INSTRUCTOR INFORMATION
Instructor: Gabriella Lewis
Email: CANVAS
Office: Domenici Hall TBD
Office Phone: TBD
Office Hours: Tuesday/Thursday 1:30-2:30 or by appointment

TEXTBOOK

Other: Supplemental videos and readings may be posted on Canvas or handed out in class.

COURSE CATALOG DESCRIPTION
MGT 315V. Human Relations in Organizations 3 cr.
Interactions among people and groups in societies where organizations abound. Focus on the behavior of people in organizational situations and approaches for understanding that behavior. Explores motivation, communication, leadership and team processes. Restricted to nonbusiness majors.

COURSE OBJECTIVES
After completing this course the student should be able to:
• Develop an understanding of human behavior in groups and organizations, with increased:
  o ability to address performance issues, both with individuals and groups;
  o willingness to work in groups; and
  o skills in managing conflict situations
• Develop skills in problem identification, diagnosis, & decision making at work
• Develop frameworks for the analysis of human performance in organizations, including understanding
  o personality, learning styles, and motivation;
  o interpersonal interaction and communication;
  o group processes and leadership;
  o organizational processes and structures; and
  o management practices to improve human performance, satisfaction, and productivity
• Increase self-awareness of personal working behaviors, styles, and preference;
• Use self-awareness as a stepping stone to understanding others’ working behaviors, styles, and preferences;
• Understand how stereotyping, attribution theory, and other dynamics affect both individuals and groups from diverse backgrounds.

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.

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.

Teamwork:
I will place you in teams at the beginning of the semester. There will be teams of 5-6 members each. This will be the team with which you do your final project. Also, throughout the semester you will work with this group on in-class activities. As such, I will ask you to sit with your teammates for the duration of the semester.

Attendance/Participation (90 points):
It is your responsibility as a student to attend every class session unless documentation of an excused, authorized, or religious absence is provided (details on page 4 of the syllabus). As such, every class period will provide an opportunity to earn attendance and/or in-class activity points. You will receive 3 points for each class period.

Quizzes (400 points):
There will be 5 quizzes throughout the semester worth 100 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, or religious documented absence. Otherwise, a missed quiz will be awarded ‘0’ points and be dropped as your lowest quiz. Quizzes will primarily be multiple-choice or true-false questions. However, short answer questions are possible. You are responsible for all material in the book chapters, even if we do not cover it in class. There is no final exam in this course.

YOU ARE REQUIRED TO BRING A SCANTRON TO CLASS FOR THE QUIZ.

There is an opportunity to substitute ONE quiz with a (2-3 page) paper (details will be provided in class and on Canvas). This paper will need to be turned in TWO DAYS before the quiz is scheduled that you would like to substitute. It can be submitted in person or on Canvas.
**Final Project (150 points):**
Students will participate in a group project. These projects will be presented in the last regular class period of the semester and during the final exam period, as pre-determined by the University. A separate handout detailing this project will be provided in class and posted to CANVAS.

**Reflection Paper (50 points):**
Students will write a reflection paper to be submitted on Finals Week. Details will be provided in class and posted to CANVAS.

**Points Possible:**

- Quizzes (4 counted @ 100 points each): 400
- Attendance (30 sessions @ 3 points each): 90
- Paper: 100 (as an alternative for one Quiz)
- Final Group Project: 150
- Reflection Paper: 50
- **Total:** 690

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. 300/400=0.75-75%)

At the end of the semester, take your total points and divide by 690 to give you your grade as a percent. The grading scale is as follows:

- **A:** 90% to 100% - 621-690 points
- **B:** 80% to 89% - 552-620 points
- **C:** 70% to 79% - 483-551 points
- **D:** 60% to 69% - 414-482 points
- **F:** 59% or under - 413 points or under

