REQUIRED TEXT:

- As a registered student, you are responsible for material covered in the 14th edition. Therefore, I do **NOT** recommend purchasing a previous (or global) edition of the text
- As a registered student, you are responsible for acquiring the textbook in a timely manner. Failure to purchase the textbook is **NOT** an acceptable excuse for missed or late work.

COMMUNICATION WITH THE INSTRUCTOR:

- Please use Blackboard email (not my NMSU email account) for all course communication. In case of an emergency, please email me at vendette@nmsu.edu. I will try to answer your question/concern within **1-2 business days**. If it is a matter which requires special consideration, I will send an initial response indicating I received your email and a follow up message once the issue is resolved.
- Individual questions/concerns must be emailed to the instructor via Blackboard (i.e. leaving a message on my office voicemail is insufficient).
- General questions about the class can be posted in the discussion forum- where both your peers and I can answer your questions.
- I will post messages under the ‘announcements’ tab and send emails via Blackboard with important course information. It is the student’s responsibility to read these messages in a timely manner.

DISTANCE EDUCATION FORMAT:

This course is delivered 100% online via Blackboard (i.e., there are no on-campus meetings). Students are required to login to Blackboard every day. Additionally, it is the student’s responsibility to (1) use the available Blackboard resources (2) ensure familiarity with the operating system (how to login, use menus, etc.) (3) confirm web browser compatibility. Knowing where to find resources and where and how to submit your work is essential to achieving your goals in this class. Additional help is provided by the Distance Education services at ICT, and in Blackboard. If you are new to Blackboard, it is very important to review the Blackboard tutorial at ICT.

If you are experiencing difficulties with Blackboard, contact ICT at 575-646-1840 or help@nmsu.edu.

Blackboard is available through the following web site: learn.nmsu.edu. If you do not have a password and ID for Blackboard, you may create them at the same website.

OFFICIAL TIME:

The official time for this course is Mountain Time, which is the time recognized at the New Mexico State University campus in Las Cruces, New Mexico. All assignments and exam deadlines are based on this time zone.

COURSE OBJECTIVES:

- Develop an understanding of human behavior and its influence on groups and organizations
- Grow your problem identification, evaluation, and decision making
- Build a framework to aid in your analysis and comprehension of: individual perception, motivation, behavior, interpersonal relations, communications, conflict, and organizational processes and structures.
- Develop an understanding of business ethics and workplace diversity
YOU ARE RESPONSIBLE FOR YOUR WORK AND YOUR GRADE

ADMINISTRATIVE POLICIES:

ACADEMIC MISCONDUCT:
Academic misconduct includes, but is not limited to, any violation of the Student Code of Conduct. Students found in violation of the Student Code of Conduct will receive an ‘F’ in the course and may be subject to further sanctions including possible dismissal from the academic program or from the University. Please refer to NMSU’s Student Handbook and library webpage for additional information on the University’s academic misconduct policy and plagiarism.

For this course unauthorized possession of examination and course-related materials includes, but is not limited to: (1) creation, possession, or use of test banks, (2) duplication of practice quiz or chapter test questions, and (3) communication of practice quiz or chapter test answers to third parties. The only tool available to students during the Chapter tests is their own intellectual knowledge. Use of any other course-related materials (e.g., textbook, notes, practice quiz questions, internet, friends/family) is considered academic misconduct.

DISABILITIES/EMPLOYEE RELATIONS:
Contact the Director of Institutional Equity (575-646-3635) regarding any questions you may have about NMSU's Non-Discrimination Policy & complaints of discrimination, including sexual harassment. 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 (phone: 646-6840). If you have already registered, please make sure the instructor receives a copy of the accommodation memorandum from SSD within the first week of classes. It is the student’s responsibility to inform the SSD representative (or the instructor) in a timely manner if services/accommodations provided are not meeting your needs. All medical information will be treated confidentially.

INCOMPLETES:
Incompletes are awarded 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 head of the Department of Management.

MAKE-UP POLICY/NON-COMPLETION OF WORK:
Because all deadlines are posted well in advance and students have flexibility as to when they can complete their work, late discussions, tests, or assignments will NOT be accepted.

INTERNET/COMPUTER PROBLEMS ARE NOT A VIABLE REASON FOR LATE OR MISSED WORK.

In the case of a documented university-related excuse (see NMSU attendance policy), the requisite documentation must be submitted to the instructor in writing (via fax or email) one week before the test, discussion, or assignment deadline. In the case of illness, the student must submit a written doctor’s note to the instructor outlining the day(s) the student was excused. The doctor’s note must be received within one week after the test, discussion, or assignment deadline. In the case of illness or university-related excuse the written documentation must show the student was excused for the entire week the deliverable was assigned (see course schedule for weekly assignments) for a make-up to be granted.

