

MGT309.M05 Human Behavior in Organizations

TuTh 11:45 -1:00, BC 106

Fall 2009

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Eye of The Beholder article online at http://business.nmsu.edu/mgt/handout/dorfman/eyeofbeholder.pdf	

REQUIRED TEXT:

- Understanding Organizational Behavior, 3rd Ed., by Nelson & Quick. Publisher: Thomson South-Western: 2008. ISBN: **0-324-42302-0**
- Text web site: http://websites.swlearning.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&flag=student&product_isbn_issn=9780324423020&discipline_number=416
- The practice quizzes on this site may help you in preparing for class tests. PowerPoint slides outlining the chapter material are posted under the “Textbook Chapter Slides” icon on the class WebCT homepage.

COURSE OBJECTIVES:

- Develop an understanding of human behavior in organizations and the management of human resources.
- Develop an understanding of effective management of a workforce composed of highly diverse individuals.
- Develop a framework for the analysis of human performance in organizations. Including:
 - Understanding individual behavior and motivation.
 - Understanding interpersonal interaction and communication.
 - Understanding group processes, teamwork, and leadership.
 - Understanding management practices to improve human performance and productivity.
- **Students can demonstrate knowledge about diversity.**

Assignments	Points	Course Grade
Exam 1 – September 15	100	Attendance will be taken and 5 extra credit points given for perfect or near perfect attendance. A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = below 60% If S/U graded, S = 70%
Exam 2 – October 8	100	
Exam 3 – November 3	100	
Exam 4 – December 3	100	
Optional Final – December 8	100	
Total Points	400	

CIVILIZED BEHAVIOR IN THE CLASSROOM

- If you come in **late to class** due to a circumstance beyond your control, please do so quietly, and sit near the door. If class has already started, please do not walk in front of the class or in front of other students. If you must leave early, inform the instructor at the beginning of the class and sit near the door. These guidelines should help minimize interruptions. They will be facilitated if students who come to class on time (and do not intend to leave early) leave the few seats nearest the door unoccupied.
- **Attendance is taken at each class meeting. Students with perfect attendance (including any excused absences with doctors’ letters, athletic team travel etc.) will receive five extra credit points (added to class total of 400 points) at the end of the semester. Students with one unexcused absence will receive three extra credit points.**
- **Always bring your textbook to class.**

- **Please wait until class is dismissed before you gather up your things and before you stand to leave. In order for class to be dismissed, students must make three comments (or ask questions) related to the material covered in the class session.**
- Please, **no eating in the classroom.** Drinks are ok.
- **All cell phones are to be turned off & put away during class. No text messaging during class--you can't pay attention and text at the same time.**
- **Laptops may only be used for note taking**
- **All make-up exams will be given on December 8** unless permission is obtained from professor to take the exam on an earlier date (this requires an excused absence with documentation): You are allowed to make-up exams missed during the semester. A two-hour time block will be pre-set for finals week for ALL make-up exams. (Note: If you missed two exams then you will have only two hours on the assigned date & time period to take the exam(s)). The date & time will be provided during the course of the semester.

OTHER ADMINISTRATIVE INFORMATION

- **Incompletes (I grades):** 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 (October 14) Requests for I grades should be made to the instructor, but must be approved by the Management Department Head.
- **Cheating:** Cheating will not be tolerated. Punishment for those caught cheating will be an F in the course. The person will also be subject to further sanctions as indicated in the student code of conduct.
- **DISABILITIES/EMPLOYEE RELATIONS:** 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.
- If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss any concerns with the instructor and/or Michael Armendariz, SSD Coordinator. Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA Office at 646-3635 with any questions about the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

COURSE OUTLINE - MGT 309.M05 – Fall 2009 (Dr. Peter Dorfman)		
DATE	TOPIC	ASSIGNMENT
PART 1 - INTRODUCTION		
August		
20	Course Overview	
25	Organizational Behavior and Opportunity	Ch 1
27	Challenges for Managers	Ch 2
September PART 2—INDIVIDUAL PROCESSES & BEHAVIOR		
1	Personality, Perception & Attribution	Ch 3
3	Personality, Perception & Attribution	Ch 3

8	Attitudes, Emotions, & Ethics	Ch 4
10	Attitudes, Emotions, & Ethics	Ch 4
15	Exam #1 chapters 1-4 and material covered in class	
17	Motivation at Work	Ch 5
22	Motivation at Work	Ch 5
24	Learning & Performance Management	Ch 6
PART 3—INTERPERSONAL PROCESSES & BEHAVIOR		
29	Communication	Ch 7
October		
1	Communication	Ch 7
6	Work Teams and Groups	Ch 8
8	Exam #2 chapters 5-8 and material covered in class	
13	Decision Making by individuals & groups	Ch 9
15	Decision Making by individuals & groups	Ch 9
20	Power & Politics	Ch 10
22	Leadership & Followership	Ch 11
27	Leadership & Followership	Ch 11
29	Conflict & Negotiation	Ch 12
November		
3	Exam #3 chapters 9-12 and class material	
PART 4—ORGANIZATIONAL PROCESSES & STRUCTURE		
5	Jobs Design and Redesign	13 (p 333-341; 347-350)
10	Organizational Design & Structure	14 (p 356-364)
12	Organizational Culture	15 (p 386-398; 401-405)
17	Organizational Culture (continued)	15 (p 386-398; 401-405)
19	Managing Change	16 (p 411-420; 424-432)
21-29	Thanksgiving	
December		
1	International Management	"Eye of Beholder" article

3	Exam 4 chapters 13-16 and class material	
8	Make-up exams & optional final: 10:30-12:30 Tuesday, Dec. 8, BC 106	

