Organizational Behavior and Management Processes
MGT 503
Fall 2011
Course Syllabus

Instructor Information:
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Office hours: By appointment

Teaching Assistant Information:
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Email: chet@nmsu.edu

Please copy Mr. Barney on all correspondences regarding grades.

Required Textbooks:

Course Objectives:
In this course, we will examine the basic nature of human behavior in organizations, and the fundamental issues, theories, and processes required to properly manage and direct such behavior for the attainment of organizational goals and objectives. The course is an entry for graduate level students interested in management and administration, and although the primary focus will be on business organizations, there will be much of the course content that is also relevant for those students interested in managing non-profit organizations, government agencies, NGOs, and other forms of human organizations.

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 some traditional “lecture” material, but will also require students to participate in a variety of activities, especially case discussions. However, students are responsible for all of the materials presented in the assigned readings.

Class Format:
Aside from your textbooks, all of the course materials and discussions will be presented in an electronic format. Likewise, all of your assignments will be turned in on-line. While your exams will be taken via Blackboard as well, they will be proctored on campus or a similar facility. Please pay close attention to the course schedule because assignments, exams, and discussions will be released and closed at specific times. It is best to complete your work early. Unless arrangements are made in advance, late work/exams will not be accepted. Technical difficulties are no excuse for late work. Should you experience technical difficulties, please contact the ICT Help Desk at help@nmsu.edu or 646-1840.

Communication:
Because this is an internet based course, much of the communication between us will take place.
via email and discussion board posts. During the work week, I will do my absolute best to reply
to emails within 24 hours. Emails sent over the weekend may not be replied to until Monday. If
you send a question via email and the answer would be important to the rest of the class, I may
post my response in a discussion board posting rather than reply to you directly. Do not take this
personally! I simply want everyone to have access to as much information as possible. In
addition, I will not post the identity of anyone asking a question. Alternatively, if you have a
question or comment, I highly encourage you to make use of the discussion boards. My only
request is that everyone be courteous and professional in their discussion board postings. Anyone
abusing the discussion boards will lose the ability to utilize them.

Graded Components of the Course

Roster Information:
On the left side of the course homepage screen, you should see a link for the roster. Put in as
much information about yourself as you would like, but please do put something informative.
You will need to make sure that your profile has been made public by checking your Blackboard
settings. Given the fact that this is an on-line class, and case analyses will be completed in
groups, providing information about yourself will make things a little more personal for
everyone. To emphasize how important I feel it is for you to enter your info into the roster, doing
so will count toward your grade in the class. In order to receive credit for your roster
information, it must be added by 11:30 PM, August 26th.

Exams:
There will be three proctored exams during the semester. More information about the location,
dates, and times these exams can be taken is available on the course homepage. Specifically, the
exam schedule can be found on the course homepage and information about the proctored exams
can be found in the “Proctored Exams” folder on the homepage.

Exams will be comprised of both multiple choice and essay questions. In addition to covering
material from your text, exams will also include material from videos and ancillary materials. As
mentioned above, please see the schedule below and the proctored exam information on the
course homepage for the dates and times exams will be available. Seventy-five minutes will be
allotted for each exam. Other than your brain, you may not use any resources (e.g., your
book, chapter summaries, PowerPoint slides, the internet, etc.) while taking the exams. Doing
so would be considered academic misconduct (see below).

Case Analyses:
There will be three case analyses completed during the semester. I will post the cases in
Blackboard throughout the semester. These cases will be completed in randomly assigned groups
of five students that will change for each case. One grade for each case will be given to the entire
work group. Therefore, it is very important that each group member takes his or her share of the
analyses seriously. Documented free-riders (i.e., group members who do not contribute, but
expect a grade for the assignment) will receive zero credit for case(s).
A discussion board will be established for each case analysis group. Each individual MUST post
his or her contribution for the case in the discussion board. One individual in the group will then
need to compile the contributions and submit the analysis in one document. It is necessary that
each individual post his or her contribution in order to be able to identify who wrote what. In
essence, should someone feel the urge to plagiarize, I need to be able to identify the individual
rather than having to ask the entire group to identify the plagiarizer. The due date and time for
each case is listed below.
A grading rubric is available on Blackboard so you will be informed of exactly how cases will be graded. One aspect of the rubric is providing support for your answers and/or opinions. This means you will need to back up your analyses with material obtained via research. You may use your organizational behavior textbook(s), other books, articles, the internet, and etc., but you MUST cite your sources. Failure to cite your sources would most likely fall into the category of plagiarism (see below). If you decide to use the internet for research, do so carefully. Websites such as Wikipedia, Ask.com, and etc. are not appropriate for scholarly research and will not be given credit.

Video Cases:
We will watch numerous video cases of prominent leaders and scholars discussing issues of relevance to multiple OB topics. Intently watching these videos is important given the material discussed in these video cases will be addressed on your exams.

Evaluation:

<table>
<thead>
<tr>
<th>Roster Information</th>
<th>10 points</th>
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<tbody>
<tr>
<td>Three exams @ 50 points each</td>
<td>150 points</td>
</tr>
<tr>
<td>Three cases @ 30 points each</td>
<td>90 points</td>
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<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>250 points</strong></td>
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| 225 points and above | A |
| 200 points – 224 points | B |
| 175 points – 199 points | C |
| 150 points – 174 points | D |
| Less than 150 points | F |

Students With Disabilities:
If you have (or believe you have) a disability and would benefit from certain 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. This is a zero tolerance policy. If you do not have a Student Handbook, this information is available at the following web address: http://www.nmsu.edu/~vpsa/SCOC/intro.html.

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/.

Incomplete (“I” Grades):
The grade of “I” is 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.

Weekly Schedule

8/22:

Chapter 1 – Introduction to Organizational Behavior
Chapter 2 – Personality and Values

8/29:

Chapter 3 – Perception and Individual Decision Making

9/5:

Chapter 4 – Job Attitudes

9/12:

Chapter 5 – Motivation Concepts
Chapter 6 – Motivation: From Concepts to Applications
Case 1 due by Friday at 11:00 PM

9/19:

Chapter 7 – Emotions and Moods
EXAM 1 (See proctored exams information on the course homepage for availability)

9/26:

Chapter 8 – Foundations of Group Behavior

10/3:

Chapter 9 – Understanding Work Teams

10/10:

Chapter 10 – Communication
Case 2 due by Friday at 11:00 PM

10/17:

Chapter 11 – Leadership

10/24:

https://learn.nmsu.edu/webct/urw/1c1650527440111.tp1669843666141/RelativeResource... 9/12/2011
Chapter 12 – Power and Politics

EXAM 2 (See proctored exams information on the course homepage for availability)

10/31:

Chapter 13 – Conflict and Negotiation

11/7:

Chapter 14 – Foundations of Organization Structure

11/14:

Chapter 15 – Organizational Culture

11/21:

Thanksgiving Break

11/28:

Chapter 16 – Organizational Change and Development
Case 3 due by Friday at 11:00 PM

12/5:

EXAM 3 (See proctored exams information on the course homepage for availability)