**COURSE CALENDAR:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Aug 21 - Thu</td>
<td>Introductions/Syllabus</td>
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<tr>
<td>Aug 26 - Tue</td>
<td>Chapter 1</td>
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<tr>
<td>Aug 28 - Thu</td>
<td>Chapter 2</td>
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<tr>
<td>Sept 2 - Tue</td>
<td>Chapter 5</td>
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<tr>
<td>Sept 4 - Thu</td>
<td>Group exercise</td>
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<tr>
<td>Sept 9 - Tue</td>
<td>Chapter 3 &amp; Quiz Review</td>
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<td><strong>Sept 11 - Thu</strong></td>
<td><strong>QUIZ 1 (Chapter 1, 2, 3, 5)</strong></td>
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<td>Sept 16 - Tue</td>
<td>Chapter 4</td>
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<td>Sept 18 - Thu</td>
<td>Chapter 6</td>
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<tr>
<td>Sept 23 - Tue</td>
<td>Chapter 7</td>
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<tr>
<td>Sept 25 - Thu</td>
<td>Chapter 8 - Quiz Review</td>
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<tr>
<td><strong>Sept 30 - Tue</strong></td>
<td><strong>QUIZ 2 (Chapters 4, 6, 7, 8)</strong></td>
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<tr>
<td>Oct 2 - Thu</td>
<td>Chapter 9</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>Oct 7</td>
<td>Chapter 10</td>
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<td>Oct 9</td>
<td>Chapter 11</td>
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<td>Oct 14</td>
<td>Quiz Review, Group exercise</td>
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<td><strong>Oct 16</strong></td>
<td><strong>QUIZ 3 (Chapters 9-11)</strong></td>
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<tr>
<td>Oct 21</td>
<td>Chapter 12</td>
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<td>Oct 23</td>
<td>Chapter 13</td>
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<td>Oct 28</td>
<td>Chapter 14</td>
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<td>Oct 30</td>
<td>Quiz Review</td>
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<td><strong>Nov 4</strong></td>
<td><strong>QUIZ 4 (Chapters 12-14)</strong></td>
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<td>Nov 6</td>
<td>Chapter 15</td>
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<td>Nov 11</td>
<td>Chapter 16</td>
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<td>Nov 13</td>
<td>Chapter 17</td>
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<tr>
<td>Nov 18</td>
<td>Quiz Review</td>
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<td><strong>Nov 20</strong></td>
<td><strong>QUIZ 5 (Chapters 15, 16, 17)</strong></td>
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<td>Nov 24-28</td>
<td>NO CLASS - THANKSGIVING BREAK</td>
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<td>Dec 2</td>
<td>Career Day/In class activity</td>
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<td><strong>Dec 4</strong></td>
<td><strong>FINAL PRESENTATIONS</strong></td>
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<tr>
<td>Dec 9-13</td>
<td>Finals Week - FINAL PRESENTATIONS (One class meeting - TBD)</td>
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*Schedule is subject to change. Changes will be announced in class and/or on Canvas.

**Final Exam period:**

- Students who find conflicts in their examination schedule must notify instructors.
- Any students having more than three examinations scheduled in any one day may notify the instructor of the last examination listed and ask for alternate arrangements to be made for examination.

**Administrative Information**

**Punctuality:** Part of my role as the instructor is to help you to understand the importance of punctuality in your future endeavors. Your future managers (and you, if you become one!) will likely not tolerate showing up late for work on a consistent basis. Thus, I reserve the right to revoke any points given during a particular class (attendance, quiz, or otherwise) if you show up significantly late to class.

**Electronic Devices:** There are no electronic devices permitted during class time (cell phones, laptops, etc.) The instructor reserves the right to revoke attendance points for any class in which a student fails to abide by this policy.

**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 no relieve the student of class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring department.”

**Religious Absence:** 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 two weeks of class of a student’s religious reason for requesting an excused absence from class.

In the case that you are granted an excused, authorized, or religious absence, you will be required to complete an alternative assignment in lieu of attendance within two weeks of the absence to earn attendance points for the missed class.

**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.

**Academic Integrity:** Cheating is forbidden. This includes plagiarism. Please refer to the following link for more information: [http://lib.nmsu.edu/plagiarism/](http://lib.nmsu.edu/plagiarism/). Ask me if you are unsure! Anyone found violating this policy will receive an “F” in the course and be subject to further sanctions as indicated in the Student Code of Conduct including possible dismissal from the academic program or the University. It is your responsibility to be familiar with this code.

**Withdrawals:** It is the responsibility of the student to know important dates such as University drop dates.

**ADA Statement:** Feel free to call the Student Accessibility Services (SAS) Office at 575-646-6840 or email at sas@nmsu.edu with any questions you may have on student issues related to the Americans with Disabilities Act (ADA and/or Section 504 of the Rehabilitation Act). Students requesting accommodation and/or services relating to a disability may seek assistance form the SAS Office located in 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 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 meting your needs.

**Discrimination/Harassment:** Questions regarding NMSU’s non-discrimination policy and discrimination complaints should be referred to the Office of Institutional Equity, 575-646-3635.
STUDENT 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/