# Wayland Logo

WBUonline

**School of Business**

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 5305-VC01, *Organizational Theory*

# **4. TERM**:

Spring 2 - 2021 (March 22 to May 15, 2021)

# **5. INSTRUCTOR**:

Dr. Dave Rambow, Adjunct Professor of Management, School of Business

# **6. CONTACT INFORMATION**:

Contact phone: cell & text (907) 242-4261

WBU Email: [david.rambow@wayland.wbu.edu](http://david.rambow@wayland.wbu.edu)

Cell phone: Same as contact phone number

# **7. OFFICE HOURS, BUILDING & LOCATION**:

 No office hours: Contact professor by email or cell phone

# **8. COURSE MEETING TIME & LOCATION**:

Meeting day & time: Course meets online beginning Monday, March 22 through WBUonline, BlackBoard. For those students not familiar with BlackBoard, at the log-in page for BlackBoard, in the upper-left hand corner, is a link titled: Blackboard Tutorial. This link opens to brief video instruction on how to use BlackBoard.

# **9. CATALOG DESCRIPTION**:

Organizations as complex systems impacted by environmental forces, and structure and design dimensions required for effectiveness.

# 10. PREREQUISITE: BUAD 5300 (For the M.P.A. MGMT 3304 only)

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

#  The course textbook is an eBook. Within the course BlackBoard site is a tab titled “Automatic eBook.”

# Daft, R. L. (2016). Organizational theory and design (12th ed.). Cengage (ISBN: 978-130562-9943)

**NOTE:** The cost of the eBook is included at registration. It is acceptable that those students who desires to purchase a hard copy of the course textbook may do so. **HOWEVER, it is imperative that students who elect to buy a hardcopy take action to OPT-OUT of the eBook in the classroom link No-Later-Than August 24. If actions to OPT-OUT is not completed by March 29, then a student will be charged for the eBook.**

# 12. OPTIONAL MATERIALS:

1. *Publication Manual of the American Psychological Association* (APA), 7th Edition.
2. Learning Resource Center: The Wayland Library (Learning Resource Center) is available to all Wayland students at: [http://library.wbu.edu](https://webmail.wbu.edu/owa/redir.aspx?C=47gYOUv0XkCt_AMdzEWj6fdPe8FxTNAIOH59kNHmy9xsb1bBKilrMNvOUYx_O3uZE9hNOV4SEOs.&URL=http%3a%2f%2flibrary.wbu.edu) . Tutorials for accessing library resources are linked from the homepage.
3. Supplemental reading material will be distributed through BlackBoard.

# **13. COURSE OUTCOMES AND COMPETENCIES**:

1. Analyze the effectiveness of the internal operations of organizations by applying structural theories.
2. Analyze the effectiveness of organizations as open systems by applying various systems theories.
3. Analyze the effectiveness of an organization as a culture by applying various theories on culture.
4. Analyze the effectiveness of an organization as a system of power interactions and political behavior by applying various theories in power and politics.
5. Formulate a problem statement applying various theories that address effectiveness in an organization.

# 14. ONLINE ATTENDANCE REQUIREMENTS:

As stated in the 2020-2021 Wayland Baptist University Academic Catalog, graduate students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. The instructor in online courses is responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, the instructor is responsible for incorporating specific instructional activities within the course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week term, may receive an F for that course. The instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s online attendance policy. Be advised, the instructor has the capabilities to track when class members login to BlackBoard, how long students remained in Blackboard, and what video lectures students viewed.

# **15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY**:

1. Wayland Baptist University observes a zero-tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported, and second offenses will result in suspension from the university (2020-2021 WBU Academic Catalog).
2. In the “Course Resources” tab is a video presentation that presents what is considered Plagiarism, how to avoid plagiarism, and the consequences for submitting course work that has been found to have been plagiarized.

# **16. DISABILITY STATEMENT**:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations (2020-2021 WBU Academic Catalog).

