

Dixie State College

Hazy School of Business



MGMT 3700 – Human Behavior in Organizations

Instructor: Bryon C. Geddes

Office: HAZY 338

Phone: (435) 879-4339

Office Hours: By Appointment

The designated course e-mail address is: geddes@dixie.edu

This information is current for a period of **90 days** from the date of issue.

Course Outline: *Summer Semester 2011, Tues, Wed, Thurs, 7:00 – 8:50a.m.*

This course outline provides the instructional framework for the course. By carefully reviewing the content contained herein, you will be able to formulate a study plan that will effectively guide you through the course to its completion.

Course Description

Welcome to MGMT 3700 Human Behavior in Organizations! This course is designed to assist you in developing a positive attitude toward the world of work. Suggestions for relating well with co-workers, employers, and customers will be discussed. Effective communication, Motivation, Leadership, and Problem Solving skills are stressed.

Course Textbook

1. Lussier. Human Relations in Organizations. McGraw/Hill. ISBN # 978-0-07-338153-4

Course Objectives/Learning Outcomes

At the conclusion of this course, the student should be able to:

1. Recognize the importance of obtaining and maintaining a positive attitude in all aspects of one's life. Closely tied to this objective is recognizing the importance of developing a positive self-concept.
2. Identify different personality and communication types and learn to apply this knowledge in working with people.
3. Identify personal values and how they differ from others' values.
4. Understand the importance of communication as a continuous improvement process, as well as one's obligations for successful communication in a personal and business setting.
5. Understand the responsibilities involved in running an efficient business and the necessity of being a team player in order to contribute to that efficiency.
6. Be aware of different aspects of leadership, motivation, problem solving, and team building in a business setting and how to most successfully manage those relations.
7. Become familiar with the proper procedures for handling problems and grievances on the job.

A variety of techniques will be used to enhance your learning for this course. These include lecture/discussion by instructor and guest speakers, debates, in-class discussion, presentations, and group work, exams, video cases, in-class group activities, out-of-class group and individual assignments, and Internet research. You are expected to come to every session having completed your reading and/or other assignments.

Grading & Performance Policy

GRADING POLICY - grades are based on the following criteria:

Exams (3 @ 100 pts)	60%
Final Exam (50 pts)	20%
Class Participation	20%
	100%

Late Grading Scheme:

All "accepted" late work will be graded on the following "more difficult" scheme:

95%-100%=A
90%-94%=B
85%-89%=C
80%-84%=D
79% or below =F

Exams: There will be five (5) exams. Exams cover the five Parts.

Chapter Assignments: Thoughtful completion of each chapter's Work Applications is to be handed in to the instructor on the day the given chapter is started. You are assigned to complete 3 WA from each chapter of your choosing. Each response should be preceded by the WA number. Assignments will be accepted at the beginning or end of class. Assignments not turned in at that time may be assessed a late penalty. Any assignment that is more than one class period late will not be accepted without *prior* instructor approval.

Late penalties: Late assignments may be assessed a penalty of 50% of total assignment points. Any assignment that is more than one class period late will not be accepted without *prior* instructor approval.

Attendance: Consistent and punctual attendance is essential to respectful job and learning environments. Our classroom will be a human relations "laboratory." Many experiences and assignments will be given and completed in class and cannot be made up. Points for the in-class assignments will be worth a significant portion of your final grade. Alternative assignments for institutional excused absences will be assigned if I am informed **before** the absence. If you have an extreme illness or other extraordinary circumstances that affects your attendance, please call me as soon as possible so we can discuss alternatives.

Class Participation

Management is an interactive discipline and as such, we will learn as much from one another as we will from a careful reading and analysis of the course materials. It is important to remember that you will be severely penalized for not participating in discussions. That said, class participation will be based on the quality, not quantity, of your contributions to the class discussion. After every class, I will assign a grade for class participation on a scale of 0 to 5. At the end of the semester, your participation grade will be calculated with respect to the person with the highest participation grade in the class. I use the following formula in calculating your participation grade: (your grade/highest grade) X 20%. In general, I assign points as follows:

