Instructor Information
Instructor: Mortaza Zare
Email: zare@nmsu.edu or through Canvas
Office: Domenici Hall, Room 002C
Office Phone: 646-1687
Office Hours: Friday 10:30-12:30 or by appointment

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

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.

Communication With Instructor
You can use CANVAS email or NMSU email (Preferred) for all course communication. If an emergency occurs and you must reach me immediately, you may reach me at my (575) 636 3487. I will make every effort to reply to your email within 24 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.

Attendance:
I don’t take attendance and attendance is not part of the grade, however, there are some activities in the class (not all class sessions) and if you don’t attend you may miss points.

Class Activity:
After finishing each chapter, we will have a class activity. You will work in your group for a class activity, but you will be graded individually. I randomly assigned you to a group, you can check it out on Canvas. At the end of semester, I will drop two of class activities you might miss during the semester.

Cellphone/Laptop:
You MUST put your cellphones on silent mode. You can use your laptop/ipad in the class as long as it doesn’t distract instructor and your classmates.

Quizzes:
There usually will be a quiz after finishing every one/two chapter(s). I announce the date of quiz at least one week in advance. It is your responsibility to keep track of the class. I upload some sample questions before each quiz on CANVAS that help you get familiar with types of question in each chapter. Most of questions on your quiz come from those sample questions. I don’t give you the answer for sample questions; it is your responsibility to find the answers. 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. Your two lowest grades will be dropped. Quizzes

1 Syllabus is subject to change. Changes will be announced in class and/or on Canvas.
will primarily be multiple-choice or true-false questions. You are responsible for all material in the book chapters, even if we do not cover it in class.

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

**Paper:**
You are responsible to write a paper. You should pick an Organizational Behavior topic of your interest and prepare a literature review about that topic. I expect a 3-4 pages double space paper excluding references. The format should be APA and you are required to have at least two academic references for your paper. You have to send an electronic copy of your paper to my email address (zare@nmsu.edu) by Friday May 8, 2015 at 11:59 p.m.

**Grading Scale:**

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<th>C+</th>
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Quizzes | 40%
Class Activities | 40%
Paper | 20%
Extra Credits | Up to 20%

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.

**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.

**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.