INSTRUCTOR INFORMATION
Instructor: Hank Strevel
Email: CANVAS
Office: Domenici Hall, Room 002
Phone:
Office Hours: By appointment

COURSE MATERIALS

*PLEASE NOTE: As a registered student, you are responsible for the material covered in the 16th edition. Therefore, I do NOT recommend purchasing a previous (or global) edition of the text. Further, you are responsible for acquiring the textbook-failure to acquire the textbook is NOT an acceptable excuse for missed work.

Other: Supplemental videos and readings may be posted on Canvas. These materials will be provided by the instructor, and notice of their usage will be given via 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 human behavior and its influence on groups and organizations.
• Develop an understanding of basic organizational behavior (OB) concepts.
• Grow your problem identification, evaluation, and decision making skills.
• Build a framework to aid in your analysis and comprehension of: individual perception, motivation, behavior, interpersonal relations, communications, conflict, and organizational processes and structures.
• Students can demonstrate knowledge of diversity.
• Students can recognize ethical issues.

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 strevelh@nmsu.edu. If you send email to this address for purposes other than an emergency, I will instruct you to re-submit your communication via Canvas. 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.
• Because all course communication must occur via Canvas email, leaving a message on my office voicemail or a note on my office door is not sufficient. Please do not assume I will reply to such efforts.

GRADING
Note: Check your posted grades frequently. Any questions and/or any documentation regarding grades and missed exams respectively should be submitted in writing within 48 hours after the grade has been posted.
Readings: There will be a lot of reading in this course! Because it is a 5-week course, you will essentially be reading your entire text book as we progress through the mini-semester. Additionally, you will be expected to set time aside to read additional sources for your Final Paper.

Attendance: I understand that this is an on-line class. However, your responsibility as a student is to monitor Canvas daily. Unless documentation of an authorized, documented absence (i.e., medical, sports, or military) is provided, you are responsible for answering and/or leading all posted, daily discussion questions. Because these points are tied to your class participation, make-up points are rarely possible.

Discussion questions will be posted daily on Monday, Tuesday, and Wednesday; and answers must be posted by you by 6:00 PM that same day. Important: If you miss a day's discussion due to an authorized absence, your must have appropriate documentation or you will receive 0 points.

Throughout the semester, there will be 14 opportunities to post a thoughtful response (1-liners are not thoughtful) to 2-3 discussion questions. The lowest two grades will be dropped. Each of the remaining 12 responses will be worth 50 points each for a total of 600 possible points.

Exams: There will not be an exam for this course. Your grade will depend on what you write in the discussion threads and in your final paper.

Paper: Students will write a paper analysis. A separate handout detailing this project will be posted to CANVAS under “Assignments.” The paper is worth 400 points.

Note: It is your responsibility to read the syllabus and take note of the class schedule! I will not listen to arguments from anyone that state that they were not aware an assignment was coming up! Do your due diligence.

Extra Credit: There will be no extra credit offered in this course.

Points Possible:

| Discussion Participation: | 600 (12 x 50 points each) |
| Paper: | 400 |
| Total: | 1000 |

The grading scale is as follows:

A 900-1000
B 800-899
C 700-799
D 600-699
F 0-599

Administrative Information

Excused Absences: If you are attending a university sanctioned event concerning sports or the military, I need to have a signed letter or memo from your advisor or NCOIC/OIC respectively. If you are ill or a medical emergency has occurred, I need to have a written, signed doctor’s note and/or other needed documentation. Please be reminded that said documentation must be submitted to me in writing in order to receive an opportunity to make up any missed work.

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. 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.

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.

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

Notice Concerning Disabilities and Discrimination.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) 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: http://sas.nmsu.edu

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 assault, rape), sexual harassment and retaliation. For more information on discrimination issues, Title IX, Campus SaVE Act, NMSU Policy Chapter 3.25, NMSU's complaint process, or to file a complaint contact:

Gerard Nevarez, Title IX Coordinator
Agustin Diaz, Title IX Deputy Coordinator
Office of Institutional Equity (OIE) - O'Loughlin House, 1130 University Avenue
Phone: (575) 646-3635 E-mail: equity@nmsu.edu
Website: http://www.nmsu.edu/~eeo/

Other NMSU Resources:
NMSU Police Department: (575) 646-3311 www.nmsupolice.com
NMSU Police Victim Services: (575) 646-3424
NMSU Counseling Center: (575) 646-2731
NMSU Dean of Students: (575) 646-1722
For Any On-campus Emergencies: 911
**CLASS SCHEDULE**  
*Schedule is subject to change. Changes will be announced in class and/or on Canvas.*

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**7/1 Final Paper Due**