

MGT 309.M70 HUMAN BEHAVIOR IN ORGANIZATIONS

ONLINE COURSE – Summer 2009

(Jul 6 through Aug 7, 2008)

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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 day of class. It is your responsibility, as the student, to have the textbook on time to complete the assignments.

Additional Reading

You will be assigned readings other than the textbook to supplement your learning in this course.

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. Readings are from the textbook and articles. Your understanding of the readings will be evaluated by the quality of your discussions, the team project and your final exam.

Weekly Topic Reflections

Each week beginning on the first day of class students must answer reflection questions related to the week’s readings. 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 the team project and the final exam 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 both on the weekly topics and, more important, your career after you complete this course.

Topic reflections are due each Sunday by 11:55 PM, beginning with the first reflection on July 12. Other reflections are due on July 19 and 26, and August 2.

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, August 2nd.

Details of the project will be explained after groups are formed.

The project is worth 60% 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.

Final Exam

Since this is a five-week long course, there will be only one exam which will be available at the end of the semester. The purpose of this exam is to evaluate your knowledge of terms and concepts introduced during the semester.

The exam will be available on Wednesday morning, Aug 5th, and remain open until 5:00 Friday afternoon, Aug 7th. The exam is made up of multiple-choice questions and you will have a 120 minute limit to complete it. To prepare for the exam, it is important that 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 exam without reading the textbook beforehand! You will only be able to see one question at a time as you complete the exam. When time expires you will be locked out of the exam and you will not be allowed to answer incomplete questions. It is very important to save each question as you complete the exam, unsaved questions will not be recorded if time expires 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 exam (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.

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

Points

The grade earned in this course is based on how many points that you earn during the course and is distributed in the following manner:

Assignments	Points	Total
Final Exam	100	100
Reflection Question responses	75	300
Team Project	600	600
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, which is listed as "NQ" for Nelson & Quick. Read the learning objectives and summaries for each chapter. You may skip the "Thinking Ahead" and "Looking Back" sections that begin and end each chapter.

Week	Dates		Topics Covered (Subject to change)	Readings (Subject to change)	Assignments
1	Jul 6	Jul 12	Course Overview Introductions	Articles WebCT Tutorial	Reflection 1 due July 12
			Chapter 1: Introduction to Organizational Behavior	NQ pp 3 – 8 (learn Figure 1.1)	
			Chapter 2: Cultural Sensitivity, Diversity, and Ethics	NQ pp 31, 39 – 57	
			Chapter 7: Communication	NQ pp 173 – 195 (learn Figure 7.1 and Tables 7.1 and 7.3)	
2	Jul 13	Jul 19	Chapter 8: Work Team and Groups	NQ pp 200 – 217 (learn Figures 8.1 and 8.3 and Table 8.3)	Reflection 2 due July 19
			Chapter 9: Decision Making by Individuals and Groups	NQ pp 221 – 245 (learn Figure 9.1 and Table 9.1)	
			Chapter 12: Conflict and Negotiation	NQ pp 301 – 323 (learn Figures 12.1 and 12.2 and 8.3 and Tables 12.1, 12.2, 12.3 and 12.4)	

Week	Dates		Topics Covered (Subject to change)	Readings (Subject to change)	Assignments
			Chapter 10: Power and Politics	NQ pp 250 – 261, 263 – 267 (learn Tables 10.1 and 10.3)	
3	Jul 20	Jul 26	Chapter 3: Personality, Perception, and Attribution	NQ pp 250 – 261, 263 – 267 (learn Tables 10.1 and 10.3)	Reflection 3 due July 26
			Chapter 4: Attitudes, Emotions, and Ethics	NQ pp 92 – 96, 98 – 116 (learn Tables 4.1 and 4.2 and Figure 4.3)	
			Chapter 5: Motivation at Work	NQ pp 92 – 96, 98 – 116 (learn Tables 5.1 and 5.2 and Figures 5.1, 5.3 and 5.5)	
4	Jul 27	Aug 2	Chapter 11: Leadership and Followership	NQ pp 273 – 277, 279 – 280, 283 – 291, 293 – 294 (learn Table 11.1 and Figures 11.1, 11.3, 11.4 and 11.5)	Reflection 4 due August 2 Team Projects Due August 2
			Chapter 15: Organizational Culture	NQ pp 385 – 407 (learn Table 15.1 and Figures 15.1, 15.2 and 15.3)	

Week	Dates		Topics Covered (Subject to change)	Readings (Subject to change)	Assignments
			Chapter 14: Organizational Design and Structure	NQ pp 356 – 379 (learn Tables 14.1, 14.2, 14.3 and 14.6, and Figures 14.1, 14.3 and 14.4)	
5	Aug 3	Aug 7	Review		Final Exam, August 5 - 7