

MANAGEMENT 315V HUMAN RELATIONS IN ORGANIZATIONS

6-8:30pm Monday GU 100

Fall 2009

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 1-2pm Mon-Tues-Wed;
 & by appointment

REQUIRED TEXT: Human Relations: Job-Oriented Interpersonal Skills, 10th edition, by Andrew DuBrin (Be sure to get the 10th edition!) . MATERIALS FEE: \$1.00 payable to instructor.

COURSE OBJECTIVES

- Develop an understanding of human behavior in groups and organizations, with increased:
 - ability to address performance issues, both with individuals and groups
 - willingness to work in groups
 - skills in managing conflict situations
- Develop skills in problem identification, diagnosis, & decision making at work
- Develop frameworks for the analysis of human performance in organizations, including understanding
 - personality, learning styles, and motivation;
 - interpersonal interaction and communication;
 - group processes and leadership;
 - organizational processes and structures; and
 - management practices to improve human performance, satisfaction, and productivity
- Increase self-awareness of personal working behaviors, styles, and preference;
- Use self-awareness as a stepping stone to understanding others' working behaviors, styles, and preferences;
- Understand how stereotyping, attribution theory, and other dynamics affect both individuals and groups from diverse backgrounds.

GRADING. Attendance is very important!! Lectures will be brief, and group work and exercises will be a large portion of your in-class time as well as a large portion of your grade.

PRODUCT	CRITERIA	POINTS
QUIZZES	Individual Quizzes (Best 4 of 5 scores, 1 quiz dropped) Group Quizzes (Best 4 of 5 scores, 1 quiz dropped) 60 points per quiz, no make-ups except as described below	300 300
Professionalism & Group Work	Professionalism: Attendance*, Participation, Homework, Group work (graded in-class cases, exercises, activities) and PEER EVALUATIONS	300
Library Research Project	Outline, Oral & Written Reports, ON TIME!	100
TOTAL	(Points WILL BE deducted for late assignments!)	1000

*See Attendance Policy at the end of this document.

NOTE: You may be DROPPED from your team for 3 unexcused absences, doing other work in class, lateness, and/or other unprofessional behavior! (If dropped, your ind. quiz scores will count for the group score.)

GRADING SCALE Plus and Minus Grades: 89.5 – 89.9 = A- 89.1 - 89.4 = B+

A = 90-100	B = 80-89	C = 70-79	D = 60-69	F = below 60 -->
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IMPORTANT POLICIES AND PROCEDURES

- KEEP COPIES OF ALL MAJOR PAPERS WHICH YOU HAND IN. This is YOUR job!
- CHECK your posted grades for quizzes etc.--any questions regarding grades should be submitted within 2 weeks of the grade being posted, IN WRITING.
- In-class activities are important; if you miss many classes, expect to get a lower grade.
- See Attendance Policy for missed quizzes/classes--you MUST make up work to get credit for any missed class!
- **QUIZZES:** There will be 5 multiple-choice/true-false quizzes, each taken individually as well as taken with team members. Individual quizzes are worth a total of 300 points, and group quizzes are worth a total of 300 points, for a total of 600 points toward your grade. (See Team Grades for more details below.) Cheating on a quiz will not only

result in an F for the exam, but an F for the entire course regardless of other work completed. If you cannot be present on the day of a quiz, you must make prior arrangements (before the class date of the test) to take a make-up exam during finals week. Anyone who does not show up for a quiz and who did not contact me prior to the quiz WILL NOT be permitted to make up the quiz, UNLESS it is an "excused" absence (see below). All makeup exams will be given during finals week.