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

1. All college-level work well be typed. Course work submitted late may be subject to a reduced by 1.5% for each day an assignment is late. For the sake of time management, see paragraph 18, Tentative Schedule. I list below a breakout of course requirements with grading criteria.
2. **Course Assignments:** All course assignments are due by mid-night in the time zone a student resides on the dates indicated for various assignments within the course syllabus, paragraph 18: Tentative Schedule. All course work must be a student’s “original work.” This means that the student authored all assignments. Original work further means that when a student applies the ideas, concepts, theories, and/or principles from another author, then the student properly credits the source.
3. **WBU Email Accounts:** By March 22, all students enrolled in this course will have an active WBU email account. Additionally, throughout this course, students will check their respective WBU email accounts as a minimum once a week beginning the first day of Fall 2 term, Monday, March 22, 2021.
4. **Preparation, Participation, and Engagement**: The learning process mandates that a student **prepare** for each online session by (1) reading the assigned chapter(s) (2 listing to session video lectures, and (3) providing the appropriate response back to the instructor after listing each video lecture; **participate** by 1) reading individual and group assignment feedback documents and providing the appropriate response back to the instructor after reading feedback documents, and **engage** by asking meaningful questions when course material or feedback is not clear. The rubric below will be used to evaluate preparation, participation, and engagement. **Preparation, Participation, and Engagement represent 10% of the course total grade.**

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|  | **Online Class Sessions Missed** |
| Criteria used to determine level of Preparation and Participation | **0** | **1** | **2** | **3** | **4** |
| **Student Engaged** by asking questions and by providing responses back to the instructor on session video lectures and or assignment feedbacks. Student demonstrated engagement by appling corrections to assignments from feedback information. | **100%** | **90%** | **80%** | **70%** | **00%** |
| **Student Occassionlly Engaged** by asking occassionally questions and by providing responses back to the instructor on session video lectures and or assignment feedbacks. Student demonstrated some preparedness by occassionally appling corrections to assignments from feedback information. | **90%** | **80%** | **70%** | **60%** | **00%** |
| **Student Infrequently Engaged** by seldom asking questions and by seldom providing responses back to the instructor on session video lectures and or assignment feedbacks. Student’s seldom demonstrated preparedness by seldom appling corrections to assignments from feedback information. | **70%** | **60%** | **50%** | **40%** | **00%** |
| **Student Did Not Engaged** by notasking questions and not providing responses back to the instructor on session video lectures and or assignment feedbacks. Student did not demonstratde preparedness in appling corrections to assignments from feedback information. | **50%** | **40%** | **30%** | **20%** | **00%** |

1. **Weekly Topic Response (WTR) Assignments:** WTR prompts are found the courser BlackBoard tab titled: *Weekly Topic Response*. WTR assignments will be assessed for a maximum score of 8.0 points. Additionally, peer-to-peer feedback response to one other class member’s will be assessed for a maximum score of 1.0 points. The total possible points for a WTR response are 9.0 points. **The Eight required** **WTR assignments represent 72% of the total grade.**
2. **An Organizational Case Study Analysis Paper:** Graduate students will conduct an organizational Case Study analysis and write an A Case Study analysis paper. The due date for the Organizational Case Study analysis paper is found in paragraph 18, *Tentative Schedule*. **The Organizational Case Study paper is worth a total of 18% of the total course grade.**
3. **Technology Requirements:**

Graduate students are expected to perform basic computer hardware and software proficiency with commonly used software programs and maintain current software updates. Additionally, graduate students are responsible to maintain their respective ISP service. To view and listen to video PowerPoint lectures and to enter schedule Collaborate Ultra session, graduate students will use the Google Chrome browser. If a student’s PC does not have the Google Chrome browser, then the browser software can be downloaded for free at the Google Chrome web site.

1. **Means for Assessing Outcome Competencies:**
2. Procedures used to compute final course grade:
	1. Preparation, Participation, and Engagement: **10%**
	2. Eight (8) BlackBoard Weekly Topic Response (WTR) (8 x 9 points each): **72%**
	3. Organizational Case Study Analysis paper: **18%**
3. Grading Criteria:Letter grades from "A" to "F" will be issued to student based on individual work. The grading criteria are listed below:

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| **Grade** | **Points** | **Percentage** |
| **A** | 100.0 to 89.50 points | 100% to 90% |
| **B** | 89.49 to 79.50 points | 89% to 80% |
| **C** | 79.49 to 69.50 points | 79% to 70% |
| **D** | 69.49 to 59.50points | 69% to 60% |
| **F** | 59.49 points and below | 59% and below |

**17.1 Include Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

# 18. TENTATIVE SCHEDULE

The tentative schedule provided below indicates specific course activities, assignments, and due dates. This schedule is provided to assist student’s in time management. Make time to review the schedule and note activities and due dates of assignments.