ACADEMIC SURVIVAL KIT:
Resources on writing and presentation skills is available on the College web page at http://business.nmsu.edu/students/survival-kit/

TECHNICAL ISSUES:
I strongly encourage all students to complete/submit assignments and tests before the deadline because Internet/computer problems are NOT a viable reason for late or missed work.
If you encounter a technical issue before the assignment, discussion, or test deadline, please do the following:

- Take a screenshot of the problem that includes the date and time.
- Email me immediately with a description of the issue and your screenshot.
- If it is an issue where you cannot get into Blackboard or the course site, please contact ICT

**WITHDRAWALS:**

Students are responsible for complying with ALL academic dates including University drop dates. Moreover, it is the student’s responsibility to withdraw from any class he/she intends to drop in a timely manner. Please refer to NMSU’s academic calendar for important fall 2012 dates.

**COURSE DESIGN:**

<table>
<thead>
<tr>
<th>GRADING CRITERIA</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverables</td>
<td></td>
</tr>
<tr>
<td>10 Discussions @ 10 points each</td>
<td>10 x 10= 100</td>
</tr>
<tr>
<td>15 Tests @ 25 points each</td>
<td>25 x 15= 375</td>
</tr>
<tr>
<td>5 Ethics Assignments @ 15 points each</td>
<td>15 x 5= 75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>550</strong></td>
</tr>
</tbody>
</table>

**GRADING SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% to 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% to 89.9%</td>
</tr>
<tr>
<td>C</td>
<td>70% to 79.9%</td>
</tr>
<tr>
<td>D</td>
<td>60% to 69.9%</td>
</tr>
<tr>
<td>F</td>
<td>0% to 59.9%</td>
</tr>
</tbody>
</table>

The instructor does not round grades (e.g. 89.99% = B; 90.00% = A). All grading disputes must be emailed to the instructor within 24 hours after the grade has been posted. The instructor will not accept grade disputes after this time.

**DELEVERABLES:**

The following must be completed each week by Friday at 11:59 pm:

- Read the assigned textbook chapter
- Go over the corresponding PowerPoint slides
- Complete an ethical dilemma assignment OR compose an original discussion post*
- Complete the Chapter test

*Depending on the textbook chapter assigned, students will either complete an ethical dilemma assignment OR compose an original discussion post (see the course schedule below for specific due dates). For your convenience, I have named and organized the discussions and assignments by the week they are due.

**TESTS:**

Chapter tests are closed book and closed note. The only tool available to students during the Chapter tests is their own intellectual knowledge. Use of any other course-related materials (e.g., textbook, notes, practice quiz questions, internet, friends/family) is considered academic misconduct.

Chapter tests have 25 questions which cover the concepts, theories, and key terms presented in the chapter. Students will have one attempt at each chapter test. The tests are timed- Students will have a continuous 35 minute period to complete the exam. Please note, students CANNOT submit their test after time has expired.
TEST SCORES ARE RELEASED AFTER THE AVAILABILITY PERIOD HAS ENDED AND ALL TEST QUESTIONS HAVE BEEN GRADED.

RECOMMENDED STUDY STRATEGY FOR TESTS:
1. Read the assigned chapters
2. Review the PowerPoint slides
3. Review key terms for the chapters
4. Take the practice quiz (optional/not required)

Note: Practice quizzes are optional. Each quiz has 15 questions (untimed). Students will have one attempt at each practice quiz.

DISCUSSION POSTS & RESPONSES:
There are ten (10) discussion posts due this semester (see the course schedule below for specific due dates). The majority of discussion posts require students to read ‘Case Incidents’ (located at the end of each chapter) and answer several assigned questions. The assigned questions refer to the questions presented at the end of the case incident.

To complete the discussions and earn full credit, students should:
• Access the ‘Discussions’ tab
• Read the instructions for the relevant discussion assignment
• Read (or watch) the assigned material
• Compose an original discussion post and answer the assigned questions
• Proofread the discussion response. Discussion posts MUST be well-written to receive full credit

In order to facilitate the learning process, I recommend (but do not require) students to respond to their peer’s discussion posts. The responses should enhance the online learning environment by (1) addressing areas for further discussion or (2) providing links to additional organizational behavior topics. Remember: Responses must be professional—Threatening language and disparaging comments are prohibited.

ETHICAL DILEMMA ASSIGNMENTS:
There are five (5) ethical dilemma assignments due this semester. The ethics assignments require students to read an ethical dilemma presented in the textbook and answer several assigned questions. The assigned questions refer to the questions presented at the end of the ethical dilemma scenario. Unlike the discussion posts, these assignments should be submitted via the assignment drop box on Blackboard. All assignments must be single spaced and submitted in a Microsoft Word document in 12 point Times New Roman font with one (1) inch margins.

