FALL 2011- MGT 309.M70 HUMAN BEHAVIOR IN ORGANIZATIONS

Instructor: Catherine Helmuth  
Office: GU 300-A  
Email: Use Blackboard  
Phone: 575-646-5679  
Office Hours: By appointment

REQUIRED TEXT:

The ISBN number: 9780136124016  
• As a registered student, you are responsible for the material covered in the 14th edition. Therefore, I do NOT recommend purchasing a previous (or global) edition of the text  
• As a registered student, you are responsible for acquiring the textbook- Failure to purchase the textbook is NOT an acceptable excuse for missed work

COMMUNICATION WITH THE INSTRUCTOR:

• Please use Blackboard email (not my NMSU email account) for all course communication. In case of an emergency, please email me at chelmuth@nmsu.edu. I will try to answer your question/concern within 24-48 hours. If it is a matter which requires special consideration, I will send an initial response indicating I received your email and a follow up message once the issue is resolved  
• Individual questions/concerns must be emailed to the instructor via Blackboard (i.e. leaving a message on my office voicemail is insufficient)  
• General questions about the class can be posted in the discussion forum- where both your peers and I can answer your questions  
• I will post messages under the ‘announcements’ tab and send emails via Blackboard with important course information. It is the student’s responsibility to read these messages in a timely manner.

DISTANCE EDUCATION FORMAT:

This is a Blackboard course. The “classroom” is a virtual environment. It is the student’s responsibility to use the available material to be familiar with using Blackboard and navigating the course website. Knowing where to find resources and where and how to submit your work is essential to achieving your goals in this class. Additional help is provided by the Distance Education services at ICT, and in Blackboard.  

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

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

USING BLACKBOARD:

This course is delivered 100% online via Blackboard. There are no on-campus meetings.  
If you are new to Blackboard, it is very important to review the Blackboard tutorial at ICT. This site provides instruction about how to complete the exams. Remember, it is the student’s responsibility to use the available Blackboard resources and ensure familiarity with the operating system (how to login, use menus, etc.) and web browser compatibility. Students should:

1. Complete a browser check. The browser check will see if your computer is properly configured to use the Blackboard Learning System (available on the blackboard log in home page)  
2. Disable pop-up blockers. Blackboard uses small browser windows to deliver requested content. Some pop-up blockers incorrectly interpret these small windows as pop-ups and block them. To resolve this issue disable your pop-up blockers.
3. **Accept Java Security Certificate.** After logging in to Blackboard, you will be prompted to accept a Java Security Certificate. You must click ‘Yes’ or ‘Always’ to ensure that Learning System functionality using Java will work properly in your browser.

4. **Read the ‘learning about blackboard’ tab on the course homepage**

I strongly encourage all students to complete/submit assignments and tests before the deadline. As such, internet/computer problems are **NOT** a viable reason for late or missed work.

**OFFICIAL TIME:**
The official time for this course is Mountain Daylight time, which is the time recognized at the New Mexico State University campus in Las Cruces, New Mexico. All assignments and exams deadlines are based on this time zone.

**COURSE OBJECTIVES:**
- Develop an understanding of human behavior and its influence on groups and organizations
- Grow your problem identification, evaluation, and decision making skills
- Build a framework to aid in your analysis and comprehension of: individual perception, motivation, behavior, interpersonal relations, communications, conflict, and organizational processes and structures.
- Develop an understanding of business ethics and issues concerning workplace diversity

**YOU ARE RESPONSIBLE FOR YOUR WORK AND YOUR GRADE**

**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 I receive a copy of the accommodation memorandum from SSD within the first week of classes.** It is the student’s responsibility to inform the SSD representative (or the instructor) in a timely manner if services/accommodations provided are not meeting your needs. 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/ NON-COMPLETION OF WORK:**
Because all deadlines are posted in advance and students have flexibly as to when they can complete their work, **late discussions, tests, or assignments will NOT be accepted. I will release the discussions, tests, and assignments at the start of the semester so you have plenty of time to complete the deliverables.**

If a student has a documented university-related excuse (see Attendance policy) the documentation must be submitted to me in writing (via fax or email). The documentation must show the student was excused for the **entire week** the deliverable was assigned (see course schedule for weekly assignments).
All grading disputes must be emailed to me within 24 hours after the grade has been posted. I will not accept grade disputes after this date.

TECHNICAL ISSUES:
If you encounter a technical issue, 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 do not simply email me but email or call ICT as well.

WITHDRAWALS:
Students are responsible for complying with ALL academic dates including University drop dates. Moreover, it is the student’s responsibility to withdraw from any class he/she intends to drop in a timely manner. See below for important Fall 2011 dates:

IMPORTANT DATES:

<table>
<thead>
<tr>
<th>Fall 2011 (16 WEEK TERM)</th>
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<tbody>
<tr>
<td>First day of class</td>
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<tr>
<td>Last day to add a class</td>
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<tr>
<td>Last day to drop/delete</td>
</tr>
<tr>
<td>Last day to drop a course with ‘W’</td>
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<tr>
<td>Last day to ‘WD’ from the University</td>
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<tr>
<td>Last day of Term</td>
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</tbody>
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COURSE DESIGN:

<table>
<thead>
<tr>
<th>GRADING CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverables</td>
</tr>
<tr>
<td>10 Discussions @ 10 points each</td>
</tr>
<tr>
<td>15 Tests @ 25 points each</td>
</tr>
<tr>
<td>5 Ethics Assignments @ 15 points each</td>
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<td><strong>Total</strong></td>
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<thead>
<tr>
<th>GRADING SCALE</th>
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<tbody>
<tr>
<td>A</td>
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<td>B</td>
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<tr>
<td>C</td>
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<tr>
<td>D</td>
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<tr>
<td>F</td>
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The instructor does not round grades (e.g. 89.99% = B; 90.00% = A)

TESTS:
- Tests are due each week by **11:59 pm on Friday**
- Tests have 25 multiple-choice questions
- Tests are timed! You will have 35 minutes to complete the exam from the time you start the test

FYI: This is a continuous 35 minute period; once the exam starts it will continue until time expires. After that, the test will no longer be available.
RECOMMENDED STUDY STRATEGY FOR TESTS:

- Read the assigned chapters
- Review the PowerPoint slides
- Review key terms for the chapters
- Take the practice quiz (optional; NOT graded)
- Then take the test with your textbook at your side

You will have enough time to CONFIRM your answers – NOT enough time to sit and read through the chapter if you have not done so in advance.

