MGT 309.M70 HUMAN BEHAVIOR IN ORGANIZATIONS
Fall 2010 – August 19th – December 10th, 2010

Stephanie Maynard-Patrick, Office GU 300-I
svmp@nmsu.edu; 575-646-6847; Fax 575-646-1372
Office Hrs: Thursdays 9:15- 10:10 in 300 I, online to chat in blackboard Sundays 6-7pm & by appointment

REQUIRED TEXT:

- 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.

PREREQUISITES

BUSA 421 is the capstone course for undergraduate business degrees and is taken after a student has successfully completed the following prerequisites: BCIS 338, BLAW 316, FIN 341, MGT 309, MKTG 303 and either MGT 344 or MGT 470 or BCIS 485. Failing to plan your course work to take courses in the required sequence will result in a delay in your graduation. Some of the BUSA 421 prerequisites themselves have prerequisites. If you are completing MATH 121 or statistics in fall 2010, you will not be eligible to take FIN 341 until spring 2011 at the earliest and will not be eligible to take BUSA 421 until at least summer or fall 2011. Please check the undergraduate catalog for the appropriate prerequisites for this and all other classes for your field of study.

COMMUNICATION WITH THE INSTRUCTOR:

- If you have a need to contact me with questions or problems, you have several options. You may email me at the email above or through Blackboard. I check both at least once a day, and will try to get back to you with a resolution to your problem/question within 36 hours. If it is something that requires higher up approval or is an issue I cannot fix easily, I will send an acknowledgement response that I got your email and then another message once I have fixed it.
- However, there will be a few occasions when I will be at conferences and may not have regular access to email. I will let you know in announcements the week(s) I will be away along with who to contact in case there are pressing issues you need resolved.
- You can always post your general questions about the class to a discussion forum as well, where both your peers and I can answer your questions.
- Finally, you are free to call me or come into the office during office hours. However, I will also be dealing with a new baby this term, and as you all know, sometimes family emergencies happen or you have to be at the mercy of appointment availability at doctor’s offices. When possible I will provide advance notice and alternative hours to reach me. However, you can also feel free to schedule a time with me that is outside of office hours.
USE OF BLACK BOARD: It is the responsibility of the student to use the available Black Board resources to ensure:

- Familiarity with Black Board (how to login, use menus, etc.).
- Compatibility of web browser software with Black Board

If you are experiencing difficulties with Black Board, contact ICT at 575-646-1840 or help@nmsu.edu.

Black Board is available through the following web site: learn.nmsu.edu. If you do not have a password and ID for Black Board, you may create them at the same website.

COURSE OBJECTIVES: Throughout the semester, you will develop:

- an understanding of human behavior, and its influence on groups and organizations
- skills to use in problem identification, evaluation, and decision making in situations that affect human behavior
- Develop the ability to demonstrate knowledge of diversity
- a framework to aid your analysis and comprehension of:
  - individual perception, motivation, and behavior
  - interpersonal relations, communications, and conflict
  - organizational processes and structures

ADMINISTRATIVE POLICIES:

ACADEMIC MISCONDUCT:

Academic misconduct includes, but is not limited to, cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonestly and plagiarism (http://lib.nmsu.edu/plagiarism/). Any students found cheating will receive an F in the course 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. Please refer to NMSU’s Student Handbook for additional information on the University’s academic misconduct policy.

DISABILITIES/EMPLOYEE RELATIONS:

Contact the Director of Institutional Equity (505-646-3635) regarding any questions you may have about NMSU’s Non-Discrimination Policy & complaints of discrimination, including sexual harassment.

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 (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. I have set up the course so that you will have 2 weeks before the first quiz is due to get me your paperwork so that the needed accommodations can be made, but please don’t wait until the last minute.

All medical information will be treated confidentially.

INCOMPLETES:

Incompletes are awarded 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 head of the Department of Management.

**MAKE-UP POLICY:**

All assignments & quizzes have due dates attached to them, and they are known to the student ahead of time. It is up the student to manage their workload to get things in on time. I will be releasing all the assignments at the start of the semester so you will have plenty of time for them to be completed ahead of the deadlines.

All quizzes and assessments will be open for a very specific period of time during which the student is expected to complete it, unless otherwise indicated. The instructor will not re-open a quiz or other assessments once the deadline has passed unless the student has had a documented and acceptable excuse (for example, a documented death in the family or the student is sick). I need, per the university’s policy, a copy of the documentation for your excuse. Please attach to an email or fax (attention Stephanie MP) your documentation as soon possible so I can make arrangements. All excused make ups must be completed by December the 9th in order for grades to be calculated and submitted.

There will be an opportunity to make up 3 zeros or replace your 3 lowest quiz grades by taking a final exam that will cover all the material from the semester. If you are happy with your grade for the course once you have completed all the assessments, discussion, and any extra credit, then you do not need to take the final. If you missed a chapter assessment that was not excused, or wish to raise your grade on an assessment, you may take the final exam in order to do so. If your score on the final exam is not higher than scores on your assessments, then your final grade will be calculated using the higher score. Taking the final exam cannot hurt your grade.

