# "WBUlogo"

Wayland On-Line

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, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 5325-VC01, Organizational Development and Behavior

# **4. TERM**:

Winter 2019, November 11, 2019 – February 15, 2020

# **5. INSTRUCTOR**:

Dr. Hillary Hodges

# **6. CONTACT INFORMATION**:

Office phone: NOTE – I work remotely, so I do not have an office phone; however, I check my email regularly, so this is the most direct route to contact me. I always respond within 24 hours, and if for some reason I cannot, I will post an announcement to that effect on BlackBoard.

WBU Email: Hillary.hodges@wayland.wbu.edu

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

By appointment, remotely (Mountain Time Zone). I have the capacity to Skype or WhatsApp, if necessary.

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

Meeting day & time: On Line – Note: The week begins on Monday and ends on Sunday for the purposes of this class.

# **9. CATALOG DESCRIPTION**:

A systems approach to analyzing and developing organization structure and function; organizational change; measurement of results; strategic and ethical implications of diversity and change management; impact on sustainability.

# 10. PREREQUISITE:

BUAD 5300. (For the M.P.A. MGMT 3304 only).

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Organization Development and Change | Cummings | 10th | 2015 | Cengage | 9781-13319-0455 | 8/26/14 |

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| --- |
| \*\*\*\*Suggested Supplement In Addition to Selected Text, if Desired.  |

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| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Diagnosing and Changing Organizational Culture  | Cameron | 3rd | 2011 | Wiley & Sons  | 9780-47065-0264 | 6/11/13 |

# NOTE: This is a VitalSource Etextbook.

# 12. OPTIONAL MATERIALS: None – I do not require the supplemental book.

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

* Demonstrate an understanding of organization development and identify the need for change and renewal.
* Analyze organization culture and hypothesize on the behavior of individuals in an organization.
* Analyze the factors contributing to an accelerating rate of change and make recommendations to enable individuals and groups to cope with change.
* Role-play an OD consultant.
* Research system parameters and recognize symptoms, problems, and causes to change programs, and recommend strategies that can increase motivation to change.
* Identify the range of 3 major OD intervention techniques and how they may be applied.
* Compare team problems and why teams may not be operating at optimum capacity.
* Contrast organization transformation (OT) in relation to the change process.

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus (see below), are considered a part of the University’s attendance policy.

This is a fully on-line course, and as such, your participation in on-line discussion is counted as attendance. As you will note below, participation is counted as a percentage of your grade. This means you must do more than access materials in order to be counted as in attendance and participating. You must respond to the question(s) posted in BlackBoard and be a part of the discussion. You must also turn in the weekly quizzes, and complete the final project, as each of these is also worth a percentage of your grade. If you neither post nor enter into discussion, you will receive a grade of “0” for that week. If you post, but do not participate in discussion, you may lose some points for that. It is understood that there are times where technical or personal difficulties arise which may prevent you from participating. If this is the case, you are responsible for contacting me and letting me know, otherwise, I have no option but to give you a “0.” Also, an “excused” absence, for any reason, does not mean you will receive full credit for the missed session. There will always be at least a minor reduction in points if you do not participate, and this is non-negotiable. If you miss a quiz, you will be allowed to turn it in 5 days after the deadline, with an automatic reduction in points for being late. After that 5 days has passed, if you do not turn in the quiz, you will receive a “0” for the quiz. The exception to this is Quiz #10, which is not accepted late. The final project is **NOT** excepted late, with **NO** exceptions.

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

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.

# **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.

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

Participation/Attendance 30% A = 90-100%

Quizzes 30% B = 80-89%

Final Project 40% C = 70-79%

 100% D = 60-69%

 F = below 59%

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

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| **Week** | **Topics Covered** | **Reading and Homework** |
| 111/11 | IntroductionWhat is Organizational Behavior?The Nature of Planned Change | Chapter 3 & 4 |
| 211/18 | The Organization Development PractitionerEntering and ContractingQuiz #1 (Chapter 1 & 2) | Chapter 5 & 6 |
| **11/25 – 11/29** | **THANKSGIVING BREAK – NO CLASSES** |  |
| 312/2 | DiagnosingCollecting, Analyzing, and Feeding Back Diagnostic InformationQuiz #2 (Chapter 3 & 4) | Chapter 7 & 8 |
| 412/9 | Designing InterventionsManaging ChangeQuiz #3 (Chapter 5 & 6) | Chapter 9 & 10 |
| 512/16 | Evaluating and Institutionalizing Organization Development InterventionsInterpersonal and Group Process ApproachesQuiz #4 (Chapter 7 & 8) | Chapter 11 & 12 |
| **12/23 – 1/3** | **CHRISTMAS BREAK – NO CLASSES** |  |
| 61/6 | Organization Process ApproachesRestructuring OrganizationsQuiz #5 (Chapter 9 & 10) | Chapter 13 & 14 |
| 71/13 | Employee InvolvementWork DesignQuiz #6 (Chapter 11 & 12) | Chapter 15 & 16 |
| 81/20 | Performance ManagementTalent ManagementQuiz #7 (Chapter 13 & 14) | Chapter 17 & 18 |
| 91/27 | Workforce Diversity and WellnessTransformational ChangeQuiz #8 (Chapter 15 & 16) | Chapter 19, 20 & 23 |
| 102/3 | Continuous ChangeTransorganizational ChangeFuture Directions in Organizational Development**\*FINAL RESEARCH PROJECT DUE**Quiz #9 (Chapter 17 & 18) |  |
| 112/10 | \*Quiz #10 (Chapters 19, 20 & 21) | \*All final work submitted |

\* **Not accepted late**

*This syllabus is subject to change as needed, or as seen fit by the instructor.*

# 19. ADDITIONAL INFORMATION

**Communication:** Unless you indicate otherwise, and make alternative arrangements, the instructor will use your Wayland issued email to contact you, if needed. Please make sure that you check that email account regularly. You should also make sure that you check the class BlackBoard site for any important announcements, instructions, and so forth, on a regular basis.

Please note that Wayland Baptist University has library resources available through the following link: <http://www.wbu.edu/academics/academic_resources/wayland_learning_resource_center_library/tutorials/tutorials.html>. Students are encouraged to use this resource when working on their papers, projects, etc. Tutorials for accessing library resources are linked from the homepage.