INSTRUCTOR INFORMATION
Instructor: Gabriella Lewis
Email: CANVAS
Office: GU 300B
Office Phone: (575) 646-2641 (there is no voicemail service)
Office Hours: Tuesday 1:00 - 2:00 pm
Wednesday 1:00 - 2:00 pm or by appointment

TEXTBOOK
Pearson Publishing. ISBN: 9780132834872

Other: Supplemental videos and readings may be posted on Canvas.

COURSE 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
• Develop an understanding of basic organizational behavior (OB) concepts.
• Develop an understanding of human behavior and its influence on groups and organizations.
• Increase problem identification, evaluation, and decision-making skills.
• Increase the comprehension of the following concepts: individual perception, motivation, behavior, interpersonal relations, communications, conflict, and organizational processes and structures.
• Recognize diversity and ethical considerations in the workplace.

DISTANCE EDUCATION FORMAT
This is an online course accessible via: http://learn.nmsu.edu The ‘classroom’ is a virtual environment. It is the responsibility of the student to become familiar with using Canvas and navigating the course website. Knowing where to find resources, where and how to submit your work and how to take exams is essential to achieving your goals in this class. Useful links are posted on the course page on Canvas. Additional help is provided at http://studenttech.nmsu.edu/learnnmsuedu.html
COMMUNICATION WITH THE INSTRUCTOR

Please use CANVAS email (not NMSU email) for all course communication. If an emergency occurs and you must reach me immediately, you may email me at glewis08@nmsu.edu.

I will make every effort to reply to your email within 24-48 hours. If it is a matter, which requires special consideration, I will send an initial response indicating my receipt of your message and a follow-up message once the issue is resolved.

COURSE DELIVERY

This is an online course that introduces concepts that you will study further in future management courses. I assume that many students have chosen to take an online course due to work/family obligations; therefore this course is designed primarily as a self-study course. The course is divided into five segments comprising 18 chapters. You will independently read your textbook to understand each chapter. Each chapter also has PowerPoint slides to help you learn the material. I will be available online to answer questions that you may have about the material.

Given the self-study nature of this course, the schedule is flexible. You may progress through the course at your own pace given that you complete all of the requirements of a segment before the due date. You will not be able to advance to the next segment until you complete the tests/assignments required for the previous segment. This is because later concepts build up on earlier concepts and unless you understand the material in a segment, you will not be able to learn effectively in the following segment. While the slides for all chapters will be available for the entire duration of the course to help you consult the material as often as you wish, the quizzes and assignments for each segment will only be available during the dates that the segment is active. So, while you can learn the material at any time, you will not be able to access the quizzes in a segment after the deadline has passed.

Since there is no course calendar, you may be tempted to complete this course in one day. That will not be possible with much success since the exams are timed and you will not be able to skim through the readings or textbook and simultaneously complete the quizzes.

Please make sure that your computer and browser are in “good health” and compatible with NMSU systems. Excuses, such as “My computer rebooted as I was taking the test”, or “My browser does not allow me to upload files” are not adequate reasons for missing tests/assignments.

GRADING/ASSIGNMENTS

Note: Check your posted grades on Canvas frequently. Please contact me with any questions regarding grades within 48 hours after the grade has been posted.
Quizzes (30 points each):

There will be 5 quizzes throughout the semester worth 30 points each. At the end of the semester, I will drop your lowest quiz. Quizzes may only be made up in the case of an excused, authorized absence (e.g. hospitalization). Otherwise, a missed quiz will be awarded ‘0’ points and be dropped as your lowest quiz. The quizzes consist of multiple-choice and true-false questions. There is no final exam in this course.

You will have 1 hour to complete each quiz of 30 questions.
Please note: This will be a continuous 60 minute period; once it starts it will continue until time expires. After that, the quiz will no longer be available. (That is, one cannot start the quiz, work 15 minutes, then work 15 minutes more on another day.) Only one attempt is possible. Please make sure your computer/internet connection is reliable.

Do not attempt to take the quiz without reading the textbook beforehand! You will only be able to see one question at a time as you complete the text. When time expires, you will be locked out of the test and you will not be allowed to answer incomplete questions. It is important to save each question as you complete the test, unsaved questions will not be recorded if time expires and you will receive zeros for unsaved questions.

Discussion Posts (10 points each):

There are 10 discussion posts required. You may be asked to answer a question, watch a video clip, or take a self-assessment. Your posts will be graded primarily for critical thinking and writing clarity. However, excessive spelling/grammar errors will result in lost points.

Participation Posts (5 points each):

You are required to respond to at least one of your classmates’ posts for each of the 10 discussion posts. You may engage in a ‘conversation,’ meaning you can respond to multiple classmates or to the same classmate more than once, but you MUST respond to at least one post for each of the 10 assigned. Again, your posts will be graded primarily for critical thinking and writing clarity. As this is an online class, this allows us to participate in a ‘learning community.’

