

MGT309-M71 – FALL 2009
HUMAN BEHAVIOR IN ORGANIZATIONS

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INSTRUCTOR:

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COURSE PREREQUISITES:

Refer to the undergraduate catalog.

COURSE DESCRIPTION:

This course addresses the nature of the study of human behavior within the organizational context and identifies and analyzes individual and group behavior in organizations. The course incorporates current developments in the business world to acquaint students with the applications of concepts and theories of organizational behavior. Students apply their knowledge and skills to business situations characterized by imperfect and incomplete information.

LEARNING OBJECTIVES:

After completing this course the student should be able to:

1. Understand and explain individual differences in perception, personality, and attitude and their role with respect to behavior in organizations.
2. Understand and explain the nature and role of diversity in today's organizations.
3. Understand and apply the principles, concepts, and theories of motivation and leadership in an organizational setting characterized by imperfect and incomplete information.
4. Understand and apply the principles, concepts, and theories of group dynamics and group process in formal and informal settings characterized by imperfect and incomplete information.
5. Understand the nature of communication within organizations.
6. Use these principles, concepts, and theories to make decisions in organizational settings. Make and support decisions relating to the above topics based upon limited data and incomplete information.
7. Be able to recognize and analyze organizational issues with incomplete and ambiguous information.
8. Demonstrate knowledge of diversity.

DISTANCE EDUCATION FORMAT:

This is a Blackboard course accessible via: <http://learn.nmsu.edu> The "classroom" is a virtual environment. It is the responsibility of the student to use the available material to become familiar with using Blackboard and navigating the course website. Knowing where to find resources, where and how to submit your work, and how to take exams is essential to achieving your goals in this class. Additional help is provided by the Distance Education services at <http://ict.nmsu.edu/~training/new/student.html>

TEXTBOOK:

Nelson, D. L., & Quick, J. C. (2007). *Understanding Organizational Behavior*, 3rd edition. Mason, OH: Thomson South-Western. (ISBN 10: 0324423020). *The textbook is required beginning August 24th*. It is your responsibility, as the student, to have the textbook on time in order to complete the course requirements.

Textbook web site: http://websites.swlearning.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780324423020&discipline_number=416
If this link does not work, you can go to <http://www.cengage.com/highered/> enter the ISBN of our textbook, click on "Companion Site" (under the *Student* links, NOT under the *Faculty* links).

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

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ADDITIONAL READINGS:

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

TEACHING METHODS:

Occasionally supplemental material will be posted on Blackboard to clarify some of the concepts that students will learn from the textbook and online materials. It is not possible to cover all of the material in this manner. Therefore, this is **NOT** a substitute to reading the assigned material.

GRADING POLICY:

Tests 1-14 (20 points each) .. 280 points
Final exam* see note
Video exercise 40 points
Reflection assignments 180 points
TOTAL 500 points

Note: point values of individual assignment are subject to change.

GRADING SCALE:

A: 90 – 100%
B: 80 – 89%
C: 70 – 79%
D: 60 – 69%
F: 0 – 59%
If S/U graded, S: 70 – 100%

*The final exam may be used to replace up to 3 of the test grades. The exam will replace 1, 2, or 3 of the lowest test grades as long as the student's final grade has improved to a higher percentage. For example if you earn a score of 54/60 on the final exam, which equals 90%, you may replace up to three lower test scores with a score of 90%. Since students are given this opportunity, no make-ups will be given on any of the exams.

ACADEMIC INTEGRITY:

Cheating is 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/or the University, 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.

INCOMPLETES:

See the catalog for Incomplete policy details.

Incompletes are rarely awarded; however under special circumstances incompletes may 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. Do not ask for an "I" grade in lieu of a "D" or "F" grade.

LATE/INCOMPLETE ASSIGNMENT POLICY:

There is no provision for late assignments.

WITHDRAWALS: It is the responsibility of the student to know important dates such as University drop dates (last day to drop with a "W" is Wednesday, October 14; last day to withdraw from the university is Friday, November 13). Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.

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TENTATIVE CALENDAR: (NOTE: THIS SCHEDULE OF EVENTS MAY CHANGE AS CIRCUMSTANCES DICTATE.)

Week beginning Monday	Topic	Tests start on Wednesday's
Aug. 20	Become familiar with Blackboard	<i>Mandatory</i> Test on Syllabus <i>Mandatory</i> Profile Assignment
24	Personality, Perception, and Attribution	Test on Chapter 3
31	Attitudes, Emotions, and Ethics	Test on Chapter 4
Sept. 7	Motivation at Work	Test on Chapter 5 Reflection Assignment Due
14	Learning and Performance Management	Test on Chapter 6
21	Communication	Test on Chapter 7
28	Work Teams and Groups	Test on Chapter 8 Reflection Assignment Due
Oct. 5	Decision Making	Test on Chapter 9
12	Power and Politics	Test on Chapter 10
19	Leadership and Followership	Test on Chapter 11
26	Conflict and Negotiation	Test on Chapter 12 Reflection Assignment Due
Nov. 2	Job Design and Redesign	Test on Chapter 13
9	Organizational Design and Structure	Test on Chapter 14
16	Organizational Culture	Test on Chapter 15 Video exercise
23	Thanksgiving Holiday for Students	
30	Managing Change	Test on Chapter 16 Reflection Assignment Due
Dec. 7	Exam Week	Final Exam

WEEKLY TESTS:

At approximately 8:00 AM on Wednesday of each week (beginning August 26th) a test on the corresponding chapter will be available for all students. The tests will typically consist of 20 multiple choice questions and will be available until the following Saturday at 8:00 AM. It will not be available thereafter. Students will have one-half hour to complete the test. **NOTE CAREFULLY:** This will be a continuous 30 minute period; once it starts it will continue until time expires. After that the test will no longer be available. That is, one cannot start on Wednesday, work 15 minutes and use the other 15 minutes on another day. Also, if you start a test on Saturday at 7:55 AM you will only have 5 minutes to complete the test.

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.

WRITTEN ASSIGNMENTS:

Also, I want you to experience first-hand the dilemmas and issues involved in many aspects of organizational life. To this end, students will prepare four written assignments in which organizational issues related to the topics covered are analyzed. Each written assignment will be graded on a 0 – 45 point scale and will constitute 180 points toward the students' grades. The written assignments will be described in detail on Blackboard.

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VIDEO EXERCISE:

The class will also have a video exercise with respect to diversity. The video exercise will be described in another link on Blackboard.

ATTENDANCE POLICY:

As this is an on-line course, students are responsible for everything posted on Blackboard and written in the textbook.

MAKE-UP ASSIGNMENT POLICY:

Other than the final exam specification there is no make-up provision.

ORAL/WRITTEN COMMUNICATION:

Course evaluation will be based on written assignments, examinations, and the student's participation in the Blackboard Course.

LIBRARY and COMPUTER USAGE:

This class will be conducted on-line and students are expected to be proficient with Blackboard. The assignments will require extensive library usage and the course will require the use of a word processor and the World Wide Web.

GLOBAL/INTERNATIONAL BUSINESS CONTENT:

The text has material concerning research in other countries.

ETHICS, POLITICAL, SOCIAL, LEGAL, REGULATORY, ENVIRONMENTAL, AND TECHNOLOGICAL CONTENT:

Ethics and legal issues will be included in the course.

DIVERSITY CONTENT:

Diversity issues are part of the course content.

ADA STATEMENT:

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: 575-646-6840). 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 and/or your SSD representative in a timely manner if services/accommodations provided are not meeting your needs.

Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA Office at 575-646-3635 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.