

**FALL 2015**

***Organizational Behavior and Diversity***  
*3 Credit Hours*

**Instructor Information**

<b>Instructor:</b>	<b>Jacqueline N. Hood, Ph.D.</b>
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<b>Face-to-Face Office Hours:</b>	<b>R: 10:30 – 11:30</b> (if you are unable to come to my office, feel free to call or email me)
<b>Virtual Office Hours:</b>	<b>By Appt.</b> (Online or by Phone) Online uses Web Conference Link
<b>Project Assistant:</b>	<b>TBD</b>
<b>E-Mail</b>	<b>NA</b>

**Instructor Response Time**

I routinely check Blackboard Learn for postings or emails, Monday (8 am) – Friday (12 pm) and sometimes on the weekend. You can anticipate a 24 to 48 hour response from me Monday – Thursday. I will try and respond to all weekend (Friday afternoon to Sunday) emails and postings by noon on Monday or earlier.

**Course Information**

**Course Description:**

Organizational behavior focuses on attitudes and behaviors of individuals in organizations. Managers must elicit cooperation from people of many different backgrounds to make an organization efficient and productive. The demographic composition of the U.S. work force is becoming more diverse. At the same time, the U.S. is becoming part of a global workforce in which workers from different cultures interact more frequently than ever before. Due to the changing demographic composition of the workforce and the increasingly critical global changes, this course will emphasize issues of working in a culturally diverse organization. Diversity will be studied in the broadest sense, including racioethnicity, gender, age, social class, learning styles, personality, and so on. Important areas of the field of organizational behavior will be studied in this class, including

the relationship of attitudes to behaviors, perception and stereotyping, motivation, communication, group behavior and teamwork, power and politics in organizations, conflict management and negotiation, and the impact of diversity on the organization's culture.

### **Course Objectives:**

- Understand basic theories of motivation
- Be able to describe an effective group/team
- Know the types of power and influence strategies
- Discuss workforce diversity effects on modern organizations and leadership
- Understand the issues and implications of managing in a global environment

### **Course Introduction:**

All Orientation information can be found in Blackboard Learn under the “Course Introduction” link.

## **Textbooks and Supplementary Materials**

### **Required Textbook:**

Robbins, Stephen P. and Judge, Timothy A. (2016). *Essentials of Organizational Behavior* (13<sup>th</sup> ed.). Boston, MA: Pearson.

The bookstore will have the Robbins and Judge textbook in the 3-hole punch loose leaf version along with the MyManagementLab access code for sale. You can also purchase only the code for MyManagementLab which will include the full eText.

## **Technical Considerations**

### **Required Technology:**

*In order to access your online courses students need to log onto UNM Learn. (<https://learn.unm.edu>). In addition, this course requires students to be able to open, use and read Word, Adobe pdf, and Excel files.*

### **Online Courses Require:**

- A high speed Internet connection is highly recommended.
- Supported browsers include: Internet Explorer, Firefox, and Safari. Detailed Supported Browsers and Operating Systems: <http://kb.blackboard.com/pages/viewpage.action?pageId=38830689>

Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can **greatly** affect performance.

Online courses perform best on a high speed Internet connection. Those using dial-up connections will experience longer page load times and much slower performance when accessing their online course. Many locations offer free high speed Internet access including [UNM's Computer Pods](#) or one of UNM's many [Statewide Centers](#).

For additional information: see <http://vista.unm.edu>.

For UNM Learn Technical Support: (505) 277-0857 (M-F 8am - 5pm) or [learn@unm.edu](mailto:learn@unm.edu).

## Assessment and Grading

### Testing Procedures:

Three exams will be given throughout the semester. These exams will be taken online and will be in the Assignments tab in Blackboard Learn.

### Instructor Expectations:

I will give each of you 100% of my commitment to help you successfully complete my class. However, I expect 100% of your commitment to this class, which includes reading the textbook, using the resources available in Blackboard Learn and MyManagementLab, watching my videos, posting questions in the discussion board, completing your homework, preparing for exams and reviewing your graded homework and exams and following up with questions to the instructor.

### Grade Weighting:

ITEM	PERCENTAGE
Orientation Assignment - Welcome Posting, Welcome Survey, Questionnaire, and Midpoint Survey	5%
Self-Assessments in MyManagementLab (due on Mondays by 11 pm) – 20 @ 5 points	10%
Videos in MyManagementLab (due on Mondays by 11 pm) – 14 @ 5 points each	7%
Simulation Exercise in MyManagementLab (each due on Monday by 11 pm) – 8 total @ 10 points each	8%
Paper Assignments (2 papers; each graded on a 10 point scale)	10%
Group Discussions (2 quality comments per assigned posting)	15%
Exam 1 (Multiple-Choice and Essay)	15%
Exam 2 (Multiple-Choice and Essay)	15%
Exam 3 (Multiple-Choice and Essay)	15%
Total points	100%

## Assignments and Participation

### Assignments and Projects:

There will be weekly assignments at MyManagementLab that can include video exercises, simulations, critical thinking exercises, and self-assessments. In addition, there will be several group discussions throughout the semester. The group discussion comments will be seen only by your group members. It is expected that you will have at least one quality response to the initial question, followed by a quality response to one of your group members' comments. The first response is due by Monday at 11 pm of the week in which it is assigned and the follow on comment will be due the following Monday at 11 pm. **All assignments will appear in the course schedule, which is subject to change over the semester.**

### Class Participation:

I would like all of my students to succeed! Just because the class is a distance learning class does not mean we are disconnected. There will be questions posted for group discussion throughout the semester. This creates a learning community where we can all learn from each other's discussion and interpretations of the material. The group discussion comments will be seen only by your group members. It is expected that you will have at least one quality response to the initial question(s), followed by a quality response to at least one of your group member's comments. The first response is due by Monday at 11 p.m. of the week in which it is assigned, and the follow on comment will be due the following Monday at 11 p.m.

