Management 315V Section M01

Fall 2011
Human Relations in Organizations

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Office Hours: 4:45-5:45 PM Monday or by appointment
Office: GU322
Email: via BlackBoard (preferred) or cazad@NMSU.edu
Class Hours: GU200 6-8:30 PM

Course Objectives: Increase students’ self-awareness of personal working behaviors, styles and preferences. Develop an understanding of human behavior in groups and organizations with increased ability to address individual and group performance issues, a willingness to work in groups and with increased skills in managing conflict situations. Develop skills in problem identification, evaluation and decision making problem situations. Develop frameworks for the analysis of human performance in organizations, including personality, learning styles, motivation, interpersonal interaction, communication, group processes and leadership, organizational processes and structures and management practices to improve human performance, satisfaction and productivity.

BlackBoard: BlackBoard will be used to support this class. Check regularly for announcements and grades. Additionally, you will find the PowerPoint, quiz study guides and supplemental materials. I check the BlackBoard e-mail regularly; it is the ‘best’ way to contact me with questions.

To start the course, review the Syllabus and Reading & Assignments worksheet in the folder in ‘Course Content’ (menu on left of the screen).

Text: Human Relations Interpersonal Job-Oriented Skills 11e, Andrew J. DuBrin. In addition, supplemental information is available for download from the publisher’s web site and the class BlackBoard site.

Please Note: All lecture and test dates are tentative and may be changed with regard to the needs of the class. I will let you know via an announcement AND e-mail in BlackBoard if there are any changes. You should check BlackBoard at least every other day.

CLASS SCHEDULE
See Excel Schedule posted in BlackBoard
Assignments:

Homework:
1) Students will be responsible for ten (10) of the twelve (12) assigned Self Assessments (from textbook). You will turn in the assessment and write a reflection on what you have learned about yourself. The reflection should discuss things like: did the assessment match your previous view of yourself, did anything surprise you, will the assessment change how you do something, etc. The reflection should be typed, include a proper header (name, course, assignment title, etc) and will be a page or less. For ease of reading, please use 12 font, 1 inch margins and 1.5 spacing between lines.

200 Points

2) Students will be responsible for six (6) cases from the text. Students will write a short essay that covers/answers all of the questions listed at the end of the assigned case. The essay should be typed, 1-2 pages, 12 font, 1 inch margins and 1.5 spacing between lines. Keep in mind that the write up is your chance to ‘show’ that you understand and can apply concepts we are learning. Use the book as a reference and insert an in-text citation of the book and page number that looks like this… (DuBrin, p124), so you are recognizing where you borrowed concepts from the book and not plagiarizing.

300 Points

** ALL homework will be collected at the beginning of class. If you are not able to come to class, please put your printed document under my office door at least 30 minutes before class starts AND send me an e-mail in BlackBoard so I know to look for your work. (I have office hours before class- I will know who was ‘on time’ and who was late.) I will NOT accept electronic versions of your work unless you have made prior arrangements and received approval from me before the assignment is ‘due’. I approve electronic submission very, very rarely.

2. **Quizzes:** There are three (3) quizzes during the course. These quizzes will be over the chapters as noted on the reading and assignments worksheet. Each quiz will be True False and Multiple Choice questions directly from the textbook and will be given at the start of class. You will need to bring a pencil and scantron form.

300 points

4. **Final Exam:** We will have a comprehensive final exam.

100 Points
Assignments at a Glance

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Values:</th>
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<tbody>
<tr>
<td>Self Assessments</td>
<td>200</td>
</tr>
<tr>
<td>Cases</td>
<td>300</td>
</tr>
<tr>
<td>Quizzes</td>
<td>300</td>
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<tr>
<td>Final Exam</td>
<td>100</td>
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<tr>
<td><strong>Total points for the Class</strong></td>
<td><strong>900</strong></td>
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Grading Scale

<table>
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<tr>
<th>Grade</th>
<th>Points</th>
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<tr>
<td>A</td>
<td>810-900</td>
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<tr>
<td>B</td>
<td>720-809</td>
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<tr>
<td>C</td>
<td>630-719</td>
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<td>D</td>
<td>540-629</td>
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<tr>
<td>F</td>
<td>0-539</td>
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**Attendance Policy:** Participation in the class is the responsibility of the student. Approved absences excuse you from attending class, but do not waive or alter your responsibility to submit work on time. ALL assignments and cases are detailed on the reading- assignments schedule for this class. Plan ahead.

**Late Assignments Policy:** Self assessments and Case assignments will **not** be accepted late. No make-up quizzes will be given unless arrangements are made prior to the quiz date. If you have a conflict with a quiz date, please let me know via e-mail and we will make other arrangements.

**ADA Statement:** If you have or think you may have a disability that interferes with your academic progress, you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office located in Garcia Annex to register. If you have already registered, please make sure your instructor receives a copy of the accommodation memorandum form SSD within the first two weeks of classes. It will be your responsibility to inform either your instructor of SSD representative (in a timely manner) if the services/accommodations provided are not meeting your needs.

If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with the Instructor or with the SSD Coordinator.
**Academic Misconduct**: Individual(s) involved in academic misconduct will be dismissed from the class.

Academic misconduct includes, but is not limited to

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty;
2. Plagiarism, which 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 or resource without proper references
3. Unauthorized changing of grades on an examination, in an instructor’s grade book, or on a grade report; or for, academic computer records.
4. Nondisclosure of misrepresentation in filling out applications or other University records in, or for, academic departments or colleges.