行为组织
MGMT 3312
课程纲要
秋季2016

得克萨斯A&M大学-科珀斯克里斯蒂学院

教师：Dr. Benjamin L. Blanco
课程：TT 5:30 – 6:45 OCNR 115
办公时间：预约 OCNR 376
电子邮件：ben.blanco@tamucc.edu
电话：361-825-2490

所需材料：
Kinicki, A.; Williams, B. 管理: 一种实用的介绍. McGraw-Hill. 第7版. 波士顿, MA. 本版的任何格式都是接受的——在线、平装、精装，以及或装订版。

先决条件：

初中及以上的学历。

课程描述：

人际和群体互动在工作环境中的作用。话题包括决策制定、动机、领导、权力、冲突、压力和多样性。涉及管理职能和其他影响管理决策的环境约束。

学习目标：

1. 理解管理中必不可少的范围、角色和功能。
2. 描述管理思想和实践的历史演变。
3. 讨论并应用决策制定、动机、领导、组织文化、权力、冲突、压力和多样性等主题的基本概念和理论。
4. 理解组织的伦理问题和社会责任。
5. 描述团队/群体形成和管理的阶段、过程和动态。
6. 理解内部和外部环境因素及其对组织的影响。
7. 对照主要的组织结构方法并联系到重要的管理实践和决策。

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Performance Evaluation and Grading:

Student performance will be evaluated based on three equally weighted exams. Letter grades will be awarded based on the percentage earned of total points possible as follows:

A = 90% – 10%
B = 80% – 89%
C = 70% – 79%
D = 60% – 69%
F = 0% – 59%

Grading System:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class Quizzes</td>
<td>300</td>
</tr>
<tr>
<td>Online Quizzes</td>
<td>75</td>
</tr>
<tr>
<td>Homework/In-class assignments/Articles</td>
<td>75</td>
</tr>
<tr>
<td>Final Project:</td>
<td>100</td>
</tr>
<tr>
<td>Group</td>
<td></td>
</tr>
<tr>
<td>Individual</td>
<td></td>
</tr>
<tr>
<td>Report</td>
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<tr>
<td>Junior Achievement</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Attendance (5/10/15/20)</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td>700</td>
</tr>
</tbody>
</table>

Make-Up Exams:

Make-up exam will be allowed only if the instructor is notified of the excused absence before the exam. Regardless of the excuse, any make-up exam must be taken NO LATER than 1 week after the student returns. Make-up exams and quizzes can ONLY be given when a student presents a verifiable, documented excuse for an absence. Any other reason, including work schedules, will not be accepted. I reserve the right to not let any student make up any exam, quiz, or class work. If an exam is not made-up, then the student will receive a grade of zero for that test, quiz or assignment.
**In-Class Quizzes:**

**Chapter 1**-The Exceptional Manager: What You Do, How You Do It.

**Chapter 12**-Motivating Employees: Achieving Superior Performance in the Workplace

**Chapter 11**-Managing individual Differences & Behavior Supervising People as People

**Chapter 9**-Human Resources Management: Getting the Right People for Managerial Success.

**Chapter 14**-Power Influence & Leadership: From Becoming a Manager to Becoming a Leader.

**Chapter 2**-Management Theory: Essential; Background for the Successful Manager.

**On-line Quizzes:**

**Chapter 3**-The Manager’s Changing Work Environment & Ethical Responsibilities: Doing the Right Thing.

**Chapter 4**-Global Management: Managing Across Borders

**Chapter 5**-Planning: The Foundation of Successful Management

**Chapter 6**-Strategic Management: How Exceptional Managers Realize a Grand Design

**Chapter 7**-Individual & Group Decision Making: How Managers Make Things Happen

**Chapter 8**-Organizational, Culture, Structure & Design: Building Block of Organization

**Chapter 10**-Organizational Change & Innovation: Lifelong Challenges of an Exceptional Manager.

**Chapter 13**-Groups & Teams: Increasing Cooperation, Reducing Conflict.

**Chapter 15**-Interpersonal & Organizational Communication: Mastering the Exchange of Information.

**Chapter 16**-Control & Quality Control Improvement: Techniques for Enhancing Organizational Effectiveness
Attendance Policy:

Attendance is mandatory. Students are held responsible for attendance. You may be dropped from the course if you miss more than the allotted (unexcused) absences.

