

MAN 3240 Organization Behavior

Syllabus Supplement

Spring 2009

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Course Requirements:

Your grade will be determined by how much you learn in this course, as demonstrated on the assignments/papers, projects, quizzes, and exams. You are expected to do any or all of the following as necessary, in order to insure that you have mastered the course objectives:

- Read and study assigned material from the text;
- Complete practice exercises, assignments, and papers and submit in a timely manner;
- Pursue independent study using resource materials available in the library (books, periodicals, videos), the Tech Center lab, and any other pertinent source;
- Demonstrate your mastery of the required skills on quizzes and exams.

Grading:

- All coursework must be completed during the term. Incomplete grades will be given **ONLY IN EXTREME EMERGENCIES WITH APPROVAL FROM THE DEAN.**
- Grading components:
 - **QUIZZES:** Quizzes must be completed by the scheduled deadline for each quiz. If you miss a quiz deadline, the score will be a zero (0). Individual makeup quizzes will not be given. You may drop your lowest quiz grade.
 - **ASSIGNMENTS/PAPERS/PROJECTS:** **Late assignments, papers and/or projects will NOT BE ACCEPTED. Assignments are due on the due date specified.** Assignments, papers and projects may be printed and submitted to your instructor or submitted via the d2l drop box, but must be submitted in the correct folder by the due date/time deadline. If you do not submit an assignment, paper or project on time, you will receive a zero (0) for that assignment/paper/project.
 - **EXAMS:** Exams must be taken in the college Testing Center located in bldg A on the dates specified by your instructor. If you miss an exam, the score will be a zero (0). Individual makeup exams will not be given. The Final Exam may be used to replace ONE missed exam.
 - Do not attempt to get assistance on exams or to complete assignments/papers or gain answers for quiz questions dishonestly.

Your grade will be computed as follows:

Quiz average (20%)	100 pts.
Assignments (20%)	100 pts.
Project/Team Project (20%)	100 pts.
Exam Average (20%)	100 pts.
Final Exam (20%)	<u>100 pts.</u>

Total possible points 500 pts.

Grading scale: <u>Total points:</u>	<u>Grade assigned:</u>
465 - 500	A (93 - 100)
415 - 464.9	B (83 - 92)
350 - 414.9	C (70 - 82)
300 - 349.5	D (60 - 69)
Below 300	F below 60

Copyright Notice:

The course website may contain copyrighted materials that are used in compliance with U.S. Copyright Law. Under that law, materials may not be saved to your computer, revised, copied, or distributed without permission. They are to be used in support of instructional activity as part of this course only and shall be limited to the duration of the course, unless otherwise specified by the instructor or owner of the material. You may only download or print materials at the direction of your instructor, who knows which materials are copyrighted and which are not.

Withdrawals: Students may attempt a course up to 3 times; withdrawals count as attempts. On the 3rd attempt, a student may not withdraw, but must receive a grade.

Important dates:

Jan.	14 12 noon	Last day to withdraw with fee refund
Mar.	20	Last day to withdraw from individual class
Apr.	6	Last day to resign from all classes

It is the **student's** responsibility to complete the appropriate form to withdraw from a class or resign from all classes and to obtain the necessary signatures and submit the form to the Registrar's Office prior to the deadline.