Management 315V Section M71

Spring 2012
Human Relations in Organizations

Instructor: Camille Azadegan Phone: 480-310-3167
Office Hours: 11:45am –12:45pm Monday & Wednesday or by appointment
Office: GU322
Email: cazad@NMSU.edu
Class Hours: Fully Online

Course Objectives: Increase student’s 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.

This is a fully online course. All course materials are available in BlackBoard and your assigned Textbook. To start the course, review the Course Content. There is a Learning Module created for each week.

Text: Human Relations Interpersonal Job-Oriented Skills, Andrew J. DuBrin 11e. There are assignments directly from the text, it is imperative that you have the correct edition for this course.

Please Note: All scheduled 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 Reading and Assignments worksheet that is posted in Blackboard
Assignments:
1. **Discussion Questions:** Each week there is a discussion question that allows you to examine your personal traits, apply the concepts learned and discuss with your classmates. You will post your answer/reply to the discussion question by **Wednesday** of each week and then reply to at least two of your classmates before the week closes on **Sunday at 11:59 PM**. Late submission of your answer will result in a deduction of 2 points. (Exception: Week 1 starts on Thursday January 18, 2012 & the discussion is a non-graded introduction.).

2. **Homework:** Students will be responsible for Six (6) of the Seven (7) assigned Cases and questions set forth on the Readings and Assignments sheet. If you choose to do all of them final grades will be based on your top 6 scores. Assignments are also noted in the assignments area and linked to each learning module in Blackboard. Homework should be submitted in the assignment page in Blackboard either by posting a header, your name and your response in the ‘Submission’ pane (preferred method) OR as a MS Word document attachment in blackboard assignments. Assignments are available for submission any time up to the noted due date and are **not accepted** late. Any changes to the assigned homework will be announced in advance via an announcement and e-mail in Blackboard; and accordingly, you will be responsible for completing (make a note to check the classroom a few times each week). Homework is **due by Monday following the close of the week at 11:00 PM**. Failure to submit homework problems may have an adverse impact on your final grade. Keep in mind that you need to thoroughly answer the question and will be graded for effort, writing, grammar, clarity and completeness.

3. **Quizzes:** There are fourteen (14) weekly quizzes during the course. These quizzes will be over the chapters assigned that week. Each quiz has 20 Multiple Choice and/or True False questions directly from the textbook. You may use your book and you have 30 minutes to complete the quiz. (DO NOT START THE QUIZ UNTIL YOU ARE READY AS THERE IS ONLY 1 CHANCE). Quizzes are available for two weeks prior to the due date and must be completed by **11:00 PM on Monday following the close of the week.** There will be NO make-up quizzes. Results will be available after the quiz cut off.

4. **Final Exam:** During finals week a final exam will be available in the assessments area of our Blackboard classroom. The final will be Multiple Choice and True False questions from the text and will take about 90 Minutes. The final exam must be completed by Thursday night, May 110 by 11:00 PM.
Assignments at a Glance

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Questions</td>
<td>140</td>
</tr>
<tr>
<td>Assignments/Cases</td>
<td>300</td>
</tr>
<tr>
<td>Quizzes</td>
<td>280</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total points for the Class</strong></td>
<td><strong>820</strong></td>
</tr>
</tbody>
</table>

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>820-738</td>
</tr>
<tr>
<td>B</td>
<td>737-656</td>
</tr>
<tr>
<td>C</td>
<td>655-574</td>
</tr>
<tr>
<td>D</td>
<td>573-492</td>
</tr>
<tr>
<td>F</td>
<td>491-000</td>
</tr>
</tbody>
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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, discussions and tests are available for one week or longer. Plan ahead and do not wait until the last minute as no additional time will be given even for unexpected/unintentional barriers (ie, car accidents, computer crash, sickness, etc).

**Late Assignments Policy:** Homework, Quizzes and the Case assignments will **not** be accepted late. Initial response to the discussion questions can be made late provided they are submitted before the end of the assigned week, however you will immediately lose two points. Points are not given for responses to classmates posted after 11:59 on Sunday. Keep in mind that early posts in the discussion thread will increase your opportunities for discussion with your classmates.

**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.

**How to view a quiz after it is released:** In order to see the correct answers after they have been released, go to the assessment link on the left hand side of your screen. Go to the quiz or exam you wish to review. Click on the arrow facing down next to it and then click “View Submission”. That will show you your quiz/exam with a green check mark next to the correct answer.

**How to dispute a quiz answer:** The weekly quizzes are from the textbook’s test bank and there can be errors. If you find an error and wish to dispute a question you will need to send me an e-mail via the Blackboard e-mail. You will want to include the question, the answer you included and what is showing as the correct answer. Additionally, you must explain your dispute and
direct me to the information in the textbook (page #, section title, paragraph #). Disputes will be accepted for only one week after the test submission cut off.

**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.