**TECHNICAL ISSUES:**

Blackboard does sometimes have technical problems, which range from minor (inconveniences not warranting a makeup) to severe (where I may need you to make up or retake a test). I’ve had the system double the response on multiple choice questions (saying LeadershipLeadership instead of Leadership) to having a completed quiz submission get stuck as still in progress when turned in.

If you are having technical issues, please do the following:

- If possible take a screenshot of the problem that includes the date and time.
- Email me immediately with a description of the issue and your screenshot.
- If it is an issue where you cannot get into blackboard or the course site please not only email me but email or call ICT.

I will then assess the issue and work on a remedy. It is my policy that if a technical issue conflicts with the completion of an assessment, that assessment can be made up with the final exam.

**WITHDRAWALS:**

Students are responsible for being aware of important academic dates such as University drop dates. Moreover, the student is responsible for withdrawing from any class that he or she intends to drop in a timely manner. The last day to withdraw from the course with a “W” is October 12th, 2010; the last day to withdraw from the university is November 12, 2010.

**COURSE DESIGN:**

<table>
<thead>
<tr>
<th>GRADING CRITERIA</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Assignments</td>
<td></td>
</tr>
<tr>
<td>13 Quizzes @ 20 points each</td>
<td>260</td>
</tr>
<tr>
<td>2 Forum Discussions</td>
<td>10</td>
</tr>
</tbody>
</table>
1 Case Assessment | 50
1 Video Assessment | 50
Total | 370

**GRADING:** Grades are based off your quiz scores, 2 discussion posts, and 2 video exercises, and so will be the final sum of your of all your quiz grades plus the video assessments. The points will dictate your grade, and you receive what you earn. If your earn 295 points on all your quizzes, then you have a 79 and will get a C for the course. However, there may be opportunities for extra credit that can help add a point or 2 to your final grade. I cannot guarantee that something will be available, but it is my goal to find something for Thanksgiving week at least.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>RANGE</th>
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<tbody>
<tr>
<td>A</td>
<td>333-370</td>
</tr>
<tr>
<td>B</td>
<td>296-332</td>
</tr>
<tr>
<td>C</td>
<td>259-295</td>
</tr>
<tr>
<td>D</td>
<td>222-258</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 222</td>
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**IMPORTANT NOTE ABOUT QUIZZES:** Thirteen quizzes is a lot of quizzes! However, I am assuming that students prefer more quizzes covering less material to fewer tests covering more material especially because it helps students keep up with the weekly class readings, and short quizzes are typically less stressful than long tests. Each quiz covers one chapter of the textbook. We believe this is “modular” and flexible for online students.

The purpose of the quizzes in this class is to evaluate students’ knowledge of the book chapters assigned for each week. The quizzes will:
- be due each week by **11:59 pm on Fridays.**
- have a mix of 20 multiple-choice, matching, and/or true/false questions.
- be timed and you will have 30 minutes to complete it from the time you log on to start the quiz.

**A NOTE ABOUT QUIZ QUESTIONS:** The quiz questions and answers come from the textbook. Look at this example:

- **Example Question**
  - example answer, using words and phrases taken directly taken from the book
  - example answer, could easily be true in the “real world,” some but not all in the book
  - example answer, obviously wrong
  - example answer, could easily be true in the “real world,” not from the book at all

In this case, the correct answer would be “a.”

I try to select questions that have unambiguously correct answers; however, I must admit some of the questions of the quizzes do not fall into this category (as students in the past have pointed out to me). I hope this tip helps you – when in doubt, refer to the textbook for guidance. Do not rely to “common sense” or personal experience in your own career.

**RECOMMENDED STUDY STRATEGY FOR QUIZZES:** Read a chapter, review the PowerPoint slides (they really are helpful in differentiating terms that can be key for questions) and the key terms for the chapter, visit the textbook website to take a practice quiz. Then take the “real” quiz with your textbook at your side. You
should have just enough time to verify your answers – not enough time to sit and read through the chapter if you have not done so in advance. Ultimately, if you are struggling with a question, you have to decide whether to keep searching for an answer or to move on to make sure you complete the quiz. The quizzes are timed, and only 30 minutes is allowed for 20 questions. You will need to be familiar with the material in each chapter to be able to complete the assessment in time and with higher scores.

IMPORTANT NOTES ABOUT VIDEO & CASE ASSESSMENTS: Please note that the questions in this assessment require multiple examples or may have multiple parts. You need to fully answer the question to get all the points. I have tried to set up the assessments so that you are cued into when you need to do this. Watch the video or read the case first. The assessments are short essay questions. The goal of these exercises is to raise your awareness about stereotyping and ethics, and the materials that were selected are specifically geared toward the questions/concepts needing to be assessed – so I apologize in advance for their cheesiness factor. The assessments are due October 29 so that I have plenty of time to get them graded. Please note that these are not automatically graded, and so thank you in advance for your patience as it takes time to grade and provide everyone feedback. I will endeavor to grade these as quickly as possible, but the latest I will have them back to you is Thanksgiving week.

SCHEDULE (Late assignments are not accepted.)

