**MISSISSIPPI VALLEY STATE UNIVERSITY**

**Department of Business Administration**

**BA 612: Management and Organizational Design Theory (3 credit hours)**

**Fall 2023**

**Time and Place:** Online

 **Instructor:** Dr. Jimmie S. Warren, Sr.

 **Office:** Room 207, Business Education Building

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**Office Hours**: **Tuesday, Wednesday, & Thursday: 2pm to 3pm.**

**COURSE MATERIALS:**

**Organization Theory & Design, 13th Edition. Richard L. Daft, OH: South-Western, Cengage Learning. e-Book: ISBN-9780357702390 (Interactive E-book. Comes with E-text). See the following section to purchase access to the electronic text:**

**Here is a link to the link to purchase the ebook:**[**https://www.cengage.com/c/organization-theory-design-13e-daft/9780357445143/**](https://www.cengage.com/c/organization-theory-design-13e-daft/9780357445143/)

**The link provides students with multiple purchasing options.  The Cengage eTextbook option gives them access to ALL of our eBooks for just $69.99.  After purchasing the Cengage Unlimited eTextbook subscription, they would then add the text(s) to their Cengage Bookshelf.  In addition, an electronic copy of the APA 7th Edition manual is available to be added to the student’s Cengage Bookshelf. The subscription also gives them the option to rent a hard copy of the text for just the cost of shipping, $9.99.**

**These instructions walk students through how to search and add the texts to their bookshelf:**[**https://startstrong.cengage.com/etextbooks-resources-ia-no/**](https://startstrong.cengage.com/etextbooks-resources-ia-no/)

**They search can via author, title, or ISBN.**

Publication Manual of the American Psychological Association 7th edition, ISBN 978-1-4338-3216-1.

**NOTE: There are no MindTap assignments for this class!!!!! Any and all MindTap materials and resources are available as additional research and study materials for you, for this course.**

1. Electronic access to or purchase of the course text is available at the MVSU bookstore or via the publisher of the course text.
2. Handouts provided by instructor via Canvas course tabs and via Canvas email.
3. Additional readings may be assigned from academic journals and business journals such as the Wall Street Journal, the Economist, Business, Fortune, Barron’s, MVSU library databases, ProQuest, and EBSCOHOST, etc.
4. **Knowledge of APA Edition formatting for writing assignments. You can find this information online (Internet). You will be required to know and use this writing format. In addition, additional Formatting & Writing Styles Guide documents and other helpful documents have been provided for you on Canvas in the Syllabus tab for this course.**

**COURSE PREREQUISITES**: Being that this course is a graduate elective, the student must have graduate status and knowledge of APA 7th Edition writing standards (knowledge of this is necessary)!

**DESCRIPTION OF THE COURSE**

The BA 612 course is designed to provide the graduate student with a specific and unique understanding of the knowledge, skills, competencies, and abilities that are needed to analyze and select organizational design (OD) paradigms to design organizations that are able to efficiently and effectively compete in a 21st century business environment and that are able to adapt to the constant pressures of change within the competitive business environment. Students will be able to apply the various concepts of OD theory in developing the functional components of organizations through the study of OD history, the various theories, and techniques. Finally, students will be able to integrate the roles of people, leadership, organizational ethics, design flow (internal and external customer service) and organizational culture and power in the overall design of an organization. In addition, this course is a ***heavy writing and communications emphasis course.***

**COURSE OBJECTIVES AND EXPECTED STUDENT LEARNING OUTCOMES**

Upon completing the course, the graduate student will be able to:

1. Demonstrate efficient and effective proficiency in the application of strategic and critical thinking, strategic leadership, and strategic analysis methods to produce a synergistic integration of applicable knowledge from organizational functional areas to create a sustainable competitive advantage.
2. Demonstrate strategic, efficient, and effective proficiency in the use of information technology (IT) tools (computers, laptops, various business analytical, marketing, and statistics software, databases, and social media venues) that are commonly used and that are continuously evolving in 21st century competitive and dynamic global business environments.
3. Demonstrate efficient and effective proficiency at communicating and articulating organizational visions, missions, and strategic goals via various writing styles and online graphical data and information presentations.

**READING ASSIGNMENTS**

The reading assignments for each week (first seven weeks of the course) are shown in the accompanying schedule of topics, assignments, and activities (See the Tentative Course Outline). Not surprisingly, those who take the readings seriously understand the course materials better and have less difficulty with the other elements of the course. Completing reading assignments, online classroom discussion questions, and completing all written assignments are the responsibility of each student as part of their contractual obligation in the learning experience of this course. The student is, also encouraged to read academic business literature and business news briefings of the day in preparation for class discussions. MBA graduate students are expected to research additional materials and real world examples of the strategic management concepts to experience “experiential” learning. Do not rely, solely, on the class textbook! The online classroom discussions are designed to supplement and to elaborate upon the online classroom assigned readings and textbook content and additional external researched materials for an “outside of the text book” experience (experiential).

**CANVAS PARTICIPATION AND ATTENDANCE**

This course will be structured as an “asynchronous” online learning environment or virtual (without synchronous video) classroom. **ALL COMMUNICTIONS (EMAIL, DISCUSSION Questions (DQ) AND ADDITIONAL POSTS, AND ASSIGNMENT SUBMISSIONS (papers) FOR BA 612-E01 WILL BE STRICTLY WITHIN CANVAS!!** The success of the course is mainly dependent upon each student being prepared and actively contributing to the Canvas online discussion. This is what I call the digital or online “CAMPFIRE” experience! I want the students to talk to each other. In my years of participating in the online learning environment, I have learned and greatly benefited from deep, meaningful, and informative discussions and debates amongst students. Most of the students, if not all, were already working adults who were currently participating and competing in the workforce either working with an organization or operating their own enterprise or venture. Your colleagues and you bring a tacit as well as explicit knowledge about the work environment: how business and government policies affect the competitive business landscape. In other words, I want to know what the student thinks about the material that we will cover and how it all relates to their professional and personal lives!

