REQUIRED TEXT:

- The Required Text is Organizational Behavior by Robbins & Judge, (2011), the 14th Edition, published by Pearson. I do not know if the previous editions will be comparable at all as I have not seen them, and so I do not recommend you purchasing a previous edition. I do not think that there is a copy available at the Library, so if you need to borrow the book, you may come to the office and ask to borrow mine for short periods. The ISBN number is: 9780136124016. I recommend putting the name or ISBN into your choice of search engine and seeing what different online prices you can find as it may be cheaper than the bookstore.
- The practice quizzes on the book site may help you in preparing for class tests, and you will find a link under weblinks on Blackboard. PowerPoint slides outlining the chapter material are posted under the “Textbook Chapter Slides” icon on the class Blackboard homepage.

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.
- 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 or schedule an appointment.

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 dishonesty 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 (575-646-3635) 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 week 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 tests 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 the tests at the start of the semester so you have plenty of time to complete everything and can work at your pace.

All tests will be open for a very specific period of time during which the student is expected to complete it. The instructor will not re-open a quiz or accept a 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 and has a doctor’s note). 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 August 3rd in order for grades to be calculated and submitted.

There will be an opportunity to drop your lowest test grade, which you can use to make up any tests you miss, score poorly on, or have technical issues with.
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.

And I will then assess the issue and work on a remedy. However, it is my policy that if a technical issue conflicts with the completion of a test, that test 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 July 8th, 2011; the last day to withdraw from the university is July 20th, 2011.

COURSE DESIGN:

<table>
<thead>
<tr>
<th>GRADING CRITERIA</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>100</td>
</tr>
<tr>
<td>4 highest scores from 5 tests</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

GRADING: Grades are based off your test scores. There will be 5 tests and the 4 highest scores will count. The tests are worth 25 points each, and while you are required to take all 5, only the highest 4 scores will count. The points will dictate your grade, and you receive what you earn. If your earn 59 points on all your tests, then you have a 59 and will get a F for the course. However, there may be opportunities for extra credit that can help add a point or 2 to your final grade. I STRONGLY recommend that when you see an extra credit opportunity you complete it, as I do not reopen things at the end of the term when people realize they need more points.

YOU ARE RESPONSIBLE FOR YOUR WORK AND YOUR GRADE

I DO NOT TAKE LATE ASSIGNMENTS. I do not respond to “the Internet went out (or my computer broke) Monday and I could not get the assignment in on time Friday.” In these cases you have 4 days then to find another place with Internet or computer facilities (most public libraries have both) to complete the assignment. You may complete assessments early, but late assignments are not accepted or graded.

Also, at the end of the semester I do not respond to “Can you give me a C, I’m less than 2% short.” If you are concerned about your grade earlier in the semester, call or email me, and we can look at different success strategies. Also, do the extra credit as posted on the Blackboard page so that in case you need it at the end of the semester, you have the points to help raise your grade.
GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>&lt;=59</td>
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IMPORTANT NOTE ABOUT TESTS: Five tests do not leave a lot of room for not taking each test seriously. However, due to the nature of the summer, I figured that one test a week was preferable to having several due each week.

The purpose of the tests in this class is to evaluate students’ knowledge of the book chapters assigned for each week. The tests will:
- be due each week by **11:59 pm on Fridays**.
- have a mix of 25 multiple-choice and true false questions.
- be timed and you will have 40 minutes to complete it from the time you 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 TESTS: 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. Do this for all the chapters on the test. Then take the test 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 40 minutes is allowed for 25 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.

SCHEDULE (Late assignments are not accepted.)

<table>
<thead>
<tr>
<th>Assignments are due</th>
<th>Fridays, 11:59 pm.</th>
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<tbody>
<tr>
<td>YOU CAN ALWAYS TURN ASSIGNMENTS IN EARLY IF THESE TIMES DO NOT WORK FOR YOU.</td>
<td></td>
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<tr>
<td>Week</td>
<td>Topics Covered</td>
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</tr>
<tr>
<td>July 1-July 8</td>
<td>Chapters 1, 2, 3</td>
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<td>July 9- July 15</td>
<td>Chapters 4, 5, 6</td>
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<td>July 16- July 22</td>
<td>Chapters 7, 8, 11</td>
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<td>July 23- July 29</td>
<td>Chapters 9,10, 12</td>
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<tr>
<td>July 30- August 5</td>
<td>Chapters 16, 17, 18</td>
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