INSTRUCTORS:
Michael Turner
Office: GU 300N
Office Hours: By appointment
Email: Please use Blackboard mail

COURSE PREREQUISITES:
Refer to the undergraduate catalog.

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 skills 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.
8. Demonstrate knowledge of diversity.

DISTANCE EDUCATION FORMAT:
This is a Blackboard course accessible via: http://learn.nmsu.edu The “classroom” is a virtual environment. It is the responsibility of the student to use the available material to become familiar with using Blackboard and navigating the course website. Knowing where to find resources, where and how to submit your work and how to take exams is essential to achieving your goals in this class. Additional help is provided by the Distance Education services at http://ict.nmsu.edu/~training/new/student.html

TEXTBOOK:
Nelson, D. L., & Quick, J. C. (2007). Understanding Organizational Behavior, 3rd edition. Mason, OH: Thomson South-Western. (ISBN 10: 0324423020). The textbook is required beginning July 7th. It is your responsibility, as the student, to have the textbook on time in order to complete the course requirements. Textbook web site: http://websites.swlearning.com/cgiwadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780324423020&discipline_number=416 If this link does not work, you can go to http://www.cengage.com/highered/ enter the ISBN of our textbook, click on “Companion Site” (under the Student links, NOT under the Faculty links). You are strongly encouraged to utilize the material on the textbook website. The practice quizzes from the textbook website will help your class performance.
ADDITIONAL READINGS:
You will be assigned additional readings other than the textbook to supplement your learning in this course.

TEACHING METHODS:
Occasionally supplemental material will be posted on Blackboard to clarify some of the concepts that students will learn from the textbook and online materials. It is not possible to cover all of the material in this manner. Therefore, this is NOT a substitute to reading the assigned material.

GRADING POLICY:
Quizzes 3-16(20 points each) 280 points
Final exam* ........................................ see note
Diversity Video exercise .......... 45 points
Writing assignments (2) .......... 50 points
TOTAL .......................... 375 points
Note: point values of individual assignment are subject to change.

GRADING SCALE:
A: 90 – 100%
B: 80 – 89%
C: 70 – 79%
D: 60 – 69%
F: 0 – 59%
If S/U graded, S: 70 – 100%
*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 quiz grades as long as the student’s final grade has improved to a higher percentage. For example if you earn a score of 54/60 on the final exam, which equals 90% or 18/20; you may replace up to three lower quiz scores with a score of 18/20. Since students are given this opportunity, no make-ups will be given on any of the quizzes. The final exam is optional!

ACADEMIC INTEGRITY:
Cheating is forbidden. This includes plagiarism on the written assignments. Per the NMSU Student Code of Conduct, plagiarism “includes, but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one's own work when such work has been prepared by another person or copied from another person.” Please refer to the following website: http://lib.nmsu.edu/plagiarism/

Anyone found violating this policy will receive an “F” for the course, have his or her name reported to the Dean and/or the University, 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. Definitions and examples are described in the NMSU Student Code of Conduct and it is your responsibility as a student to be familiar with the Code.

INCOMPLETES:
See the catalog for incomplete policy details. Incompletes are rarely awarded; however under special circumstances incompletes may be awarded for passable (C) 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. Do not ask for an “I” grade in lieu of a “D” or “F” grade.

LATE/INCOMPLETE ASSIGNMENT/QUIZ POLICY:
There is no provision for late assignments or quizzes.

WITHDRAWALS: It is the responsibility of the student to know important dates such as University drop dates
CALENDAR:
Please refer to the course calendar on Blackboard
(Note: This schedule of events may change as circumstances dictate.)

Quizzes:
Students will have one-half hour to complete each quiz. Note carefully: This will be a continuous 30 minute period; once it starts it will continue until time expires. After that the quiz will no longer be available. That is, one cannot start the quiz, work 15 minutes and use the other 15 minutes on another day.
Weekly quizzes will be available starting each Monday at 1 am and will remain open until the posted due date.
Make sure you check due dates as missed quizzes cannot be taken late.
Do not attempt to take a quiz without reading the textbook beforehand! You will only be able to see one question at a time as you complete the exam. When time expires you will be locked out of the exam and you will not be allowed to answer incomplete questions. It is very important to save each question as you complete the exam, unsaved questions will not be recorded if time expires and you will receive zeros for unsaved questions.

Written Assignments:
We want you to experience first-hand the dilemmas and issues involved in many aspects of organizational life. To this end, students will prepare two written assignments in which organizational issues related to the topics covered are analyzed. Each written assignment will be graded on a 0 – 25 point scale and will constitute 50 points toward the students’ final grades. The written assignments will be described in detail on Blackboard.

Diversity Video Exercise:
The class will also have a video exercise with respect to diversity. This exercise is worth 45 points of the student’s final grade. The video exercise will be described in another link on Blackboard.

Attendance Policy:
As this is an on-line course, students are responsible for everything posted on Blackboard and written in the textbook.

Make-up Assignment Policy:
Other than the optional final exam specification there is no make-up provision.

Oral/Written Communication:
All communication via Blackboard must use appropriate grammar and spelling. While occasional typos will be excused and expected, “text message” type communication is not. Questions and emails which do not follow proper business communication guidelines will need to be rewritten before the instructor responds.

Library and Computer Usage:
This class will be conducted on-line and students are expected to be proficient with Blackboard. The assignments will require extensive library usage and the course will require the use of a word processor and the World Wide Web.

Global/International Business Content:
The text has material concerning research in other countries.

Ethics, Political, Social, Legal, Regulatory, Environmental, and Technological Content:
Ethics and legal issues will be included in the course.

Diversity Content:
Diversity issues are part of the course content.

ADA Statement:
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.