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| Date & Session # | Homework, Activities and Assignments |
| 🕮 HOMEWORK for Session 1  | **Prior to first class session** 🕮 Print and read course syllabus☞ Establish a WBU email account and send an email message to the instructor at david.rambow@wayland.wbu.edu from WBU email account. (Instructions for establishing a WBU email account is located within the course BlackBoard site.  |

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| Date & Session # | Homework, Activities and Assignments |
| **Session #1****March 22 – March 28** | 🕮 Read Chapters 1 & 2 - Daft**🖳 Using only Google Chrome, listen to 4 video lectures** found within BlackBoard, Session 1 tab: (1) Course Introduction and Overview, (2) Gap Analysis and Problem Statement, (3) Chapter 1, and (4) Chapter 2.🕮 **Session 1 Assignment:** Complete Weekly Topic Response (WTR) #1 prompt by Sunday, March 28. |
| 🕮 HOMEWORK for Session 2:  | **Session 2:** Read Chapters 3 & 4 - Daft🕮 **Session 2 Homework:** * Assignment - Complete Weekly Topic Response #2 prompt.
* In Session 2 Tab - download and read Organization Case Study Analysis narrative.
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| **Session #2****March 29 – April 4** | **🖳 Using only Google Chrome, listen to 4 video lectures** found within BlackBoard, Session 2 tab: (1) Chapter 3, (2) Chapter 4, (3) Scholarly Thinking and Writing, and (4) Systems Theory and Systems Thinking 🕮 **Session 2 Assignment:** Complete Weekly Topic Response #2 prompt and provided feedback to one peer by Sunday, April 4.  |
| 🕮 HOMEWORK for Session 3:  | **Session 3:** Read Chapters 5 & **7** – Daft**Session 3 Homework:** * Assignment - Complete Weekly Topic Response #3 prompt.
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| **Session #3****April 5 to April 11** | 🖳  **First live Collaborative Ultra session, Tuesday, April 6. For students NOT familiar with BlackBoard Collaborative Ultra, I produced a brief voice PPT video discussion which is available within the tab titled: Collaborate Sessions. Use only Google Chrome to access this live Collaborate Session.****🖳 Using Google Chrome, listen to 2 video lectures** found within BlackBoard, Session 3 tab: (1) Chapter 5 and (2) Chapter 7.🕮 **Session 3 Assignments:** Complete Weekly Topic Response #3 prompt and provided feedback to one peer by Sunday, April 11.  |