0 Points	<i>Unexcused Absence</i>
1 Point	<i>Student Physically Present in Class</i>
2 Points	<i>Student Participates in Extremely Limited Fashion but Does Contribute in Some Way</i>
3 Points	<i>Student Participates in Class in an "Average" Way</i>
4 Points	<i>Student Provides Very Good Comments and Interacts with Fellow Students Well</i>
5 Points	<i>Student Interacts Extremely Well with Class and Provides outstanding comments and/or Class Leadership</i>

Final Grading: Grades are based upon the following:

93-100 % = A	90-92 % = A-
87-89 % = B+	80-86 % = B
77-79 % = C+	70-76 % = C
67-69% = D+	60-66% = D
	Below 60% = F

SCHEDULE*(Summer 2011)*

Date	Lussier Reading	General
May 31 Tues		<i>Syllabus to be distributed.</i>
Jun 2 Thurs	Chap 1	<i>Human Relations; Change, video: Paradigms</i>
Jun 7 Tues	Chap 2	<i>Personality, Perception</i>
Jun 9 Thurs		<i>Overview of Color Personalities – guest lecture by Dr. Verl Anderson</i>
Jun 14 Tues		<i>Overview of Color Personalities – guest lecture by Dr. Verl Anderson</i>
Jun 16 Thurs		<i>Overview of Color Personalities – guest lecture by Dr. Verl Anderson</i>
Jun 21 Tues		<i>Overview of Color Personalities Combinations – guest lecture by Dr. Verl Anderson</i>
Jun 23 Thurs	Chap 3	<i>Attitudes (man in the middle, Zeko, footprints</i>
Jun 28 Tues		<i>Interpersonal Communications, Organizational Communications, Non-verbal communications</i>
Jun 30 Thurs	Chap 5,6	Exam 1 (chapters 1, 2, 3, 5, + class discussion)
Jul 5 Tues	Chap 9	<i>Motivation, Production Pipe game, Warp Speed game, Negotiating – Rajib’s Train exercise</i>
Jul 7 Thurs	Chap 7,8	<i>Bridge Building Exercise</i>
Jul 12 Tues		<i>Conflict Resolution Exam 2 (chapters 5, 7, 8, 9 + discussion)</i>
Jul 14 Thurs	Ch 10,12, 13,14	<i>Leadership, NASA Desert Survival Game, Power, Politics, Team Dynamics</i>
Jul 19 Tues		Exam 3 (chapters 10, 12, 13 + discussion)
Jul 21 Thurs	Chap 11,14	<i>Problem Solving – Visit to an Alien Planet game Exam 4 (chapters 11, 14 + discussion)</i>

Class Policies

- You are responsible for all announcements that are made during class.
- If you are absent from class it is your responsibility to arrange with another student to pick up handouts (if any) distributed in class.
- Academic misconduct or dishonesty will not be tolerated. Please consult the University’s policy on academic dishonesty if you have any questions.
- Turn off all electronics during class. No emailing or texting during class.
- Seek help whenever you do not understand something. Failure to do so normally compounds the problem as the course progresses. You will find me very receptive to your questions.

College Information

If you are a student with a medical, psychological or a learning difference and requesting reasonable academic accommodations due to the disability, you must provide an official request of accommodation to your Professor from the Disability Resource Center within the first two weeks of the beginning of classes. Students are to contact the center on the main campus to follow through with, and receive assistance in the documentation process to determine appropriate accommodations related to their disability. You may

call 652-7516 for an appointment and further information regarding the American with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973.

Important **class and college information will be sent to your DSC email account.**

This information includes your DSC bill, financial aid/scholarship notices, notification of dropped classes, reminders of important dates and events, and other information critical to your success in this class and DSC. All DSC students are automatically assigned an email account. If you don't know your user name and password, go to www.dixie.edu for complete instructions logging in and accessing your account. You will be held responsible for information sent to your email, so please check it often.

Beginning Thoughts:

“For there is but one problem - the problem of human relations. We forget that there is no hope or joy except in human relations.”

-Antoine de Saint-Exupery

“The most important ingredient we put into any relationship is not what we say or what we do, but what we are. And if our words and our actions come from superficial human relations techniques (the Personality Ethic) rather than from our own inner core (the Character Ethic), others will sense that duplicity. We simply won't be able to create and sustain the foundation necessary for effective interdependence.”

-Stephen R. Covey