Text


I urge you to find a used copy, rental, or a digital copy as those are often cheaper.

CANVAS

This course will be conducted in Canvas. I understand that the interface is different and we are all still getting used to the new system, but we will still make sure learning goes on in a timely and organized fashion. Please take the time to get familiar with the new system during the first few days, and stop in and attend one of the University sponsored canvas lab session if possible.

Content

Online courses are much different from face to face courses. For one, there are no lectures to explain the material on the slides. This means you the student must do more in order to learn and to understand the content of the text, and since this is the summer session, you must do so in a much shorter time. The slides for each chapter will be posted, along with the book’s website which contains practice quizzes and subscription study material. I do not require the additional subscription at this time, but students who choose to purchase it often do significantly better than those that do not. It is also your responsibility to make sure you complete all the assignments on time. There is a calendar with due dates, and on the home page is a list of assignments and there due dates. It is also your responsibility to make sure you have the access to technology that you need, and manage your time appropriately. Trying to take the tests at the last minute and then having the Internet go out is not sufficient reason for an extension.

Learning Objectives

- Demonstrate knowledge of Organizational Behavior concepts
- Identify such concepts in real situations
- Respect the Importance of Diversity, and understand discrimination and stereotyping

SYLLABUS QUIZ

This quiz is to verify that you have read and understood they syllabus and my policies for the course. You must take this before you can take test 1. This will be due August 6th.

DISCUSSIONS

We will have 4 weekly discussions during the course. I will find an online article for you all to read each week and post the link to it in a new discussion. Then you will read the article, and come up with how at least one concept from the book relates to or is demonstrated by this article. It does not and likely will not be stated word for word that the project manager did something like use a SWOT analysis, but you are free to make assumptions as long as you give reasons to support your position. You and your classmates may have differing opinions – for instance you may think that a person is a risk taker and thus
have type A personality while your classmate may see it differently. These differing opinions are fine, and you may bring up mention of other’s posts that your position counters, but what will get you your points is 1) does the concept you have actually fit (most will, but sometimes a few won’t) and 2) how well you use facts from the article and the concept’s definition to make your case. YOUR REPLY MUST HAVE the concept’s name and definition in the post. If you don’t clearly have that, I am not going to attempt to guess what you are talking about and you won’t receive credit.

Discussions are worth 25 points each. They are due on FRIDAY nights, at 11:59pm MST. The first will be due 7/6.

CASE

We will have one semester long case regarding diversity in workplace. The case and the different activities are up in the diversity module. All the activities center around the same case. These activities will be due on Wednesdays, for 25 points each. There are 4 components to the overall diversity case that you will turn in, so the case is worth 100 points total.

TESTS

All the tests will be up on canvas from the first day. You may take the test any time between the first day and the day it is due. Tests are due on Wednesdays at 12pm (noon) MST.

However, you must complete all the prerequisites in order to be able to take the tests early. In order to take test 1 on day 1, you must have completed the syllabus quiz. In order to take test 2 you must have taken test 1, etc. If you do not take the required tests, the next test will not become until the deadline for the prerequisite has passed.

There is no Final exam.

There are 4 tests. Test 1 covers chapters 1-5. Test 2 covers chapters 6-10. Test 3 covers Chapters 11-14. Test 4 covers Chapters 15-18. Tests consist of all multiple choice questions. There will be 50 questions per test worth 2 points each. You will have 1 hour and 15 minutes to complete the test. This is the same amount of time I give my students in face to face classes, and they have no problem with it. As I will not be there watching you over your shoulder, I won’t know if you use your book or not. However, the time you have is limited, and relying on looking in the book to check all your responses will not be possible. Therefore, it is important that you understand and know the material before sitting down to take the test.

Hints for doing better on the tests:

- Making flashcards of the key concepts for each chapter. Do ones for the definition and possible examples of the concept in practice.
- Using the online study tools from the textbook publisher
- Reflecting on your work and trying to match examples of concepts to things that happened
- Give yourself practice tests

Grade Scale

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<th>Score</th>
<th>Grade</th>
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<td>540&lt;</td>
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<tr>
<td>479&lt;</td>
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MAKE UPS

The world is filled with computers and other devices that can access the internet. Canvas is extremely good about working on many different types of phones, tablets, and computers. I do NOT accept the excuse that you had internet or other trouble and could not get to another computer/internet device. So for the most part make ups are not allowed. You may only make up work for those circumstances the university includes in its policy (severe illness, death, or family hardship) and only with appropriate documentation (Doctor’s notice of hospitalization, death notice, etc).

Students with Disabilities:

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: Ms. Diana Quintana Director of University Disability Services/Student Accessibility Services New Mexico State University P.O. Box 30001, MSC 4149 Las Cruces, NM 88003 (575) 646-6840 (voice) (575) 646-1918 (TTY/TDD) (575) 646-5222 (Fax) Location: Corbett Center, Room 244

All medical information will be treated confidentially. If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first week of classes. It will be your responsibility to inform either your instructor or 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.

Students that need accommodation will need to get their documentation to me by the time the syllabus quiz is due. Other than the syllabus test, do not take any of the other tests until you have sent me your notification and I have set up tests for you.

Academic Dishonesty

As college students, you are expected to adhere to the highest standards of academic conduct. Any violation of policies and standards in this realm is grounds for discipline. In our program an act of academic misconduct, at a minimum, will lead to an F on the assignment and may lead to an F in the course or dismissal from the program.

Cheating includes copying the work of others on exams or other graded activities, use of unauthorized materials in completing exams or other graded activities (i.e., unauthorized notes, electronic devices, books, etc.), taking tests or completing assignments for others, assisting others to engage in such activities, unauthorized possession of exams prior to their administration, and so forth.

NOTE: Individual’s allowing or helping others cheat are also cheating and are subject to the same sanctions as the person turning in the work.