



MGMT 306 Organizational Behavior and Diversity Fall 2015

Instructor: Sandra-Dee Fleming, MBA
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Meeting Times: UNM West, Room 2008, Tuesdays, 5:30 pm – 8:00 pm

Office Hours: **15 minutes before and after class. Alternative meeting times are available by appointment.**

Course Materials: *Organizational Behavior*, 16th Edition; Authors: Robbins, S.P and Judge, T. New Jersey: Prentice Hall. ISBN – 10: 0133507645

Course Objectives: Real world dilemmas - Workers are asked to do more work with less resources and for less pay; managers are asked to keep their work teams/groups motivated so they can produce more, and organizations are asked to compete globally, while keeping cost low and profits high.

This course seeks to better understand: How organizational behavior is affected by employee behavior, managerial responsibilities, team and group dynamics and diversity.

At the end of the course, you should be able to:

- Understand the key contributors to individual behavior
- Evaluate contextual influences on employee behavior and organizational effectiveness
- Analyze and evaluate work group effectiveness
- Discuss and evaluate effective leadership and influence
- Understand how diversity shapes organizations
- Evaluate ethical behaviors within organizations

Class Format: Class activities will include lectures, discussions, debates and presentations by external speakers.

Policies:

- **Classroom Etiquette:** Please be respectful of others. If a classmate is making a point please listen. Silence your telephone; if you must, you may have it on your desk, but I would prefer you put it away. Please arrive on time and do stay for the duration of the class.

- **Academic Dishonesty:** Throughout this course you are expected to conduct yourself with honesty and integrity. Academic misconduct, and plagiarism, will result in disciplinary action to include but not be limited to: failure of the assignment, receipt of a failing grade in the class, probation, suspension or expulsion. For more information please refer to the UNM Pathfinder: <http://www.unm.edu/~sac/pathfinders.html>
- **Accommodations:** If you are a person with a disability who may need additional accommodations in an educational setting, please let me know as soon as possible. You may also communicate with me privately – email, phone call, as information concerning your disability is confidential.
- **Attendance:** Students are expected to attend each class session. That being said, I am aware emergencies do occur – contact me as soon as possible if you will be unable to attend class. Makeup work (lecture notes, etc.) is the responsibility of the student.
- **Late Assignments:** Late assignments will not be accepted without prior approval. All assignments are due on the date specified even if I am aware of your absence. If you are unable to attend class on a date when an assignment is due, you are encouraged to turn the assignment in early!
- **Grading:** Grades will be dependent on:

Class Participation –	20%
Exam #1	20%
Exam #2	20%
Exam #3	20%
Group Project	20%

Class Participation: You are expected to have done the required reading (text, and when applicable, outside reading) for the class session. There will be in-class activities and guest presenters. Please be prepared to discuss the chapters’ concepts and applications in real time.

Exams: There will be three exams during this course: exams will be closed books and will cover the material found in the text, and when applicable – outside readings. *No makeup exams will be given without prior instructor approval.*

Group Project: A large part of Organizational Behavior is the effectiveness of groups: the final project will bring all aspects of group behavior into play. Teams of students will choose a topic (I will have several, but teams are also at liberty to select a topic of their own – with instructor approval); turn-in an executive memo, present to the class and turn-in a final paper.

