

MGT 309.M70 HUMAN BEHAVIOR IN ORGANIZATIONS

ONLINE COURSE – SPRING 2009
(January 14 through May 8, 2008)

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Office Hours: Monday (10:30 to 11:30 a.m.), & by appointment.

Course Description

Organizations are groups of people who work together toward some purpose. Organizational Behavior is the study of what people think, feel, and do in and around organizations. In this course we will study individual, team, and structural characteristics that influence individual and group behavior in organizations.

Course Objectives

- Develop an understanding of basic organizational behavior (OB) concepts
- Develop an understanding of human behavior individually and in groups, and how human behavior influences organizations
- Develop skills in problem identification, evaluation, and decision making
- Develop teamwork skills via a virtual environment

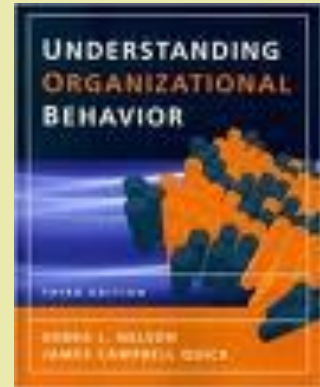
Required Text

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>

You are strongly encouraged to use the material on the textbook website. The practice quizzes in the textbook website will help your class performance.



The textbook is required beginning the first Monday of class. It is your responsibility, as the student, to have the textbook on time to complete the assignments.

Additional Reading

You will not need your textbook during the first week of the course. However you will need to read articles that are posted in course modules 1.

Distance Education Format & Using WebCT:

This is a WebCT course. The "classroom" is a virtual environment. It is the responsibility of the student to use the available material to be familiar with using WebCT and navigating the course website. Knowing where to find resources and where and how to submit your work is essential to achieving your goals in this class. Additional help is provided by the Distance Education services at http://distance.nmsu.edu/webct_tutorials, and in the course website.

Course Requirements

Weekly Readings

Each week students are assigned mandatory readings necessary to successfully complete the week's assignments. Most readings are from the textbook, however some readings are articles. Your understanding of the readings will be evaluated by the quality of your discussions and your quizzes.

Weekly Quizzes

The purpose of the quizzes is to evaluate students' knowledge of the book chapters assigned for each week. The quizzes are available each Thursday morning, except during Spring break, and due each Monday by 5:00 AM, except for Martin Luther King Day, when it will be due the next day, Tuesday. The quizzes are made up of 20 multiple-choice questions and you will have a thirty-five (35) minute time limit to complete it, from the time you start the quiz. This gives you less than two-minutes to complete each question, therefore it is important that prior to completing the quizzes you read the assigned chapters and complete the self-evaluation quizzes available at the textbook website, <http://websites.swlearning.com>.

Do not attempt to take the quiz without reading the textbook beforehand! You will only be able to see one question at a time as you complete the quizzes. When time expires you will be locked out of the quiz and you will not be allowed to answer incomplete questions. It is very important to save each question as you complete the quiz, unsaved questions will not be recorded if time expires as you take the quiz and you will receive zeros for unsaved questions.

It is also very important to review the WebCT tutorial at http://distance.nmsu.edu/webct_tutorials, since this site provides instruction as how to complete the quizzes (quiz tools) in WebCT.

It is **very important** that you take the time to review the book chapter and ask the instructor questions if you are unclear about the topic. There are no Power-Point presentations offered in this course since the topic modules are available to guide readings. Students are **strongly encouraged** to complete the self-evaluation quizzes available at the textbook website, <http://websites.swlearning.com>, prior to completing the quizzes.

Weekly Topic Reflections

Each week beginning on the first day of class students must answer at least one reflection question asked by the instructor in the content module. Each reflection must be a well-written, thoughtful response describing your thoughts about the topic presented and how it would be useful for your career. Simple phrases such as "yes" or "I agree" are not thoughtful responses. You will find topic reflections useful for quiz preparation, especially if you complete the reflections after the self-evaluation quizzes at the textbook website.

The purpose of the reflection is to give you time to reflect on the topic and your career after you complete this course.

Team Project

During the third week of class, you will be assigned into groups. Each group will be required to complete a project due no later than 11:55 PM, Sunday, April 5th. Details of the project will be explained after groups are formed. The project is worth 40% of your grade. It is very important that you develop your group into a functioning team in order to complete this project. A portion of your grade will be based on peer review and instructor evaluation of your contribution via your group's discussion board.

Since the project simulates a "real-world" situation, late projects will be severely penalized, as would any "real-world" contract project. High-quality projects submitted before deadline are worth bonus points subject to the instructor's discretion. Again, in the "real-world", contracts that are completed early generally earn financial bonuses for employees.