### UNM Learn Tracking:

*UNM Learn automatically records all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, chat room discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty.*

### Inclement Weather and Course Interruptions

In the event of inclement weather or school closures or delays, I will send an email that day detailing how the particular event will be handled.

**In the event of an unexpected course interruption** (UNM Learn or MyManagementLab is down for a significant amount of time when assignments or exams are due), please email me at [jnhood@unm.edu](mailto:jnhood@unm.edu) (if UNM Learn is down), letting me know the day and time the system is down. If I can confirm that the system was down, I will automatically extend the due date for 24 hours.

## Course Expectations & Ground Rules

### Course Expectations:

In order to successfully complete this course it is expected that students will:

- Spend at least 10-15 hours per week on the course
- Learn how to navigate in UNM Learn
- Communicate with one another on the group discussions
- Keep informed of course announcements
- Keep instructor informed of class related problems, or problems that may prevent the student from full participation
- Address technical problems immediately
- Observe course netiquette at all times

### Netiquette Ground Rules:

- In following with the UNM Student Handbook, all students will show respect to their fellow students and instructor when interacting in this course. Take Netiquette suggestions seriously. Flaming (personal insults or attacks) is considered a serious violation and will be dealt with promptly. Postings that do not reflect respect will be taken down immediately.
- Respect Others' Copyrights
- Don't type in ALL CAPS
- Use proper grammar and spelling (type your postings in WORD first in order to use spell check then copy and paste into Blackboard Learn)

### Instructor Drop Policy:

**The instructor may drop a student**, if the student does not complete the **Welcome Survey or Welcome Posting by the due date per the class schedule**. The instructor may also drop a student during the semester, **if a student misses three homework assignments or an exam and does not contact the instructor within one week of the missed homework or exam**. Students who miss an exam and do not contact the instructor via email within one week of the close of the exam will be dropped from the course. In addition, students who have not dropped and do not take the final exam will receive a "W" for the course.

This course falls under all UNM policies for the last day to drop courses, etc. Please see <http://www.unm.edu/studentinfo.html> or the [UNM Course Catalog](#) for information on UNM services and policies. Please see the [UNM academic calendar](#) for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

## Student e-Readiness/ Copyright Issues

*Online classes are often incorrectly thought to be easier than in person classes. Online courses are not correspondence courses. They are designed to mirror in person classes and due to the self-discipline required they can be more challenging than in person classes. If this is your first online class please take UNM's Online Class Readiness Quiz at <http://statewide.unm.edu/online/orientation/online-ready-quiz-learn.html>*

## Online UNM Resources

- **Libraries:** <http://www.unm.edu/libraries>
- **CAPS** <http://caps.unm.edu/> - CAPS is a free-of-charge educational assistance program available to UNM students enrolled in classes.
- **Online Writing Lab (OWL)** - <http://caps.unm.edu/writing/owl> - students may submit academic papers required for UNM course or degree fulfillment or application submissions online for proofreading.
- **CAPS Virtual Tutoring Lab** - <http://caps.unm.edu/online/vtl> - Students can chat with a tutor in 5 subjects depending upon availability.

## Students With Disabilities

*Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the Accessibility Resource Center (<http://as2.unm.edu/>). Please refer to UNM's Disability Policy for further information, <http://pathfinder.unm.edu/common/policies/academic-adjustments.html>*

*The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disabilities. If you have a disability requiring accommodation, please contact me immediately to make arrangements as well as Accessibility Services Office in 2021 Mesa Vista Hall at 277-3506 or <http://as2.unm.edu/index.html>. Information about your disability is confidential.*

*If you are a qualified person with disabilities who might need reasonable accommodations in academic settings, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs. Frequently, we will need to coordinate accommodating activities with other offices on campus, so that course materials can be made available in alternative formats.*

## Technical Support

Students are responsible for meeting course deadlines. If you experience technical problems, please exercise one or all of the following options:

- Online Student Support w/contact info at <http://statewide.unm.edu/online/support/>
- NMEL Help Desk at [learn@unm.edu](mailto:learn@unm.edu)
- Media/web-conferencing Tech Support at [media@unm.edu](mailto:media@unm.edu) or 505-277-0857 or 1-877-688-8817
- UNM's Knowledge Base - [http://fastinfo.unm.edu/prod/index\\_student.php](http://fastinfo.unm.edu/prod/index_student.php)

## Copyright Issues

All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course.

<http://www.unm.edu/~counsel/general/copyright.htm>

## Academic Integrity

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. Dishonesty is defined as a lack of truth, honesty or trustworthiness. Cheating is defined as influencing or leading by deceit. Deceit is defined as intending to mislead and commonly suggests a false appearance.

Students should be familiar with UNM's [Policy on Academic Dishonesty](#) and the [Student Code of Conduct](#) which outline academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

Examples (not exhaustive) of dishonest behavior include:

- Uses or attempts to use unauthorized aids in examinations or other academic assignments to be submitted for evaluation
- Misrepresentation of data, results or sources for papers or reports
- Copying another student's work

Anderson School of Management faculty, staff and students commit to values of trust, honesty, integrity, and accountability. We will not tolerate academic dishonesty. **By enrolling in any course at Anderson, the student accepts the Anderson Academic Honesty Code and affirms the following pledge: I will not lie, cheat, fabricate, plagiarize or use any other dishonest means to gain unfair academic advantage.**

Any violation of the code of conduct will be taken very seriously and appropriate sanctions will be applied. For full text of Anderson's Academic Honesty Code, please visit

<http://www.mgt.unm.edu/honesty>