct:

Students should familiarize themselves with the NMSU Student Code of Conduct (Section 2 of the NMSU Student Handbook). Any violation of the Student Code of Conduct (e.g., plagiarism, cheating, etc.) will result in the student receiving a grade of “F” in this course. If you do not have a Student Handbook, this information is available at the following web address: <http://www.nmsu.edu/~vpsa/SCOC/intro.html>.

If you are unsure of whether or not your work would be considered plagiarism, please visit the following web address: <http://lib.nmsu.edu/plagiarism/>.

Tentative Schedule

Date	Readings and Exams
January 15:	<i>Chapter 1</i> –Organizational Behavior & Opportunity
January 22:	<i>Chapter 2</i> – Challenges for Managers
January 29:	<i>Chapter 3</i> – Personality, Perception, and Attribution
February 5:	Exam 1
February 12:	<i>Chapter 4</i> – Attitudes, Emotions, & Ethics
February 19:	<i>Chapter 5</i> – Motivation at Work
February 26:	<i>Chapter 6</i> – Learning & Performance Management
March 5:	Exam 2

March 12: *Chapter 7 – Communication*

March 19: *Chapter 8 – Work Teams & Groups*

March 26: **Spring Break**

April 2: *Chapter 9 – Decision Making by Individuals & Groups*

April 9: **Exam 3**

April 16: *Chapter 10 – Power & Politics*

April 23: *Chapter 11 – Leadership & Followership*

April 30: *Chapter 12 – Conflict & Negotiation*

Week of May 4: **Exam 4 & Optional Cumulative Final (Exact date/time TBA)**