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| Date & Session # | Homework, Activities and Assignments |
| 🕮HOMEWORK for Session 4:  | **Session 4**: Read Chapters 8 & 9 – Daft**Session 4 Homework:** * Complete Weekly Topic Response #4 prompt.
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| **Session #4****April 12 to April 18** | **🖳 Using Google Chrome,** **listen to 2 video lectures** found within BlackBoard, Session 4 tab: (1) Chapter 8 and (2) Chapter 9.🕮 **Session 4:** Complete Weekly Topic Response #4 prompt by Sunday, April 18.  |
| 🕮HOMEWORK for Session 5:  | **Session 5:** Read Chapters 10 & 11 - Daft **Session 5 Homework:** Assignment - complete Weekly Topic Response #5 prompt. |
| **Session #5****April 19 – April 25** | **🖳 Using Google Chrome**, **listen to session 5 video lectures** found within BlackBoard, Session 5 tab: (1) Chapter 10 and (2) Chapter 11.🕮 **Session 5 Assignments:** Complete Weekly Topic Response #5 prompt and provided feedback to one peer by Sunday, April 25. |
| 🕮 HOMEWORK for Session 6:  | **Session 6:** Read Chapter 12 - Daft**Session 6 Homework:** * Assignment - Complete Weekly Topic Response #6 prompt.
* In Session 6 Tab - download and read Organization Case Study Analysis Requirements, Organization Case Study Analysis paper template and rubric.
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| **Session #6****April 26 – May 2** | 🖳 **Using Google Chrome, listen to 1 video lectures** found within BlackBoard, Session 6 tab: Chapter 12.🕮 **Session 6 Assignments:** Complete Weekly Topic Response #6 prompt and provided feedback to one peer by Sunday, May 2.  |
| 🕮HOMEWORK for Session 7:  | **Session 7:** Read Chapter 13 – Daft**Session 7 Homework:** * Assignment - Complete Weekly Topic Response #7 prompt.
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| Date & Session # | Homework, Activities and Assignments |
| **Session #7****May 3 – May 9** | 🖳  **Final live Collaborative Ultra session, Tuesday, May 4. Use ONLY Google Chrome to access Collaborate session.****🖳 Using only Google Chrome, listen to 1 video lecture** found within BlackBoard, Session 7 tab: Chapter 13. 🕮 **Session 7 Assignments:** Complete Weekly Topic Response #7 prompt by Sunday, May 9. |
| 🕮HOMEWORK for Session 8:  | 🕮 Assignment - Complete Weekly Topic Response #8 prompt. 🕮 Complete Organization Case Study Analysis paper. Organization Case Study Analysis paper is due Friday, May 14. |
| **Session #8****May 10 – May 15** | 🗐 in Session tab #8, **UPLOAD** Organization Case Study Analysis paperOrganization Case Study Analysis paper is due Friday, May 14. |

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| NOTES: * 1. The timelines set up in this syllabus and class calendar are provided for students for the purpose of time management. Each week there are specific assignments due. This is not a self-paced course.
	2. The professor reserves the right to alter this schedule as needed. Any revisions to this study plan will be announced through email to student’s WBU email account.
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# 19. ADDITIONAL INFORMATION

* 1. **Students’ WBU Email Accounts:** By week 1 of theterm, graduate students will establish a WBU email account, and send an email to the instructor using the student’s WBU email account. This is a mandatory requirement. If a graduate student experiences difficulty establishing a WBU email account, then contact the instructor via the telephone number provided in this syllabus**. NOTE:** My email address is david.rambow@wayland.wbu.edu
	2. **Students will check their respective WBU email accounts every week.**
	3. **Course/Assignment Information:**
		1. Students will need Internet to access BlackBoard. Additionally, students will need a computer with speakers or headsets in order to listen to voice embedded video PowerPoint lectures.
		2. All assignments are due is NLT 11:59 p.m. for the time zone the student resides. Late assignments are subject to score reduction.
		3. All written assignments will be assessed on the basis of 1) content, 2) grammar and punctuation, and 3) proper application of APA writing style (7th edition).
		4. Questions concerning grades (scores) received on assignments will be resolved within one week after the assignment has been assessed.
		5. All work will be the original work of the individual student. Academic honesty is expected of all students. Plagiarism, cheating, and other acts that lack academic honesty will result in a zero (0) for an assignment, and additional actions as outlined within online WBU Academic Catalog 2020-2021, may be taken by the instructor.
		6. The student’s first point-of-contact for this course is the professor. If the professor cannot provide a satisfactory response, then the graduate students will next contact the student’s respective campus dean.
1. **Expectations and Responsibilities:**
	* 1. Instructor: As the instructor, I am responsible to communicate and instruct the course standards by presenting clear, meaningful video lectures, providing students timely and useful feedback on assignments, and responding back to students in a timely manner.
		2. Student: As member of this course, my expectations are that you:
	1. will read this syllabus completely and understand your responsibilities.
	2. will enter each on-line class session having read the assigned chapter(s) and having listened to the corresponding chapter lectures posted within BlackBoard.
	3. will complete and turn assignment at the due date.
	4. will present questions when text and /or lectured material are unclear.
	5. will commit yourself to the learning process.
	6. **will communicate with the professor.**