



MGMT 306 ORGANIZATIONAL BEHAVIOR AND DIVERSITY

- Class Meets:** Section 002: Tuesdays from 8:00 am - 10:30 am in ASM 1070
Section 005: Tuesdays from 12:30 pm - 3:00 pm in ASM 1070
- Professor:** Sabrina D. Volpone, Ph.D.
- Contact Info:** E-mail: svolpone@unm.edu or sabrinavolpone@aol.com;
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- Office Hours:** ASM 2128, Tuesdays from 10:30am to 12:30pm and by Appointment

COURSE DESCRIPTION: Welcome! I am thrilled to have you in my Organizational Behavior and Diversity class this semester. This course explores the practices and processes involved in increasing the effectiveness of organizations while also improving the well - being of the individuals within those organizations. Specifically, the theme of the course is how we individually and collectively can add value to organizations. Course topics include leadership, ethics, diversity, motivation, human resource management, and international business.

COURSE OBJECTIVES: The main goals of this course are to (a) increase our knowledge about a range of organizational challenges and opportunities, (b) better understand organizations and employee behavior so that we can compete more efficiently in the business world, and (c) explore the role of diversity in achieving outstanding organizational performance.

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

- Describe the concepts of organizational behavior and describe their importance
- Evaluate how context influences employee behavior and organizational effectiveness
- Understand how diversity shapes organizations
- Be more open-minded towards yours and others' differences
- Reflect on your perspectives and work ethic as they apply to the workplace
- Collaborate more effectively as a team member

CLASS FORMAT: The class activities will include lectures, class discussions, activities, and presentations by external speakers. I use a variety of deliverables to maximize learning (different deliverables lead to different types of learning) and fairness (different students excel at different types of assignments).

CLASS READINGS:

Textbook: Robbins, S. P., & Judge, T. (2015). *Organizational Behavior* (16th edition). New Jersey: Prentice Hall. ISBN-10: 0133507645 ISBN-13: 9780133507645

PLEASE NOTE: You **DO NOT** need the extra texts and web tutor pack.
Please purchase the **TEXT ONLY** from any outlet that you choose.

- **Other Readings:** For some of the classes, additional readings (those not from the textbook) will be required. Additional readings will be provided on UNM Learn.

COMMUNICATION: You should always feel free to communicate with me via e-mail. I recommend that you keep all of your messages to me in case you need to prove that you sent me a message/attachment.

UNFORESEEN CIRCUMSTANCES: Please note that I plan to hold class unless the campus is officially closed. If class is cancelled due to inclement weather or other emergency, I will send an e-mail that acknowledges class cancellation. Activities (e.g., coverage of material, exams) scheduled for that class will be moved to the next class.

POLICIES:

- **Classroom Etiquette:** I expect that we will all conduct ourselves as responsible adults and exhibit respect for others. During class, you should be focused on class. As such, please turn the ringer of your cell phone off before class (except for emergencies). Further, all students should arrive on time to class and should not leave early.
- **Academic Dishonesty:** Honesty and integrity is expected of all students. For example, please note that you may not obtain any help from anyone on written assignments, quizzes or examinations. Violations will result in disciplinary action, such as failure of the assignment in question, receipt of a failing grade in the class for the semester, probation, suspension, or expulsion. If you are ever uncertain about whether certain class-related behavior is ethical, please check with me.
- **Accommodation:** If you are a person with a disability or disabilities who may need reasonable accommodations in academic settings, please communicate that with me as soon as possible. Please contact me privately (e.g., via e-mail, in my office), as information about your disability(ies) is confidential.
- **Attendance:** Attendance is not required. However, participation points are given each class that contribute to your overall grade. Therefore, each class you miss will result in points off your final point total. Students who are unable to attend their class time can make up the class and their participation points for that day by attending my class at the other class time for that same Tuesday. If students are unable to make either class time, they will not be able to make up the participation points for that given day. This policy holds true regardless of the reason for the absence.
- **General Comments:** Students will be expected to write at the level set for a University of New Mexico student. All assignments must be turned in as a Word document with 12-point font and 1 inch margins unless otherwise specified.
- **Late Assignments. No late assignments will be accepted unless I give prior approval. Assignments are still due even if you have e-mailed or called me of your absence. You are still responsible for all assignments due on the day of class and any work distributed in your absence. Late assignments are given a 0.**
- **Makeup Exams:** It is not the normal practice in this course to give makeup exams. Absence from an exam will not be excused without approval by the instructor prior to the examination date. Upon instructor approval, an opportunity to take a missed exam will be provided. Written confirmation of an emergency (illness, etc.) will be required.

