

OAKLAND UNIVERSITY

Department of Organizational Leadership, Human Resource Development

HRD 4200 (401) Change Process and Organizational Analysis

Winter 2018

Tuesdays 6:30 p.m. – 9:50 p.m.

South Foundation Hall, Room 368

Instructor

Kathy E. Elliot

Office Hours

By appointment

Contact Information

Cell Phone: 248-567-9030 (call or text – be sure to provide your name)

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Course Description

This course introduces organizational behavior as it relates to managing individuals, working in a global economy, social processes, decision making, organizational processes, and evolving organizations. The course will primarily consist of student developed and taught lessons of the course topics through group exercises, lectures, class discussion and other appropriate instructional methods.

Required Text

Kinicki, A. & Fugate, M. (2011) *Organizational Behavior: Key Concepts, Skills & Best Practices 5th ed.* New York, NY: McGraw – Hill/Irwin.

Course Objectives

This course was designed to enable students to:

- Identify the significance of organizational behavior as a field of work.
- Interpret and critique a variety of managerial principles and techniques.
- Describe the general types of organizational cultures and their associated normative beliefs.
- Identify the skills and knowledge needed to become a global manager.
- Explain and discuss the skills and knowledge needed to manage diversity in the workplace.
- Interpret and critique some of the various employee-motivation theories.
- Demonstrate knowledge of various decision-making models and styles.
- Identify the skills and knowledge needed to improve employee performance through feedback and rewards.
- Explain and discuss a variety of theories related to groups and teamwork.
- Explain some of the recommended methods for managing change in an organization.

Class Policies

- Attendance is mandatory. Absence from class will affect your grade as participation is quite important. (Generally speaking – a loss of two participation points for any class missed)
- If a class is missed on an assignment due date, the assignment will still be due at the time noted in the syllabus.
- Each student is responsible for obtaining the notes and handouts for any missed class, the instructor will not keep them.
- If the University is closed due to inclement weather, please contact the instructor for further instruction on course work.

Students with Disabilities

Anyone who has a disability that may require some modification of seating, testing, or other class requirements should see me after the first class session so that reasonable accommodations may be made. Only those learners for whom I have received special documentation from the university are eligible for special arrangements.

Academic Conduct Policy

All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and thereby seeking a grade that is not actually earned. Students are advised to read the entire Oakland University Academic Policy on Academic Conduct of Undergraduate Students available in the Academic Policies and Procedures section of the Oakland University Undergraduate Online Catalog.

Student Facilitated Topics

The class will be divided into several teams during the semester (depending on our final class size). Several topics will be covered each week throughout the semester with two to three teams responsible for sections of the total lesson. Each team will be assigned different topics. **Please note: while the topics are presented by the team, the grading is conducted for each individual separately.**

Guidelines:

- 45 minute presentation/lesson (no longer)
- Groups have freedom to design their lessons in whatever instructor-led method they feel best suits the topic. (Must be school –appropriate).
- Topic information should be from the course textbook and also include outside research to further the topics or even refute them.
- Include the What, Why, and How of the topics
- Actively involve/engage the class
- Questions for class related to the assigned topic
- Presentation materials must be submitted to the instructor at least one day prior to the presentation day (at least four days if you want copies made).

Assignments

There will be four course-related assignments worth 10 points each. Specific details will be provided for each assignment. The assignments will typically involve obtaining current information/articles on the course topics and potentially discussing them in class.

Student Posts for Each Topic

Weekly posts focused on your takeaway from the previous week's topics. This can involve any specific comments of what you found interesting, personal experiences, unanswered questions, answers or feedback for unanswered questions, and any other comments related to the topics.

Posts must include a minimum of 4 sentences for full points, and are due no later than 11:55 PM the Saturday following class.

Grading Total: 400 Points (400 points = 4.0)

Students will be evaluated on their ability to thoroughly present course topics to the class in an appropriate manner that is actively engaging. Grades will also be based on class participation, the completion and submission of four related assignments, weekly posts with respect to the weekly topics, one mid-term exam and one final exam. Additional points may be deducted due to lack of participation/classes missed. If an assignment is submitted after the due date, two points are deducted for each day late.

- Student Facilitated Topics (4) 160 points
- Posts 60 points
- Assignments (4) 40 points
- Mid Term Exam 60 points
- Final Exam 60 points
- Class Participation 20 points

HRD 401 – 2017 Course Schedule

Date	Pre-Class Reading Assignment	In-Class Work/Assignments	What is Due
Jan 9	Get the Course Textbook	Introductions, Review Syllabus, Course Discussion	
Jan 16	Chapter 1	Chapter 1 Discussion – Instructor Led People Centered Managers and Workplaces Assignment #1	
Jan 23	Chapter 2	Chapters 2 Discussion – Instructor Led Organizational Culture Assignment #2	Assignment #1 Posts

Jan 30	Chapters 3 & 4	Chapters 3 & 4 Discussion Societal Culture & Social Perception	Assignment #2 Posts
Feb 6	Chapters 5 & 6	Chapter 5 & 6 Discussion Individual Differences Employee Motivation	Posts
Feb 13		Mid Term Exam	Posts
Feb 20		MID WINTER BREAK	
Feb 27	Chapters 6 & 7	Chapters 6 & 7 Discussion Employee Motivation (Cont.) Assignment #3	Posts
Mar 6	Chapters 8 & 9	Chapters 8 & 9 Discussion Improving Performance with Feedback and Rewards Effective Groups and Teamwork	Assignment #3 Posts
Mar 13	Chapters 9 & 10	Chapters 9 & 10 Discussion Effective Groups and Teamwork Decision Making	Posts
Mar 20	Chapters 10 & 11	Chapters 10 & 11 Discussion Decision Making & Managing Conflict	Posts
Mar 27	Chapters 12 & 13	Chapters 12 & 13 Discussion Communication in the Digital Age Influence, Power, and Politics: An Organizational Survival Kit Assignment #4	Posts
Apr 3	Chapter 15	Chapter 15 Discussion Designing Effective Organizations	Posts
Apr 10	Chapter 16	Chapter 16 Discussion Managing Change & Organizational Learning	Assignment #4 Posts

Apr 17		Final Exam Prep	Posts
Apr 24		Final Exam	Final Exam

*While every effort will be made to maintain the schedule outlined, class schedule, assignments, etc. are subject to change throughout the semester.

Welcome!

It is a privilege for me to teach this course and I am very glad that you are here to participate in this educational experience. It is my intention to remain as informal as possible, while upholding the principles of good education.

Any genuine teaching will result, if successful, in someone knowing how to bring about a better condition of things than existed earlier.

- John Dewey