Instructor Information:
Steven M. Elias, Ph.D.
Office: 215 Guthrie
Phone: 646-7642
Email: selias@nmsu.edu
Office hours: Tuesday & Thursday 3:00 – 4:00 or by appointment

Required Textbook and Website:

- Mymanagementlab.com.
  - Course ID: CRSCDFN-814215

Course Objectives:
- Develop an understanding of human behavior in groups and organizations.
- Develop skills in human relations and decision making in the workplace.
- Develop an understanding of the management of a diverse workforce.
- Develop an understanding of business ethics.
  - Business ethics will typically be discussed each week we meet.
- Develop a framework for the analysis of human performance in organizations, including understanding:
  - Understanding personality, learning, and motivation
  - Understanding interpersonal interaction and communication
  - Understanding group processes, teamwork, and leadership
  - Understanding management practices meant to improve human performance, satisfaction, and productivity at work.

To properly understand human behavior in organizational settings, it is necessary to go beyond mere “textbook” knowledge and instead delve into fundamental issues on a more practical level. Thus, this course will include classroom lectures, but will also require students to participate in a variety of in-class activities, especially case discussions. However, *students are responsible for all of the materials presented in the assigned readings.*

Attendance:
For learning to take place in a course such as this one, it is critical that students attend the course regularly. In-class activities are (surprise…surprise) completed in-class and there is no appropriate way for a student to “make up” such activities when missed. Thus, unless there is a documented reason (see next paragraph), there will be no make-up opportunities for in-class work.
Exams:
There will be four exams during the semester. Each exam will be worth 20% of your final grade. DO NOT MISS THE EXAMS! If you do need to miss an exam for a documented reason (e.g., university related business, TDY, severe illness, etc.), you must notify me prior to the exam (phone, voicemail, or email) or you will earn a zero for that exam. An optional cumulative exam will be given immediately following Exam 4. You may opt to take this exam and have it replace your lowest exam taken during the semester (or a missed exam).

Video Cases:
In class, we will watch and discuss numerous video cases of prominent leaders discussing issues of relevance to multiple OB topics. While participation in these discussions will not directly impact your grade, your grade will indirectly be impacted in that the material discussed will be addressed on your exams.

Business Ethics:
In class, we will discuss numerous “ethical dilemmas,” each of which is located in your textbook. As with the video cases, while participation in these discussions will not directly impact your grade, your grade will indirectly be impacted in that the material discussed will be addressed on your exams.

Reaction Papers:
On any given day, you will be asked to complete a reaction paper. Each paper will account for 5% of your final grade. These papers are meant to assess your thoughts and understanding of a topic covered during the class session. While there is great latitude in terms of the content of the reaction papers, they should be approximately one-half page in length. Papers MUST be well-written (e.g., appropriate grammar and spelling) and legible in order to receive full credit. As with exams, no late reaction papers will be accepted without prior notification of a documented excuse.

Evaluation:
- Reaction papers (4 @ 5% each; Due dates TBD) – 20%
- Exam 1 (February 3rd) – 20%
- Exam 2 (March 3rd) – 20%
- Exam 3 (April 7th) – 20%
- Exam 4 (Thursday - May 5th from 10:30 – 12:30) – 20%
- Optional Cumulative Exam (Immediately following Exam 4)
  - The optional exam will replace your lowest exam during the semester

Final Grades:
90% to 100% = A
80% to 89% = B
70% to 79% = C
60% to 69% = D
Below 60% = F
Be aware: Any grade ending in .5 will automatically be rounded up (e.g., 89.5 = A; 89.4 = B). Given this policy, along with the optional cumulative final, please do not ask for extra credit opportunities. Extra credit may be made available during the semester.

Incompletes ("I" grades):
An “I” may be 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. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.

Blackboard & Mymanagementlab:
This course will use Blackboard and Mymanagementlab.com for the posting of information relevant to this class. Blackboard and Mymanagementlab.com are supplemental tools for this course. This is not an online class. The majority of information covered in this class (e.g., lecture notes) will not be posted on Blackboard or Mymanagementlab.com.

Check Mymanagementlab.com Friday evenings for material to be covered during the next week!!

Students With Disabilities:
If you have (or believe you have) a disability and would benefit from classroom accommodation(s), contact the Services for Students with Disabilities (SSD) at Corbett Center, Room 244 (Phone 646-6840; TTY 646-1918). All medical info is treated confidentially. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered. Information, instructions & forms from the Services for Students with Disabilities Office are online at http://www.nmsu.edu/~ssd/index.html.

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. If you do not have a Student Handbook, this information is available at the following web address:

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/.
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