
CATALOG DESCRIPTION: MGT 309. Human Behavior in Organizations 3 cr. Interpersonal and organizational behavior, motivation, communication, team building, leadership, diversity management, legal and ethical issues, and politics in organizations.

COURSE OBJECTIVES
1. Develop an understanding of human behavior in groups and organizations, with increased
   a. ability to ethically and effectively address performance issues, both with individuals and groups
   b. willingness to work in groups
   c. skills in managing conflict situations
2. Develop skills in problem identification, diagnosis, & decision making in problem situations at work
3. Understand frameworks for the analysis of human behaviors at work, focusing on:
   a. personality, learning styles, and motivation;
   b. interpersonal interaction and communication;
   c. group processes, teamwork, conflict handling, and leadership;
   d. organizational processes and structures such as the effects of hierarchy on behaviors; and
   e. the ethics of management practices to improve human performance, satisfaction, and productivity at work.
4. Recognize ethical issues in organizational situations.
5. Know at least 4 approaches to evaluating the ethics of organizational and managerial behaviors;
6. Use increasing self-awareness as a stepping stone to understanding others' working behaviors;
7. Understand how stereotyping, attribution theory, and other dynamics affect both individuals and groups from diverse backgrounds, and
8. Know strategies for managing such sources of unfair bias to create a more fair, equitable, and ethical workplace.
9. Students will think critically.

GRADING - Attendance is very important!!

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>CRITERIA</th>
<th>POINTS</th>
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</thead>
<tbody>
<tr>
<td>QUizzes</td>
<td>Individual Quizzes (Best 4 of 5 scores, 1 missed/dropped)</td>
<td>300</td>
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<tr>
<td></td>
<td>Group Quizzes (Best 4 of 5 scores, 1 may be missed/dropped)</td>
<td>300</td>
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<tr>
<td></td>
<td>No make-ups except as described below</td>
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<tr>
<td>Professionalism &amp;</td>
<td>Professionalism: Attendance*, Participation, Homework, Group Work</td>
<td>300</td>
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<tr>
<td>Group Work</td>
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<tr>
<td>Team Project</td>
<td>6W’s, Oral &amp; Written Reports, Peer Evals, ON TIME!</td>
<td>100</td>
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</tbody>
</table>

NOTE
You may be DROPPED from your team for 3 unexcused absences, doing other work in class, lateness, and/or other unprofessional behavior! (If dropped, your ind quiz scores will count for group.)

TOTAL (Points WILL BE deducted for lateness of any assignment!) 1000

*See Attendance Policy at the end of this document. NOTE: Even if your absence is EXCUSED you must still do MAKE-UP work to earn back the points you missed due to your absence. Unexcused absences are NOT permitted to do make-up work.

NOTE: Helpful Business Writing & Presentation Resources:
http://business.nmsu.edu/students/survival-kit/
IMPORTANT POLICIES AND PROCEDURES