STUDENT EVALUATION: Semester grades will depend on the **total points** you earn on the assignments (not a percentage), using the point total cutoffs shown below. There will not be a curve. Further, no grade will be changed after the semester has ended.

| Assignment | Due Date | % of Grade |
|---------------------------------------|---------------------------------------|------------|
| Participation Points | Throughout the Semester, During Class | 20 |
| Exam #1 (Chapters 3, 4, 5, and 6) | March 3 rd , Class #8 | 25 |
| Exam #2 (Chapters 7, 8, 9, and 10) | April 21 st , Class #15 | 25 |
| Group Project | May 5 th , Class #17 | 10 |
| Final Paper | May 5 th , Class #17 | 15 |
| Behavioral Research Lab Participation | May 5 th , Class #17 | 5 |

| Grade | F | D | C- | C | C+ | B- | B | B+ | A- | A | A+ |
|-------------|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| % of Points | <60 | 60-69 | 70-73 | 74-77 | 78-79 | 80-83 | 84-87 | 88-89 | 90-93 | 94-97 | 98-100 |

ASSIGNMENTS:

Participation Points:

- *Purpose.* The purpose of the participation points is to: (1) motivate you to be engaged during discussions and activities, (2) encourage attendance, and (3) help you learn the material.
- *Content and Format.* The points will consist of activities, in-class discussions, attendance, etc., and can be given at ANY TIME during each class.
- *Timing.* Points will be given randomly throughout the semester. If you arrive after the points have been administered you will receive a grade of zero for those points. If you leave class early, you will receive a grade of zero, whether you completed the points or not.
- *Grading.* Different activities are worth varying points and combined these activities will total 20 points. Students who are unable to attend their class time can make up the class and their participation points for that day by attending my class at the other class time for that same Tuesday. If students are unable to make either class time, they will not be able to make up the participation points for that given day. This policy holds true regardless of the reason for the absence.

Exam #1:

- *Purpose.* The purpose of the midterm exam is to evaluate your retention and understanding of the material covered in Chapters 3-6.
- *Content.* It will include all the material covered in Chapters 3-6.
- *Format.* It will include 25 multiple-choice questions.
- *Timing.* The midterm will be administered on Class #8 (March 3rd) at the beginning of class.
- *Grading.* Each question will be worth 1 point. Scores can range from 0 to 25. You do **not** need to bring a Scantron or a BlueBook.

Exam #2:

- *Purpose.* The purpose of the midterm exam is to evaluate your retention and understanding of the material covered in Chapters 7-10.
- *Content.* It will include all the material covered in Chapters 7-10.
- *Format.* It will include 25 multiple-choice questions.
- *Timing.* The midterm will be administered on Class #15 (April 21st) at the beginning of class.
- *Grading.* Each question will be worth 1 point. Scores can range from 0 to 25. You do **not** need to bring a Scantron or a BlueBook.

Group Project:

- *Purpose.* The purpose of the small group presentation is to: (1) help you learn the material, (2) work effectively as a team member, and (3) network with your classmates.
- *Content.* You will work with a group of 3-5 students to summarize the research and legal implications surrounding a diversity-related issue commonly found in organizations. Content specifications will be explained when the grading rubric is given the second week of class.
- *Format.* A two-page handout that summarizes the assigned project.
- *Timing.* The group project is due Class #17 (May 5th) at the beginning of class. Projects turned in even a minute after will have points deducted. Your group members and the topic that your group prepares will be determined the second week of class. You can turn in the project at any point throughout the semester.
- *Grading.* Scores can range from 0 to 10, as determined by the thoroughness and completeness of the project.

Final Paper:

- *Purpose.* The purpose of this paper is to: (1) evaluate your understanding of the material and (2) evaluate student understanding via a deliverable other than a multiple-choice exam.
- *Content.* Specifications will be explained when the prompt is given after the midterm.
- *Length.* The paper must be *at least* four single-spaced printed pages (12-point font).
- *Grading and credit.* Scores can range from 0 to 15. A grade of 0 will be given to late papers.
- *Delivery.* You must e-mail me the paper by the beginning of the class period on the day of the final. Papers turned in even a minute after will have points deducted. You can turn in the final papers at any point after the midterm.

Behavioral Research Lab Participation:

- *Purpose.* The Department of Organizational Studies requires that all students taking MGMT 306 and MGMT 506 on the Main Campus participate in research. The purpose of this requirement is to actively involve students in the scientific process of conducting organizational behavior research. One benefit of the requirement is that it helps students gain a deeper understanding of the implications and limitations of research findings discussed in class—knowledge that can enhance critical thinking about OB research and facilitate more effective application of that research to “real life” organizational contexts.
- *Content and Format.* This requirement can involve **either** actual participation as research subjects in ongoing studies in the department **or** writing brief papers that summarize the theory, methods, and results of published research. A total of 2 research credits must be obtained, involving any combination of either participating as a subject or writing a report. Research studies are 1 hour in length.
- *Timing.* All research activity (i.e., lab sessions and research reports) must be completed by Friday May 5th, 2015 at 5:00 p.m.
- *Grading.* **In order to receive full 5 points, students MUST complete 2 research credits (any combination of research participation and written reports). In other words, no partial credit will be granted (e.g., completing 1 credit will earn 0 points).** A full description of the requirement can be found in the Department of Organizational Studies’ Research Participation memo, which will be distributed during the second week of class. <http://www.mgt.unm.edu/behavioral-lab>