Make-up 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.

Grading

Assignments	Points	Total
15 Quizzes @ 20 points each	20	300
Reflection Question response	20	300
Team Project	400	400
Total Available Points		1000

Grade Breakdown

	Percentage	Score
A	90 - 100	900 - 1000
B	80 - 89	800 - 899
C	70 - 79	700 - 799
D	60 - 69	600 - 699
F	Below 60	≤ 599

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.

Official Time

The official time for this course is Mountain Time and adjusts for Daylight Savings. A clock displaying the official time is posted on the course homepage.

All assignments and quizzes are due at the official time. The students are responsible for adjusting their schedules in their local times to accommodate the official time used by the course.

Official Language

Some navigation pages in the course are written in Spanish for the convenience of students who speak Spanish as their first language. However all assignments and communication are required to be written in English, and students are expected to have sufficient knowledge of English to complete all assignments.

Este curso será entregado en inglés. Los exámenes y discusiones estarán en inglés, y el instructor asume que cada estudiante en el curso tiene suficiente conocimiento de la lengua para tomar los exámenes y discusiones.

Academic Integrity

Cheating is, of course, forbidden. This includes plagiarism on the written assignments. Per the NMSU Student Code of Conduct, plagiarism "includes, but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one's own work when such work has been prepared by another person or copied from another person." Anyone found violating this policy will receive an "F" for the course, have his or her name reported to the dean, 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.

Definitions and examples are described in the NMSU Student Code of Conduct and it is your responsibility as a student to be familiar with the Code.

Students with Special Needs

New Mexico State University is committed to providing reasonable accommodations for qualified NMSU students in accordance with state and federal laws. Services for Students with Disabilities at New Mexico State University offers a variety of services to students with documented physical, learning, or psychological disabilities. Feel free to call the Coordinator of Services for Students with Disabilities, at 575-646-6840 with any questions you may have on student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical confirmation will be treated confidentially.

New Mexico State University (NMSU) is dedicated to non-discrimination and equal opportunity in education and employment in compliance with state and federal laws. Feel free to call the Director of Institutional Equity, at 575-646-3635 with any questions you may have about NMSU's Non-Discrimination Policy and complaints of discrimination, including sexual harassment.

Incompletes

Incompletes will be awarded for passable (C) 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.

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 is posted in the NMSU academic calendar.

Schedule

The following schedule is subject to change depending on course progress. All chapter assignments are from textbook.

Week	Dates		Topics Covered (Subject to change)	Assignments (Subject to change)	Quizzes
1	Jan 14	Jan 18	Course Overview Introductions Why Organizational Behavior is Important	Articles Introductions WebCT Tutorial Topic Reflection 1	
2	Jan 19	Jan 25	Introduction to Organizational Behavior	Chapters 1 and 2 Topic Reflection 2	Quiz 1
3	Jan 26	Feb 01	Communication	Chapter 7 Topic Reflection 3	Quiz 2
4	Feb 02	Feb 08	Work Team and Groups	Chapter 8 Topic Reflection 4	Quiz 3
5	Feb 09	Feb 15	Decision Making by Individuals and Groups	Chapter 9 Topic Reflection 5	Quiz 4
6	Feb 16	Feb 22	Conflict and Negotiation	Chapter 12 Topic Reflection 6	Quiz 5
7	Feb 23	Mar 01	Personality, Perception, and Attribution	Chapter 3 Topic Reflection 7	Quiz 6
8	Mar 02	Mar 08	Attitudes, Emotions, and Ethics	Chapter 4 Topic Reflection 8	Quiz 7
9	Mar 09	Mar 15	Motivation at Work	Chapter 5 Topic Reflection	Quiz 8
10	Mar 16	Mar 22	Learning and Performance Management	Chapter 6 Topic Reflection 9	Quiz 9
11	Mar 23	Mar 29	Spring Break		

12	Mar 30	Apr 05	Power and Politics	Chapter 10 Topic Reflection 10	Quiz 10 Group Project Due Sunday @ 11:55 PM
13	Apr 06	Apr 12	Leadership and Followership	Chapter 11 Topic Reflection 11	Quiz 11
14	Apr 13	Apr 19	Job Design and Redesign	Chapter 13 Topic Reflection 12	Quiz 12
15	Apr 20	Apr 26	Organizational Design and Structure	Chapter 14 Topic Reflection 13	Quiz 13
16	Apr 27	May 03	Organizational Culture	Chapter 15 Topic Reflection 14	Quiz 14
17	May 04	May 08	Finals Week	Topic Reflection 15	Quiz 15