Attendance Policy for Athletes:

There are no special allowances for athletes. See Attendance Policy above. Notification by your coach or other representative of the athletic department is not a substitute for your personal notification. Excused absences are granted for game and travel times only; practice sessions are not considered excused absences.

Cellphone Policy:

Instant messaging, text messaging, and telephone, during class is strictly prohibited. Each student has a responsibility to other students. When cell phones ring or students leave class to respond, it disrupts the class. Therefore, the professor prohibits the use by students of cell phones during scheduled classes. All such devices must be turned off, kept out of view, and not be taken out during class. Exceptions to this policy may be granted at the discretion of the instructor. Where emergency or employment situations require access to electronic communication services, arrangements may be made in advance with the instructor. In the event the student is caught using an electronic devise of any nature during class the student will be asked to leave the classroom and will receive a zero for that portion of the coursework. Use of electronic communication devices during examinations or other graded activities may constitute grounds for disciplinary action. Consequences for failing to comply may result in one or more of the following: verbal warning, written warning, request to leave the class, and/or deduction in points for grades.

Laptop/Tablet Policy:

"Appropriate Classroom Laptop and PDA Use...Although having a laptop in class opens up new learning possibilities for students, sometimes students utilize it in ways that are inappropriate. Please refrain from instant messaging, e-mailing, surfing the Internet, playing games, writing papers, doing homework, etc. during class time. Acceptable uses of the laptop and tablet include taking notes, following along with the instructor on PowerPoint, with demonstrations, and other whole class activities, as well as working on assigned in-class activities, projects, and discussions that require laptop use. All other uses are prohibited. It is easy for your laptop or tablet to become a distraction to you and to those around you. Inappropriate uses will be noted and may affect your final grade." If you are caught surfing the Internet without permission (or playing games) you will not be allowed to bring the laptop or tablet to class for the remainder of the course. As a courtesy to your instructor and your classmates, only use your laptop or tablet for classroom related activities during class.
Grade Appeals:

As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

Dropping a Class:

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. April 8, 2016 is the last day to drop a class with an automatic grade of “W” this term.

Technology Applications:

Knowledge of word processing and PowerPoint is necessary to complete article reviews and the business project. Additionally, the student must be familiar with the electronic databases available in the Library as well as gaining familiarity with accessing the INTERNET to search the World Wide Web for relevant business data. E-mail communication is encouraged for routine communications; however it is discouraged for more personal, non-routine communications where face-to-face contact is more appropriate.

Ethical Perspectives:

Ethical issues will be emphasized throughout the course.

Global Perspectives:

Foreign and domestic cultural norms and values will be discussed as well as other global issues as appropriate.
Demographic Diversity Perspectives:

Diversity will be discussed specifically when considering sub-cultural influences and market segmentation.

Political, Social, Legal, Regulatory, and Environmental Perspectives:

Social influences are discussed in the context of buyer behavior. Legal, regulatory, and environmental issues are discussed in the context of FTC concerns, as well as other regulatory issues and the constraints and opportunities resulting from environmental change.

Academic Honesty:

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) All assignments and exams are expected to be done independently unless otherwise specifically noted in the instructions.

Code of Ethics:

This course, and all other courses offered by the College of Business (COB), requires all of its students to abide by the COB Student Code of Ethics (available online at www.cob.tamucc.edu) Provisions and stipulations in the code are applicable to all students taking College of Business courses regardless of whether or not they are pursuing a degree awarded by the COB.

Disabilities Accommodations:

The Americans 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 accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Driftwood 101.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.