- **KEEP COPIES OF ALL YOUR PAPERS WHICH YOU HAND IN.** This is YOUR job!
- **CHECK your posted grades for quizzes etc.--any questions regarding grades should be submitted within 2 weeks of the grade being posted, IN WRITING.**
- In-class activities are important; if you miss many classes, expect to get a lower grade.
- **See Attendance Policy for missed quizzes/classes--you MUST make up work to get credit for it!**
- **QUIZZES:** There will be 5 multiple-choice/true-false quizzes, each taken individually as well as taken as a team points, for a total of 600 points toward your grade. (See Team Grades for more details, below.) Cheating on an exam will not only result in an F for the exam, but an F for the entire course regardless of other work completed. If you cannot be present on the day of an exam, you must make prior arrangements (before the class date of the test) to take a make-up exam during finals week. Anyone who does not show up for an exam and who did not contact me prior to the exam WILL NOT be permitted to make up the exam, UNLESS it is an "excused" absence (see below). All makeup exams will be given during finals week.
- **Team Grades:** Immediately after the individual quiz, teams will take the quiz as a team. Both scores count equally. Each quiz is worth 75 points, with one score (your lowest quiz score) dropped. Thus 4 of 5 quizzes at 75 points per quiz = 300 points for individual quizzes, and another 300 points for the team quizzes. HOWEVER, you may DROPPED from your team for lack of professionalism (see below), in which case your individual grades would count for both individual and team quiz grades.
- **Professionalism:** Professionalism will be determined by classroom and team behavior. Professionalism will include such variables as attendance, participation, teamwork, attitude, etc. Attendance is required and will be taken at every class meeting (more than 2 absences will be considered excessive). You are expected to participate in classroom discussion and group work activities. Excessive ABSENCES (more than 3 un-excused) or TARDINESS, SLEEPING, READING newspapers, failing to participate, WHISPERING in class, and doing ASSIGNMENTS FOR OTHER CLASSES, are just some examples of behaviors that would cause you to lose ALL your professionalism points for that class, or, in the case of excessive absences, for the entire term. Cheating or plagiarism will result in loss of all professionalism points and failure of the course. See Absences Policy below for details regarding absences.
- **ELECTRONIC DEVICES:** There are NO electronic devices permitted to be used during any class time (no cell phones, laptops, etc.). You may lose ALL professionalism points for any class in which you use electronic devices.
- **Authorized and Excused Absences:**
  - **EXCUSED ABSENCE:** For documented severe illness or death in the immediate family.
  - **Authorized absence:** It is university policy that "Students making satisfactory progress in their classes will be excused from classes when they are representing New Mexico State University on a university sponsored event (e.g., ASNMSU President represents NMSU at legislative session, student-athletes competing in NMSU scheduled athletic events or education field trips and conferences). Authorized absences do not relieve the student of class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring department." Absences will require a 2-3 page written paper in lieu of attendance.
  - **Religious reasons:** It is the student’s responsibility to review the class schedule attached to this syllabus, and to inform the instructor in writing within the first 2 weeks of the student’s entering the class, if the student has a religious reason for requesting to be excused from class. As with all excused absences, the student will be required to make up the work missed, usually by writing a 2-3 page paper as make-up work.
- **Tardiness:** Professionalism points may be deducted for students who arrive late or leave early. Prior notification may mitigate such penalties.
- **Incompletes ("I" grades):** 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; last day to withdraw with a W is Tuesday March 8. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.
- **Discrimination/Harassment:** Questions regarding NMSU's Non-discrimination Policy and discrimination complaints, including sexual harassment, should be referred to Gerard Nevarez, Office of Institutional Equity, 575-646-3635

**STUDENTS WITH DISABILITIES:**
If you have, or believe you have a disability, you may contact the Student Accessibility Services (SAS) Office located in Corbett Center, Room 244, 575-646-6840, or email sas@nmsu.edu. Appropriate accommodations may then be provided for you. All medical information will be treated confidentially. If you have a condition which may affect your ability to exit safely from the premises in an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or the Director of University Disability Services/ADA Coordinator, Diana Quintana, at the SAS Office. Questions regarding the Americans with Disabilities Act (ADA) and/or the American with Disabilities Amendment Act should be directed to the SAS Office.
• **Suspicion of Academic Misconduct:** Any suspicion of academic misconduct WILL BE PROSECUTED. Any evidence of misconduct (wandering eyes during an exam, written work unlike the bulk of the student’s written work, etc.) may result in the student being required to repeat the work under suspicion, at the discretion of the instructor.

• **Cheating:** Cheating will not be tolerated. Punishment for those caught cheating will be an “F” in the course. The person will also be subject to further sanctions as indicated in the student code of conduct.

• **Plagiarism:** This is academic misconduct, and can result in a grade of F for both the assignment and the entire course. It is the student's responsibility to consult the NMSU web site describing what constitutes plagiarism.