- **Professionalism:** Professionalism will be determined by classroom and team behavior. Professionalism will include such variables as attendance, participation, teamwork, attitude, etc. Attendance is required and will be taken at every class meeting (more than 2 absences will be considered excessive). You are expected to participate in classroom discussion and group work activities. Excessive ABSENCES (more than 3 un-excused) or TARDINESS, SLEEPING, READING newspapers, failing to participate, WHISPERING in class, and doing ASSIGNMENTS FOR OTHER CLASSES, are just some examples of behaviors that would cause you to lose ALL your professionalism points for that class, or, in the case of excessive absences, for the entire term. Cheating or plagiarism will result in loss of all professionalism points and failure of the course. See Absences Policy below for details regarding absences.
- **ELECTRONIC DEVICES:** There are NO electronic devices permitted to be used during any class time (no cell phones, laptops, etc.). You may lose ALL professionalism points for any class in which you use electronic devices.
- **Authorized and Excused Absences:**
 - **EXCUSED ABSENCE:** For documented severe illness or death in the immediate family.
 - **Authorized absence:** It is university policy that "Students making satisfactory progress in their classes will be excused from classes when they are representing New Mexico State University on a university sponsored event (e.g., ASNMSU President represents NMSU at legislative session, student-athletes competing in NMSU scheduled athletic events or education field trips and conferences). Authorized absences do not relieve the student of class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring department." Absences will require a 2-3 page written paper in lieu of attendance.
 - **Religious reasons:** It is the student's responsibility to review the class schedule attached to this syllabus, and to inform the instructor in writing within the first 2 weeks of the student's entering the class, if the student has a religious reason for requesting to be excused from class. As with all excused absences, the student will be required to make up the work missed, usually by writing a 2-3 page paper as make-up work.
- **Tardiness:** Professionalism points may be deducted for students who arrive late or leave early. Prior notification may mitigate such penalties.
- **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. 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; last day to withdraw with a W is Wed. Oct 14. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.
- **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.
- **Plagiarism:** This is academic misconduct, and can result in a grade of F for both the assignment and the entire course. It is the student's responsibility to consult the NMSU web site describing what constitutes plagiarism.
- Plagiarism web site: <http://lib.nmsu.edu/plagiarism/>
- <http://lib.nmsu.edu/instruction/plagiarismforstudents.htm>
- **Suspicion of Academic Misconduct:** Any suspicion of academic misconduct WILL BE PROSECUTED. Any evidence of misconduct (wandering eyes during an exam, written work unlike the bulk of the student's written work, etc.) may result in the student being required to repeat the work under suspicion, at the discretion of the instructor.

STUDENTS WITH DISABILITIES:

Disabilities/Employee Relations: Call the Director of Institutional Equity at 505.646.3635 with any questions you may have about NMSU's Non-Discrimination Policy & complaints of discrimination, including sexual harassment. Call the Coordinator of Services for Students with Disabilities at 505.646.6840 regarding student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

Student Responsibilities

1. Within a few days of the start of the semester, register with SSD & obtain forms.
2. Within the first 2 weeks of beginning of classes (or within 1 week of the date services are to commence), deliver the completed forms to the instructor(s).
3. Within 5 days of giving the forms to faculty & at least 1 week before any scheduled exam, retrieve the signed forms from faculty & return them to SSD.
4. Contact the SSD Office if services/accommodations requested are not being provided, not meeting your needs, or additional accommodations are needed.

Faculty Responsibilities

1. Within five 5 working days after student gives you the forms, sign them, retain a copy, & return originals to the student.
2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.
3. Refer the student to SSD for any additional accommodations.

TENTATIVE COURSE SCHEDULE: MANAGEMENT 315V Section 01 Mondays 6-8:30

DATE	TOPIC	ASSIGNMENT DUE THIS DAY
8/24 A	Introduction; Interpersonal Skill Development	Learning From Experience; Ch 1
8/24 B	Myers Briggs	Handout
8/31 A 8/31 B	Myers Briggs; Form Teams; Practice Quiz Team From Hell Exercise Deadline to ADD: Tues Sept 1	Ch 2 & 3; Team Building; Practice Quiz
9/7 A&B	LABOR DAY HOLIDAY	Holiday
9/14 A	Building Self-Esteem	
9/14 B	QUIZ	Quiz #1 Ch 2 & 3
9/21 A	Motivation	Ch 10; Choose Library Research Topic
9/21 B	Motivation	Ch. 10; Case/Exercise;
9/28 A	Helping Others Develop	Ch 11
9/28 B	QUIZ	Quiz #2 Ch 10 & 11
10/5 A	Communication	Ch 4; Exercise
10/5 B	Work Teams & Groups; Team Activity	Ch 5; Feedback Day
10/12 A	Teamwork Concept Review Activity	Ch 5; Mid-term Review
10/12 B	QUIZ note: LAST DAY TO DROP is Wed 10/14	QUIZ #3, Ch 4 & 5 Last Day to Drop is W 10/14
10/19 A	Group Decision Making	Ch. 6
10/19 B	Power and Positive Political Behavior	Ch. 12; Group Activity
10/26 A	Library Research Projects DUE	Library Research Paper DUE at 6pm!
10/26 B	Review Ch 6 & 12	Exercise
11/2 A	Team Evals	Quiz #4, Ch 6 & 12
11/2 B	Leadership & Followership	Ch 9
11/9 A	Leadership & Followership	Film/Speaker /Exercise
11/9 B	Conflict; Team Evaluations	Win-As-Much-As-You-Can Exercise
11/16 A	Conflict Handling Styles	Ch 8
11/16 B	Organizational Culture & Managing Change	Quiz #5 Ch 8 & 9
11/23-27	THANKSGIVING	HOLIDAY
11/30 A	Diversity; Peer Evals	Ch 7; Exercise and Film
11/30 B	Integration of topics; BONUS POINTS DAY	BONUS POINTS DAY
12/7-12/11	EXAM WEEK (Final Quiz is OPTIONAL)	OPTIONAL final quiz
	HAPPY HOLIDAYS!	Opt. Final Monday 6-7pm GU 100