MGT 309.M71 HUMAN BEHAVIOR IN ORGANIZATIONS
ONLINE COURSE – SPRING 2010
(May 27 through July 2, 2010)

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Office Location: Guthrie 300-C
Office Hours: Tuesday, 11:00 – 12:00 noon, and by appointment

Course Description
Organizational behavior (OB) is the study of individual behavior and group dynamics in organizational settings. 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 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
You may buy the book at the textbook web site: http://websites.swlearning.com. This website also includes the textbook's companion materials and you are strongly encouraged to visit it. Click here to visit the textbook website.
You may also rent the book at chegg.com. Click here to reach the Chegg website.

**Do not buy the second edition of this textbook!** The cases between editions are different and you will fail the exams.

The textbook is required beginning on June 1st. It is your responsibility, as the student, to have the textbook on time to complete assignments.

**Additional Reading**

Additional readings relevant to the course topics will be posted in the learning modules.

**Distance Education Format & Using Blackboard:**

This is a Blackboard course. The “classroom” is a virtual environment. It is your responsibility to use the available material to be familiar with using Blackboard 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 ICT, and in Blackboard.

**Course Delivery**

This is a 5-week on-line course that introduces concepts that you will study further in future management courses required for your management degree. Through my experience, I assume that many students in this course have chosen to take this short summer session in order to prepare for these advance courses, therefore this course is designed primarily as a self-study course. After reading modules introducing you to an OB topic, you will independently read your textbook and complete an exam evaluating your understanding of the module. I will be available on-line to answer questions that you may have about the material.

Given the self-study nature of this course, there is no fixed course schedule. You may progress through the course at your own pace given that you complete all of the course requirements by the end of this summer session on July 2\textsuperscript{nd}.

The course modules are designed so that you cannot advance to the next module without completing either an exam or required exercise. Since there is no course calendar, you may be tempted to complete
this course in one day. That will not be possible with any success since the exams are timed and you will not be able to skim through the readings or textbook and simultaneously complete the exams. You will need to read your text in order to understand the exam material.

**Course Requirements**

*Readings*

I will assign chapters and articles relevant to the topic at hand. Readings will be posted in the course module as class progresses.

*Exams*

Your knowledge about course material will be evaluated by exams. It is important that prior to completing the exams you read the assigned chapters and complete the self-evaluation quizzes available at the textbook website. Note that the self-evaluation quizzes are voluntary and you do not need to complete them if you choose not to; they are available to reinforce your learning prior to completing the exams.

**Professional Development Exercises**

You will complete two exercises related to business ethics and diversity in business. These program learning goals are an essential component of your learning achievement, and more important, your development as a professional manager.

The first exercise, an ethics survey, has two parts, you need to complete both parts for full credit.

**Make-up Assignments**

This is an on-line course that is open 24 hours per day until the end of the semester; therefore you have great flexibility in deciding when you want to learn. Given your freedom to access this course around your personal schedule, there will be no make-up assignments.

**Web-based Instruction**

This course is delivered 100% on-line via Blackboard. There are no on-campus meetings.

If you are new to Blackboard, it is very important to review the Blackboard tutorial at ICT. This site provides instruction about how to complete the exams. To get to the tutorial, click on the Student
Resources tab on the Blackboard homepage, then click the Taking Quizzes button.

The official time for this course is Mountain Daylight time, which is the time recognized by at the New Mexico State University campus in Las Cruces, New Mexico. All assignments and exams deadlines are based on this time zone.

**Academic Integrity (Cheating and Misconduct)**

Cheating in this course will not be tolerated. Cheating includes plagiarism, which is claiming another person’s intellectual work as your own, whether intentional or not. Plagiarism is further described at [http://lib.nmsu.edu/plagiarism/](http://lib.nmsu.edu/plagiarism/) and at [http://owl.english.purdue.edu/owl/resource/589/02/](http://owl.english.purdue.edu/owl/resource/589/02/). Cheating, including plagiarism, will result in failing the course and academic disciplinary action as per the NSMU student code of conduct. You may read the code of conduct here: [http://www.nmsu.edu/~vpsa/SCOC/scoc.pdf](http://www.nmsu.edu/~vpsa/SCOC/scoc.pdf).
## Grading

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Order of Lessons

This is a 5-week on-line course that introduces concepts that you will study further in future management courses required for your management degree. The following order of lessons will not adhere to a fixed calendar. This means that there is no set starting or ending dates for completing these lessons other than the final day of class, which is July 2\textsuperscript{nd}.

Since this course does not have set schedule other than closing the final day of the summer session, you are responsible for deciding when to begin each module. However, the exams are designed so that you should commit at least seven-and-a-half hours each week to this course.

There are nine modules to complete in five weeks.

Module 1: Introduction to Organizational Behavior

Articles

Chapter 1 – Organizational Behavior and Opportunity (pp. 3-8)

Exam 1

Exercise 1A – Ethics Survey 1

Module 2: How Folks Think and Act

Chapter 3 – Personality, Perception, Attribution

Chapter 4 – Attitudes and Emotions
Exam 2
Module 3: Working with Other People
  Chapter 7 – Communication
  Chapter 8 – Work Teams and Groups
Exam 3
Module 4: Working with Other People Part 2
  Chapter 12 – Conflict and Negotiation
  Chapter 9 – Decision Making by Individuals and Groups
Exam 4
Module 5: How to Get Folks to Work for You
  Chapter 5 – Motivation at Work
  Chapter 6 – Learning and Performance Management
Exam 5
Module 6: Taking Charge (Whether You Like It or Not)
  Chapter 11 – Leadership and Followership
  Chapter 10 – Power and Politics
Exam 6
Module 7: People are People
  Chapter 2 – Challenges for Managers
  Chapter 16 – Managing Change
  Exercise 2 – My Cousin Vinny Video Exercise
Exam 7
Module 8: People Organized Together
  Chapter 14 – Organizational Structure
  Chapter 15 – Organizational Culture
  Chapter 4 – Ethics
  Exercise 1B – Ethics Survey 2
Exam 8
Module 9: Comprehensive Final Exam