- **Grade Rubric:**

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 60%

Schedule and Assignments: Subject to Change

8.18.2015	<p>Course Overview: The Individual</p> <p>Week 1:</p>	<p>Introduction/Syllabus Review: Define and Discuss Organizational Behavior; Discuss: Chapter 1: What Is Organizational Behavior?</p> <p>In Class Activity: Viewing ‘On a Plate’ a shorty story about privilege. Complete: “Who said It?” exercise</p> <p>Homework: Read Chapters 4 and 5. Complete Free online Personality Assessment: www.16personalities.com; biography and I AM...</p>
8.25.2015	Week 2:	<p>Due: 16 Personalities Assessment and I AM.../Personal Biography. Discuss: Emotions and Moods; Personality and Values</p> <p>In Class Activity: Emotions and Music/Movies, Emotions and Goal Setting. (Group discussions for similarities in choices)</p> <p>Homework: Read Chapters 3 and 6</p>
9.01.2015	Week 3:	<p>Discuss: Attitudes and Job Satisfaction; Perception and Individual Decision Making</p> <p>In Class Activity: What Factors Are Most Important to <i>Your</i> Job Satisfaction?</p> <p>Homework: Read Chapters 2, 7 and 8. Complete ‘Becoming a Minority’ Exercise</p>
9.08.2015	Week 4:	<p>Due: ‘Becoming a Minority’ Exercise Discuss: Diversity in Organizations, Motivation Concepts, and Motivation: From Concepts to Applications.</p> <p>Guest Speaker: TBD (Audrey Arnold)</p> <p>Homework: Study for Exam #1</p>
9.15.2015	Week 5:	<p>Exam #1: Covers Chapters 2 – 8, and is closed book.</p> <ul style="list-style-type: none"> • True or False – 30 points (15 questions worth 2 points each), • Fill in the blank – 20 points (10 questions worth 2 points each), and • Essays – 45 points (three essays worth 15 points each), and • Gimme question (one Gimme worth 5 points) <p>Homework: Read Chapters 9 and 10</p>

9.22.2015	Course Overview: The Group. Week 6:	Discuss: Foundations of Group Behavior; Understanding Group Behavior. In Class Activity: <i>My Problem Solving Techniques/General Problem Solving Group Exercise</i> Homework: Read Chapters 11 and 12
9.29.2015	Week 7:	Discuss: Communication; and Leadership In Class Activity: <i>Is This Sexual Harassment? And, 'Pilot and Copilot discuss bad Weather'</i> Homework: Read Chapters 13 and 14
10.06.2015	Week 8:	Discuss: Power and Politics; Conflict and Negotiation In Class Activity: Disperse topics for group papers with instructor's grading rubric. Homework: Read Chapter 15
10.13.2015	Week 9:	Discuss: Foundations of Organization Structure Guest Speaker: Angelique Tafoya: Nonprofit Group (and Organizational) Behavior Homework: Study for Exam # 2
10.20.2015	Week 10:	Exam # 2: Covers Chapters 9 – 15, and will be closed book. <ul style="list-style-type: none"> • True or False – 30 points (15 questions worth 2 points each), • Fill in the blank – 20 points (10 questions worth 2 points each), and • Essays – 45 points (three essays worth 15 points each), and • Gimme question (one Gimme worth 5 points) Homework: Chapter 16
10.27.2015	Week 11:	Due: Executive Summaries for Group Projects Discuss: Organizational Culture In Class Activity: <i>A Bankrupt Culture, Pg. 493 (Ethical Dilemma)</i> Homework: Read Chapter 17

11.03.2015	Week 12:	<p>Discuss: Human Resources Policies and Practices</p> <p>In Class Activity: Credit Checking, Pg. 526 (<i>Ethical Dilemma</i>)</p> <p>Homework: Read Chapter 18</p>
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11.10.2015	Week 13:	<p>Discuss: Organizational Change and Stress Management</p> <p>Guest Speaker: CMSgt. Michael Fleming, Ret. Discusses Institutional (military) Organizational Behavior</p> <p>Homework: Study for Exam # 3 (Final)</p>
11.17.2015	Week 14:	<p>Exam # 3: Covers Chapters 16 – 18, and is closed book.</p> <ul style="list-style-type: none"> • True or False – 30 points (15 questions worth 2 points each), • Fill in the blank – 20 points (10 questions worth 2 points each), and • Essays – 45 points (three essays worth 15 points each), and • Gimme question (one Gimme worth 5 points) <p>Next Week: Group Projects begin</p>
11.24.2015	Week 15:	Teams # 1, 2: presents (and turns in Final Paper)
12.01.2015	Week 16:	Teams # 3, 4: presents (and turns in Final Paper)
12.08.2015	Week 17	<p>Teams # 5, 6: presents (and turns in Final Paper)</p> <p>In Class Activity: Experiential Exercise (Instructor Evaluation)</p>

Notes:		