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 skill 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.

TEXTBOOK:

PREREQUISITES:
Refer to the graduate catalog.

GRADING POLICY
Tests 1-16 (20 points each) .. 320 points
Video Exercise.........................40 points
Final exam¹.............................. see note
TOTAL ................................. 360 points

GRADING SCALE
A – 324 - 360
B – 288 - < 324
C – 252 - < 288
D – 216 - < 252
F – 0 - < 216
If S/U graded, S - 252 -360

¹ 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 is improved by doing so. No make-ups will be given.)
TENTATIVE CALENDAR: (THIS SCHEDULE OF EVENTS MAY CHANGE AS CIRCUMSTANCES DICTATE.)

<table>
<thead>
<tr>
<th>Week beginning</th>
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<tbody>
<tr>
<td>Aug. 16</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Test on Chapter 1 due before Friday at 11:59 PM.</td>
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<tr>
<td>30</td>
<td>Test on Chapter 2 due before Friday at 11:59 PM.</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>Test on Chapter 3 due before Friday at 11:59 PM.</td>
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<tr>
<td>13</td>
<td>Test on Chapter 4 due before Friday at 11:59 PM.</td>
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<tr>
<td>20</td>
<td>Test on Chapter 5 due before Friday at 11:59 PM.</td>
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<tr>
<td>27</td>
<td>Test on Chapter 6 due before Friday at 11:59 PM.</td>
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<tr>
<td>Oct. 4</td>
<td>Test on Chapter 7 due before Friday at 11:59 PM.</td>
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<tr>
<td>11</td>
<td>Test on Chapter 8 due before Friday at 11:59 PM.</td>
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<tr>
<td>18</td>
<td>Test on Chapter 9 due before Friday at 11:59 PM.</td>
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<tr>
<td>25</td>
<td>Test on Chapter 10 due before Friday at 11:59 PM.</td>
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<tr>
<td>Nov. 1</td>
<td>Test on Chapter 11 due before Friday at 11:59 PM.</td>
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<tr>
<td>8</td>
<td>Test on Chapter 12 due before Friday at 11:59 PM.</td>
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<tr>
<td>15</td>
<td>Test on Chapter 13 due before Friday at 11:59 PM.</td>
</tr>
<tr>
<td>29</td>
<td>Tests on Chapter 14-16 due before Friday at 11:59 PM.</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>Exam Week</td>
</tr>
</tbody>
</table>

WEEKLY TESTS:
Starting on August 23 tests on Chapters 1-16 will be available on Blackboard. Hence you can take the test early if you like. HOWEVER, the tests cannot be taken late. Tests will NOT be available AFTER the due dates. The due dates are the last day of the week (at 11:59 PM) as shown in the schedule above. Test SCORES will be available shortly after students take the test. Test ANSWERS will NOT be available until AFTER the test due date.

As you can see, tests for chapters 14, 15, and 16 are listed for the last week. I urge you NOT to wait until the last week to do these. I suggest the you examine your own schedule and take the tests as early as you can prepare for them. I believe it is unwise to wait until the last minute.

The tests will typically consist of 20 multiple choice questions. 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. For example, one cannot start on Wednesday, work 15 minutes and use the other 15 minutes on another day. Computer and/or network glitches are NOT excuses for missed or incomplete tests. If this concerns you, you should take the tests in the BC computer lab.

NOTE: The final exam will be made available after the last week of class. It is due on or before 11:59 PM on THURSDAY of exam week.

VIDEO EXERCISE:
A video exercise is also required. It will be explained in the coming days.
TEACHING METHODS:
Occasionally material will be posted on Blackboard to clarify some of the concepts. It is not possible to cover all of the material in this manner. Therefore, this is **NOT** a substitute for reading the assigned material.

ATTENDANCE POLICY:
As this is an on-line course, students are responsible for everything posted on Blackboard.

LATE/INCOMPLETE ASSIGNMENT POLICY:
There is no provision for late assignments. *Technical difficulties are no excuse for late work.* Should you experience technical difficulties, please contact the ICT Help Desk at help@nmsu.edu or 646-1840.

Incomplete: See the graduate catalog for Incomplete policy details. The major change is that the "I" grade can only be assigned for circumstances beyond the student's control that occur after the last day to withdraw from a course. The instructor will not participate in the "beyond the student's control" determination.

MAKE-UP ASSIGNMENT POLICY:
Other than the footnote accompanying “GRADING POLICY” section there is no make-up provision.

ADA STATEMENT:
Disabilities/Employee Relations:
Feel free to call the Student Accessibility Services (SAS) Office at 575-646-6840 or email at sas@nmsu.edu with any questions you may have on student issues related to the Americans with Disabilities Act (ADA and/or Section 504 of the Rehabilitation Act). Students requesting accommodations and/or services relating to a disability may seek assistance from the SAS Office located in Corbett Center, Room 244. All medical information will be treated confidentially. If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SAS within the first two weeks of classes. It is your responsibility to inform either your instructor or a SAS representative in a timely manner if services/accommodations provided are not meeting your needs.

Questions regarding NMSU’s Non-discrimination Policy and discrimination complaints should be referred to Gerard Nevarez, Office of Institutional Equity, 575-646-3635.

Academic Misconduct:
Students should familiarize themselves with the NMSU Student Code of Conduct (Section 2 of the NMSU Student Handbook). Any violation of the Student Code of Conduct (e.g., plagiarism, cheating, etc.) will result in the student receiving a grade of “F” in this course. This is a **zero tolerance** policy. If you do not have a Student Handbook, this information is available at the following web address: [http://www.nmsu.edu/~vpsa/SCOC/intro.html](http://www.nmsu.edu/~vpsa/SCOC/intro.html).

If you are unsure of whether or not your work would be considered plagiarism, please visit the following web address: [http://lib.nmsu.edu/plagiarism/](http://lib.nmsu.edu/plagiarism/).

WITHDRAWALS: It is the responsibility of the student to know important dates such as University drop dates. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.