<table>
<thead>
<tr>
<th>Quizzes are due</th>
<th>Fridays, 11:55pm.</th>
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<tbody>
<tr>
<td>Discussion Board Posts</td>
<td>Friday, August 27th, 11:55 pm</td>
</tr>
<tr>
<td>Video Assessments</td>
<td>Friday, October 29, 11:55pm.</td>
</tr>
</tbody>
</table>

YOU CAN ALWAYS TURN ASSIGNMENTS IN EARLY IF THESE TIMES DO NOT WORK FOR YOU.

TENTATIVE SCHEDULE & IMPORTANT DATES
MGT309.M70 SSI 2010

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics Covered</th>
<th>Things to do this week: (subject to change)</th>
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<tbody>
<tr>
<td>August 19-27</td>
<td>• Introductions</td>
<td>READINGS: Review Chapters 1 and 2 in preparation for discussion next week.</td>
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<td></td>
<td>• Review Syllabus and Schedule</td>
<td>DISCUSSIONS: Post to the “Identify yourself” board and give the class some background information about yourself, and what you want to learn from this course.</td>
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<td></td>
<td>• Review Chapters 1 &amp; 2</td>
<td>DISCUSSIONS: Post to the “Chapters 1 and 2” board and share your ideas on OB; please respond to the suggestions provided by the instructor or of other students.</td>
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<tr>
<td>August 27 – September 3rd</td>
<td>• Personality, Perception, and Attribution</td>
<td>QUizzes: Syllabus Quiz (required, but not graded) due BEFORE turning in ANY other assignment – Due August 27th, 11:55 p.m.</td>
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<tr>
<td>Sept 3 - 10</td>
<td>• Attitudes, Values, and Ethics</td>
<td>READINGS: Chapter 4, Nelson and Quick.</td>
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<td>QUizzes: (1 Quiz) Chapter 4, due September 10</td>
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<tr>
<td>Sept 10 -17</td>
<td>• Motivation at Work</td>
<td>READINGS: Chapter 5, Nelson and Quick.</td>
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<td>QUizzes: (1 Quiz) Chapter 5, due September 17</td>
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<tr>
<td>Sept 17 - 24</td>
<td>• Learning &amp; Performance Management</td>
<td>READINGS: Chapter 6, Nelson and Quick.</td>
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<td>QUizzes: (1 Quiz) Chapter 6, due September 24</td>
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<tr>
<td>Sept 24 – Oct 1</td>
<td>• Communication</td>
<td>READINGS: Chapter 7, Nelson and Quick.</td>
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</tbody>
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| Oct 1-8 | ● Work Teams and Groups | **QUIZZES:** (1 Quiz) Chapter 7, due October 1  
**READINGS:** Chapter 8, Nelson and Quick.  
**QUIZZES:** (1 Quiz) Chapter 8, due October 8 |
| Oct 8-15 | ● Decision Making | **QUIZZES:** (1 Quiz) Chapter 9, due October 15  
**READINGS:** Chapter 9, Nelson and Quick.  
**QUIZZES:** (1 Quiz) Chapter 9, due October 15 |
| Oct 15-22 | ● Leadership and Followership | **QUIZZES:** (1 Quiz) Chapter 11, due October 22  
**READINGS:** Chapter 11, Nelson and Quick.  
**QUIZZES:** (1 Quiz) Chapter 11, due October 22 |
| Oct 22-29 | ● Conflict and Negotiation | **QUIZZES:** (1 Quiz) Chapter 12, due October 29  
**READINGS:** Chapter 12, Nelson and Quick.  
VIDEO EXERSIZES: Smoke Signals & My Cousin Vinnie due 11:55 pm October 29th |
| Oct 29 – Nov 5 | ● Job Design | **QUIZZES:** (1 Quiz) Chapter 13 due November 5  
**READINGS:** Chapter 13, Nelson and Quick.  
**QUIZZES:** (1 Quiz) Chapter 13 due November 5 |
| Nov 5 – 12 | ● Organizational Design & Structure | **QUIZZES:** (1 Quiz) Chapter 14, due November 12  
**READINGS:** Chapter 14, Nelson and Quick.  
**QUIZZES:** (1 Quiz) Chapter 14, due November 12 |
| Nov 12 – 19 | ● Organizational Culture | **QUIZZES:** (1 Quiz) Chapter 15, due November 19  
**READINGS:** Chapter 15, Nelson and Quick.  
**QUIZZES:** (1 Quiz) Chapter 15, due November 19 |
| Nov 20 – 26 | ● Thanksgiving Break | The university is closed this week, so there will be no quiz due this week.  
**QUIZZES:** (1 Quiz) Chapter 16, due December 3 |
| Nov 27 – Dec 3 | ● Managing Change | **QUIZZES:** (1 Quiz) Chapter 16, due December 3  
**READINGS:** Chapter 16, Nelson and Quick.  
**QUIZZES:** (1 Quiz) Chapter 16, due December 3 |
| Dec 6 – Dec 9 | ● Cumulative | **FINAL EXAM:** This will be available from the Monday of Finals week to Wednesday the 8th at 11:59pm.