DELIVERABLE:
Depending on the material covered, students will have either a discussion post or an assignment due each week by **11:59 pm on Friday**. As with tests, no late discussion posts or assignments will be accepted.

For your convenience, I have named and organized the discussions and assignments by the week they are due. Please see the course schedule (below) for a detailed list.

DISCUSSION POSTS & RESPONSES:

There are ten (10) discussion posts due this semester (see the course schedule below for specific due dates). To complete the discussions and earn full credit, students should:

- Access the ‘Discussions’ tab
- Read the instructions for the relevant discussion assignment
- Read (or watch) the assigned material
- Compose an original discussion post and answer the assigned questions
- Proofread the discussion response. Discussion posts MUST be well-written to receive full credit

In order to facilitate the learning process, I recommend (but do not require) students to respond to their peer’s discussion posts. The responses should **enhance** the online learning environment by (1) addressing areas for further discussion, (2) providing links to additional organizational behavior topics, or (3) sharing anecdotal evidence. Remember: Responses must be **professional** - Threatening language and disparaging comments are prohibited.

The majority of discussion posts require students to read ‘Case Incidents’ (located at the end of each chapter) and answer several assigned questions. The assigned questions refer to the questions presented at the end of the case incident.

ETHICAL DILEMMA ASSIGNMENTS:

There are five (5) ethical dilemma assignments due this semester. The ethics assignments require students to read an ethical dilemma presented in the textbook and answer several discussion questions. Unlike the Case Incidents these assignments should be submitted via the assignment drop box on Blackboard. All assignments must be single spaced and submitted in a Microsoft Word document in 12 point Times New Roman font with one (1) inch margins.

To complete the discussions and earn full credit students should:

- Access the ‘Assignments’ tab
- Read the instructions for the relevant assignment
- Read the assigned scenario in the textbook
- Answer the assigned questions in a Microsoft Word document
- Proofread the assignment. Assignments MUST be well-written to receive full credit
- Submit the assignment via the assignment drop box on Blackboard
<table>
<thead>
<tr>
<th>Week</th>
<th>Topics Covered</th>
<th>Deliverables:</th>
<th>Due Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro</td>
<td>Read Syllabus &amp; Course Introduction</td>
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</tbody>
</table>
| Week 1 | Chapter 1 | Chapter 1 Test (25 points)  
Week 1 Discussion (10 points) | August 26th at 11:59 pm |
| Week 2 | Chapter 2 | Chapter 2 Test (25 points)  
Week 2 Discussion (10 points) | September 2nd at 11:59 pm |
| Week 3 | Chapter 3 | Chapter 3 Test (25 points)  
Week 3 Discussion (10 points) | September 9th at 11:59 pm |
| Week 4 | Chapter 4 | Chapter 4 Test (25 points)  
Week 4 Ethical Dilemma Assignment (15 points) | September 16th at 11:59 pm |
| Week 5 | Chapter 5 | Chapter 5 Test (25 points)  
Week 5 Discussion (10 points) | September 23rd at 11:59 pm |
| Week 6 | Chapter 6 | Chapter 6 Test (25 points)  
Week 6 Discussion (10 points) | September 30th at 11:59 pm |
| Week 7 | Chapter 7 | Chapter 7 Test (25 points)  
Week 7 Discussion (10 points) | October 7th at 11:59 pm |
| Week 8 | Chapter 8 | Chapter 8 Test (25 points)  
Week 8 Discussion (10 points) | October 14th at 11:59 pm |
| Week 9 | Chapter 9 | Chapter 9 Test (25 points)  
Week 9 Ethical Dilemma Assignment (15 points) | October 21st at 11:59 pm |
| Week 10 | Chapter 10 | Chapter 10 Test (25 points)  
Week 10 Discussion (10 points) | October 28th at 11:59 pm |
| Week 11 | Chapter 11 | Chapter 11 Test (25 points)  
Week 11 Ethical Dilemma Assignment (15 points) | November 4th at 11:59 pm |
| Week 12 | Chapter 12 | Chapter 12 Test (25 points)  
Week 12 Discussion (10 points) | November 11th at 11:59 pm |
| Week 13 | Chapter 13 | Chapter 13 Test (25 points)  
Week 13 Discussion (10 points) | November 18th at 11:59 pm |
| Week 14 | OFF | | |
| Week 15 | Chapter 16 | Chapter 16 Test (25 points)  
Week 15 Ethical Dilemma Assignment (15 points) | December 2nd at 11:59 pm |
| Week 16 | Chapter 18 | Chapter 18 Test (25 points)  
Week 16 Discussion (10 points) | December 9th at 11:59 pm |

****THE DISCUSSION FORUMS, ASSIGNMENTS, AND CHAPTER TESTS WILL OPEN AUGUST 18TH AND CLOSE AT THE DATES STATED ABOVE (SUBJECT TO CHANGE)****