To complete the discussions and earn full credit students should:
• Access the ‘Assignments’ tab
• Read the instructions for the relevant assignment
• Read the assigned scenario in the textbook
• Answer the assigned questions in a Microsoft Word document
• Proofread the assignment. Assignments MUST be well-written to receive full credit
• Submit the assignment via the assignment drop box on Blackboard. Assignments must be submitted as a Microsoft word attachment with a '.doc' (for Microsoft word 2003) or '.docx' (for later versions of Microsoft word) extension. If the document is submitted in any other format the student will received a ZERO for the assignment.
<table>
<thead>
<tr>
<th>Week</th>
<th>Topics Covered</th>
<th>Deliverables: (subject to change)</th>
<th>Due Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro</td>
<td>Read Syllabus &amp; Course Introduction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>Chapter 1</td>
<td>Chapter 1 Test (25 points)  &lt;br&gt; Week 1 Discussion (10 points)</td>
<td>August 31st at 11:59 pm</td>
</tr>
<tr>
<td>Week 2</td>
<td>Chapter 2</td>
<td>Chapter 2 Test (25 points)  &lt;br&gt; Week 2 Discussion (10 points)</td>
<td>September 7th at 11:59 pm</td>
</tr>
<tr>
<td>Week 3</td>
<td>Chapter 3</td>
<td>Chapter 3 Test (25 points)  &lt;br&gt; Week 3 Discussion (10 points)</td>
<td>September 14th at 11:59 pm</td>
</tr>
<tr>
<td>Week 4</td>
<td>Chapter 4</td>
<td>Chapter 4 Test (25 points)  &lt;br&gt; Week 4 Ethical Dilemma Assignment (15 points)</td>
<td>September 21st at 11:59 pm</td>
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<td>Week 5</td>
<td>Chapter 5</td>
<td>Chapter 5 Test (25 points)  &lt;br&gt; Week 5 Discussion (10 points)</td>
<td>September 28th at 11:59 pm</td>
</tr>
<tr>
<td>Week 6</td>
<td>Chapter 6</td>
<td>Chapter 6 Test (25 points)  &lt;br&gt; Week 6 Discussion (10 points)</td>
<td>October 5th at 11:59 pm</td>
</tr>
<tr>
<td>Week 7</td>
<td>Chapter 7</td>
<td>Chapter 7 Test (25 points)  &lt;br&gt; Week 7 Ethical Dilemma Assignment (10 points)</td>
<td>October 12th at 11:59 pm</td>
</tr>
<tr>
<td>Week 8</td>
<td>Chapter 8</td>
<td>Chapter 8 Test (25 points)  &lt;br&gt; Week 8 Discussion (10 points)</td>
<td>October 19th at 11:59 pm</td>
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<tr>
<td>Week 9</td>
<td>Chapter 9</td>
<td>Chapter 9 Test (25 points)  &lt;br&gt; Week 9 Ethical Dilemma Assignment (15 points)</td>
<td>October 26th at 11:59 pm</td>
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<tr>
<td>Week 10</td>
<td>Chapter 10</td>
<td>Chapter 10 Test (25 points)  &lt;br&gt; Week 10 Discussion (10 points)</td>
<td>November 2nd at 11:59 pm</td>
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<tr>
<td>Week 11</td>
<td>Chapter 11</td>
<td>Chapter 11 Test (25 points)  &lt;br&gt; Week 11 Ethical Dilemma Assignment (15 points)</td>
<td>November 9th at 11:59 pm</td>
</tr>
<tr>
<td>Week 12</td>
<td>Chapter 12</td>
<td>Chapter 12 Test (25 points)  &lt;br&gt; Week 12 Discussion (10 points)</td>
<td>November 16th at 11:59 pm</td>
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<tr>
<td>OFF</td>
<td>THANKSGIVING November 19 - 23</td>
<td></td>
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<tr>
<td>Week 13</td>
<td>Chapter 13</td>
<td>Chapter 13 Test (25 points)  &lt;br&gt; Week 13 Discussion (10 points)</td>
<td>November 30th at 11:59 pm</td>
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<tr>
<td>Week 14</td>
<td>Chapter 16</td>
<td>Chapter 16 Test (25 points)  &lt;br&gt; Week 14 Ethical Dilemma Assignment (15 points)</td>
<td>December 7th at 11:59 pm</td>
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<tr>
<td>Week 15</td>
<td>Chapter 18</td>
<td>Chapter 18 Test (25 points)  &lt;br&gt; Week 15 Discussion (10 points)</td>
<td>December 14th at 11:59 pm</td>
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