Writing Assignment (50 points):

I want you to understand and analyze the dilemmas and issues involved in many aspects of organizational life. To this end, you will prepare a written assignment in which organizational issues related to the topics covered are applied to your current life/work situation. Even if you are not currently working, you are probably a current or past member of several organizations. The assignment will be described in detail on Canvas.
Points Possible:

Quizzes (4 counted @ 30 points each): 120
Discussion Response Posts (10 @ 10 points each): 100
Participation (10 @ 5 points each): 50
Writing Assignment 50
Total: 320

To calculate your grade during the semester, you only need to divide the total number of points you’ve earned to date by the total points possible to date (e.g. 200/250=0.8-80%) At the end of the semester, take your total points and divide by 320 to give you your grade as a percent. The grading scale is as follows:

A: 90% to 100% - 288-320 points
B: 80% to 89% - 256-287 points
C: 70% to 79% - 224-255 points
D: 60% to 69% - 192-223 points
F: 59% or under - 191 points or under

Please note that I do not round grades (e.g. 89.99% = B; 90.00% = A) or use fractional grading (e.g. A-, B+).

COURSE CALENDAR:

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Jan 24 - Fri (midnight)</td>
<td>Introduction due</td>
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<tr>
<td>Jan 31 - Fri (midnight)</td>
<td>Segment 1 due (Chapter 1, 2, 3, 4)</td>
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<tr>
<td>Feb 14 - Fri (midnight)</td>
<td>Segment 2 due (Chapter 5, 6, 7, 8)</td>
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<tr>
<td>March 7 - Fri (midnight)</td>
<td>Segment 3 due (Chapter 9, 10, 11)</td>
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<tr>
<td>March 28 - Fri (midnight)</td>
<td>Segment 4 due (Chapter 12, 13, 14)</td>
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<tr>
<td>Apr 18 - Fri (midnight)</td>
<td>Segment 5 due (Chapter 15, 16, 17, 18)</td>
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<tr>
<td>May 7 - Wed (noon)</td>
<td>Paper due</td>
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ADMINISTRATIVE INFORMATION

Notice Concerning Disabilities and Discrimination

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:
Trudy Luken, Director, Student Accessibility Services (SAS); Corbett Center, Rm. 244
Phone: (575) 646-6840 -- E-mail: sas@nmsu.edu
Website: www.nmsu.edu/~ssd/
If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SAS within the first two weeks of classes. It is your responsibility to inform either your instructor or an SAS representative in a timely manner if services/accommodations provided are not meeting your needs.

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation.

For more information on discrimination issues, Title IX or NMSU’s complaint process contact:
Gerard Nevarez, Executive Director or Agustin Diaz, Associate Director
Office of Institutional Equity (OIE); O’Loughlin House
Phone: (575) 646-3635 -- E-mail: equity@nmsu.edu
Website: http://www.nmsu.edu/~eeo/

**Academic and non-academic misconduct:** The Student Code of Conduct defines academic misconduct, non-academic misconduct and the consequences or penalties for each. The Student Code of Conduct is available in the NMSU Student Handbook online: http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/
Academic misconduct is explained here: http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/3-academic-misconduct.html

**Plagiarism:** Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct and are subject to disciplinary action such as failure on the assignment, failure of the course or dismissal from the university. The NMSU Library has more information and help on how to avoid plagiarism at http://lib.nmsu.edu/plagiarism/.

**Incompletes:** See the undergraduate catalog for complete policy details. Incompletes are rarely awarded; however, under special circumstances incompletes may be 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 (10/16). Requests for “I” grades should be made to the instructor, but must be approved by the head of the Department of Management. Do not ask for an “I” grade in lieu of a “D” or “F” grade.

**Withdrawals:** Students may add courses thru January 28, 2014 and drop/cancel courses thru January 31, 2014 through MyNMSU self-service, or by Add/drop slip, and no signature is required. Late registration fees will apply for courses added after January 15. The deadline for withdrawing from a full semester (15 week) course in the spring is March 11, 2014. Students may withdraw from the university (withdraw from all classes) through April 17, 2014.
RESOURCES:

**Academic Survival Kit:** Business Writing and Presentation Resources can be found online at: http://business.nmsu.edu/students/survival-kit/

**NMSU Writing Center:** http://english.nmsu.edu/resources/writingcenter/undergrad.html

**NMSU Student Success Centers:** http://ssc.nmsu.edu/

**Purdue Online Writing Lab:** http://owl.english.purdue.edu/

**NMSU Career Services:** http://careerservices.nmsu.edu/