

Dixie State College

Hazy School of Business



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MGMT 3700 – Human Behavior in Organizations

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

Course Outline:

Class Time: Tuesday, 5:00 pm – 7:20 pm.

Classroom: HAZY 243

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.

We will only be holding class on Tuesdays. This does NOT mean that you have the rest of the week off; it means that I have graciously given you free time to complete the weekly assignments. This is an 8 week course, so the work load will be heavy. Each week, you will be required to read about 2 chapters, complete a quiz for each chapter, and submit a post in the discussion thread that relates to your reading. You will also be required to complete an exam every two weeks.

I have organized Canvas in order to best help you complete these tasks. The course has been divided up into 8 weeks. Each week will list the reading objectives along with the assignments that are due. Almost all assignment will be submitted in Canvas. As you progress through the course, please take special note of the due dates as I will NOT accept late work.

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 (4 @ 50 pts)	30%
Chapter Quizzes (13 @ 10 pts)	20%
Chapter Assignments (13 @ 10 pts)	15%
Discussions (8 @ 10 pts)	15%
Class Participation	20%
	100%

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

IMPORTANT NOTICES:

- **Testing Information:** This course uses **Online Exams**. All exams will be taken in the Testing Center and are open book with a time limit of 2 hours.
- **Late Policy:** I will NOT accept any late work. No partial credit will be given for late assignments. I have provided you with a schedule that will help you avoid missing deadlines. I recognize that emergencies do happen and for this reason, I recommend completing all assignments at the beginning of each week. There are some special cases that I will consider, but they must be discussed with me personally.
- The instructor for this course allows students one term for course completion.
- **Learning Disabilities:** If you have a documented disability or suspect that you have a learning problem and need reasonable accommodations, please contact the Disability

Resource Center at the Student Services Center (phone: 435-652-7516) or e-mail sdial@dixie.edu

Chapter Assignments

Each week you will need to complete 3 Work Applications (WA) from EACH chapter that is assigned for the week. For example, if there are 2 chapters assigned for the week, you will need to complete a total of 6 WA's. You may work on any WA's that you choose. Each response should be preceded by the WA number and like all other assignments for this class, be well thought out and intellectual. Assignments must be typed in a word document and submitted on Canvas by 11:59 pm on Sunday of each week. **NO LATE WORK WILL BE ACCEPTED.**

Discussions

Throughout this course, you will be required to participate in weekly discussions on canvas. These discussions will be based off of your reading and class discussions.

Each week, you will be required to submit your initial discussion post by Wednesday at 11:59 PM. At that time, you will automatically be assigned three students posts to reply to. You are required to read those three posts and reply with an intellectual response. Your comments should NOT be something like "I agree" or "Nice work". For example, If you agree with the post, your comment should include additional supporting information and if you disagree with the post, explain why. To receive full credit, you are required to provide helpful information.

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:

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

Class Policies

Classrooms are special environments in which students and faculty come together to promote learning and growth. It is essential in these environments that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. Disruptive behaviors, such as chatting during lectures, arriving late to class, sleeping, texting, web browsing, game playing, reading non-class material, and others listed in the DSC Student Rights and Responsibilities Code, are not permitted and may result in your removal from class. Repetitive or seriously disruptive behavior, such as

fighting, using profanity or insults, making personal or physical threats, or damaging property, will be reported to Campus Security. As the instructor, it is my responsibility to determine whether any specific student is disrupting the learning environment.

College Information

Disability Statement:

Americans with Disabilities Act (ADA) Statement:

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the DISABILITY RESOURCE CENTER Coordinator (Baako Wahabu) for eligibility determination. Proper Documentation of impairment is required in order to receive services or accommodations. DRC is located at the ground floor of the Financial Aid Office. Visit or call 652-7516 to schedule an appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services.

Dmail:

You are required to frequently check your dmail account. Important class and college information will be sent to your dmail account, including DSC bills, financial aid/scholarship notices, notices of cancelled classes, reminders of important dates and deadlines, and other information critical to your success at DSC and in your courses. If you don't know how to access your dmail account, go to www.dixie.edu and select "Dmail" from the left column. To locate your dmail username and password, go to www.dixie.edu, and click on "Log in to students services" or the "My Dixie" button.

2012 Summer Semester (8 Week Block)

Mar 19	Registration open to Seniors (90+ credits)	Jun 7	Pell Grant Census
Mar 20	Registration open to Juniors (60+ credits)	Jun 7	Last Day for Refund
Mar 21	Registration open to Sophomores (30+ credits)	Jun 7	Last Day to drop without receiving a "W" grade
Mar 22	Open Registration	Jun 11	Last Day to ADD Classes
Apr 30	Graduation Application Deadline	Jun 11	Courses dropped for non-payment
May 28	Memorial Day	Jun 25	Last Day to DROP/AUDIT Classes
May 29	Classwork Starts	Jul 4	Independence Day
May 30	Last Day to Add Without Signature	Jul 6	Last Day for Complete Withdrawal
Jun 5	\$25 Late Registration/Payment Fee	Jul 20	Classwork Ends
		Jul 20	Final Exams

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

Summer MGMT 3700 Schedule							
	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Week 1 (May 29th to June 3rd)			Discussion 1 Initial Post Due				Three Discussion 1 Replies; Chapter 1 Quiz; Chapter 2 Quiz; Chapter 1 & 2 WA Assignment
Week 2 (June 4th to 10th)			Discussion 2 Initial Post Due				Three Discussion 2 Replies; Chapter 3 Quiz; Chapter 5 Quiz; Chapter 3 & 5 WA Assignment; Exam 1 (Chapters 1, 2, 3, 5)
Week 3 (June 11th to 17th)			Discussion 3 Initial Post Due				Three Discussion 3 Replies; Chapter 6 Quiz, Chapter 7 Quiz; Chapter 6 & 7 WA Assignment
Week 4 (June 18th to 24th)			Discussion 4 Initial Post Due				Three Discussion 4 Replies; Chapter 8 Quiz; Chapter 9 Quiz; Chapter 8 & 9 WA Assignment; Exam 2 (Chapters 6, 7, 8, 9)
Week 5 (June 25th to July 1st)			Discussion 5 Initial Post Due				Three Discussion 5 Replies; Chapter 10 Quiz; Chapter 12 Quiz
Week 6 (July 2nd to 8th)			Discussion 6 Initial Post Due				Three Discussion 6 Replies; Chapter 13 Quiz; Chapter 13 WA Assignment; Exam 3 (Chapters 10, 12, 13)
Week 7 (July 9th to 15th)			Discussion 7 Initial Post Due				Three Discussion 7 Replies; Chapter 11 Quiz; Chapter 14 Quiz; Chapter 11 & 14 WA Assignment;
Week 8 (July 16th to 20th)			Discussion 8 Initial Post Due		3 Discussion 8 Replies; Exam 4 (Chapters 11, 14)		