• Plagiarism web site: [http://lib.nmsu.edu/plagiarism/](http://lib.nmsu.edu/plagiarism/)

• [http://lib.nmsu.edu/instruction/plagiarismforstudents.htm](http://lib.nmsu.edu/instruction/plagiarismforstudents.htm)

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### TENTATIVE COURSE SCHEDULE - MANAGEMENT 309 Section 03 T-Th 2:35-3:50

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT DUE THIS DAY</th>
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<tbody>
<tr>
<td>1/19</td>
<td>TH Introduction to course content and group work</td>
<td>Learning teams, service project, Ch 1</td>
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<tr>
<td>1/24</td>
<td>T</td>
<td>Myers-Briggs Questionnaire</td>
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<tr>
<td>1/26</td>
<td>TH</td>
<td>Attitudes; <strong>Last day to add: Wednesday 1/26</strong></td>
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<tr>
<td>1/31</td>
<td>T</td>
<td>Attitudes and Job Satisfaction</td>
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<td>2/2</td>
<td>TH</td>
<td>Emotions &amp; Moods; Choose Service Projects, turn in 6W’s</td>
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<tr>
<td>2/7</td>
<td>T</td>
<td>Team Eval Sheets; Team from Hell; Emotions &amp; Moods</td>
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<tr>
<td>2/9</td>
<td>TH</td>
<td>Learning Teams QUIZ on Ch 3 &amp; 4</td>
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<tr>
<td>2/14</td>
<td>T</td>
<td>Personality and Values; Ethics Ex.</td>
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<td>2/16</td>
<td>TH</td>
<td>Personality and Values; Ethics</td>
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<td>2/21</td>
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<td>Perception and Decision Making</td>
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<td>2/23</td>
<td>TH</td>
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<td>2/28</td>
<td>T</td>
<td>Learning Teams QUIZ on Ch 5&amp;6</td>
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<tr>
<td>3/1</td>
<td>TH</td>
<td>Motivation; Team Feedback/Evals</td>
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<td>3/6</td>
<td>T</td>
<td>Motivation</td>
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<td>3/8</td>
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<td>Group Dynamics</td>
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<td>3/13</td>
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<td>Work Teams</td>
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<td>3/15</td>
<td>TH</td>
<td>QUIZ; Mid-Term Review</td>
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<td>3/19-3/23</td>
<td>SPRING BREAK—SPRING BREAK</td>
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<td>3/27</td>
<td>T</td>
<td>Ch 11 Communication</td>
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<tr>
<td>3/29</td>
<td>TH</td>
<td><em><strong>Service Project Team Reports</strong></em></td>
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<tr>
<td>4/3</td>
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<td>Communication</td>
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<tr>
<td>4/5</td>
<td>TH</td>
<td>Conflict Handling</td>
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<td>T</td>
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<tr>
<td>4/12</td>
<td>T</td>
<td>QUIZ</td>
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<td>4/17</td>
<td>T</td>
<td>Leaders and Followers</td>
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<td>4/19</td>
<td>TH</td>
<td>Power and Politics</td>
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<td>4/24</td>
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<td>4/26</td>
<td>TH</td>
<td>QUIZ</td>
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<tr>
<td>5/1</td>
<td>T</td>
<td>Observing and Diagnosing Org. Culture</td>
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<tr>
<td>5/3</td>
<td>TH</td>
<td>Concept Integration Day (Bonus Points!)</td>
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<td>5/10</td>
<td>T</td>
<td>FINAL EXAM (OPTIONAL) on Ch 2 &amp; 16</td>
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**Assignment Details:**

- Ch 1: Diversity; Diversity Ex;
- Myers-Briggs; Form Teams; Ch.3 Attitudes
- Ch. 4; 6 W’s to be done in class
- Ch 5: Service Project Update
- Ch 6; Ex: Shipwrecked!
- Ch 6; Review Ch 5&6
- Ind Quiz #2 ch 5&6; Team Quiz
- Ch 7 Motivation
- Ch 9: Last day to DROP Tues 3/8
- Ch 11 Communication
- *****Service Projects DUE in class***
- Ch 11
- Ch 14; Win Exercise
- Ch 14
- Ch 13; Questionnaire/Ethics Ex.
- Ch 13
- Ch 16; Film; ButtonWar, Initiations
- Film/Exercise
- Ch 2 & 16; 3:30-5pm Optional Final Exam