You have knowledge and experiences that could contribute greatly to the online discussions. In addition, because class participation is an important part of the online classroom instruction methodology, I give generous points for online classroom participation! Therefore, it is imperative that each student is fully prepared, willing and able to offer analytical insights, constructive debate and critiques, and encouraging support to their colleagues concerning subject matter content. This is a performance-based course in which the student is evaluated on his/her ability to sufficiently demonstrate the skills, ability, knowledge, and competence expected and required of someone pursuing a Master of Business Administration degree.

I also grade subjectively, that is, I look at how the student is progressing through the course. The student might start the course on a “low note” but end the course on a “high note”. This indicates to me that the student showed that they were able to grasp the content knowledge for the course well enough to professionally and competently communicate this in written format and in a graphical display of information: a Power Point. In addition, your character is displayed in how you respond to your classmates and to the discussion questions as well as the effort you put forth in this class. Each student should strive to contribute actively and significantly to the discussion of each week's scheduled topics (for the first seven weeks). You will see this space for this subjective assessment, in addition to the objective assessment, on the Excel sheet that I will provide with accumulated points for assignments and online virtual classroom participation points. ***In addition, I will be providing detailed comments on your written individual and team assignment papers and I will be providing detailed comments on your level of virtual classroom participation within the discussion forums.***

I will have two columns on the Excel sheet at the end of the course that state: **Grade Earned and Grade Given**, respectively! The grade earned will be the objective assessment (cumulative points from discussion questions and individual and team assignments); the grade given will be the subjective assessment constituting a holistic approach or assessment (refer to the previous sentences for clarity). Every student, therefore, should make a conscientious effort to attend every online class discussion and to be sufficiently prepared to make meaningful contributions. **There will be no personal attacks during the discussion forums!** **If you disagree, just simply state that you disagree and that you would like to offer a different opinion on the matter**. Be sure to back up your opinion with references (facts). In addition, it is not your responsibility to “openly correct your colleagues on their writing ability or inaccurate formatting within the open forum” or at any time! ***In the case of personal attacks, the student committing this action will have corrective actions taken against them by the instructor*.**

**Setup for the Canvas Online Course!**

The course materials will be dispersed/divided on a weekly basis, with a week being seven days: Monday to Sunday. There will be a Canvas module for each of the seven weeks. **To access the weekly modules, simply click on the “Modules” tab in Canvas**. Each Canvas module will represent one week and will contain all of the readings and additional assignments for that particular week. Again, within each module, there will be two discussion questions (DQs) and specified individual assignments (if any) for the first seven weeks of the semester. You will be required to respond to each discussion question for each week for the first seven weeks. **You will be required to make your OWN individual posts to the DQ questions and not as a team!! Do not simply copy and paste your DQ responses.** In addition to responding to each DQ for each week for the first seven weeks, you are required to make two additional posts to any classmate on three (different days) of the seven days for each week (for the first seven weeks). The two additional posts could be in response to a classmate’s DQ response or to a classmate’s response to another classmate’s response(s). In addition, I (the instructor) will occasionally post questions or I will respond to student posts! Each response to the DQs and your additional two responses to any of your classmates on three (different days) of the seven days (of the first seven weeks) should be 50 to 100 words (you do not have to post twice to every classmate, just to one or to several if you desire). This will be considered substantive.

Please do not post statements such as **“I agree…” or “I like your answer…” or “Your answer is similar to mine…”. Do not simply repeat your colleagues’ posts, stating that you agree with it; if you do, tell “Why” you agree with the restated post! YOU KNOW WHAT I MEAN**! In addition, do not begin your DQ posts or additional posts with “**According to the textbook…**” and other such “sophomoric” statements! Your DQ posts and additional posts should not sound as though you are still in an undergraduate program; you are not, but you are at the end of a professional graduate business program! This is a graduate level capstone professional business course and I want graduate level conversations and graduate level writing! You will not receive credit for these kinds of responses! In addition, always use in-text citations to back up your opinions with the accompanying reference(s). This is to stimulate virtual classroom discourse and this will be your attendance record: **THIS WILL BE CHECKED**!! This will promote, hopefully, meaningful online discussions. **Discussion questions and additional online discussions will continue for the first seven weeks of the course.**

**Online participation points will be nine points per week: one point per DQ post (substantive post) and one point for each additional two posts on three (different days) of the seven days for each week (for the first seven weeks of the course)**. On the seventh day of each week (Sunday) (of the first seven weeks), each student will post an “Implications and Conclusions” (IC) post. Each week (of the first seven weeks), learners create a brief statement of how the week’s learning and interactions have affected their thought process and their understanding of the course material. Do not simply repeat the concepts for the week, but state how your understanding of the concepts has been enhanced and your thoughts on the implications for real world application, professionally and personally!

The student will receive one point for IC postings. **Do not post your Implications and Conclusions before the week is out. Post on the last day of the week (Sunday)!** Again, this statement will include suggested real-world manifestations of the week’s material and a plan for implementing the material in personal and/or professional settings. This statement can also include questions for the course facilitator regarding material that may still be unclear. This statement will be formatted with the heading, *Implications* and *Conclusions* (IC); and the statement will be posted in the body of the text box (**not as an attachment**) to the Main Class Room discussion forum under the thread provided by the instructor. Word length requirement for the (IC) is at least 50-100 words, per post. Again, the (IC) post will afford each student an additional point for online participation.

A total of nine points per week will be realized: (one point per DQ post: **2-points**), one point for each additional two posts on three different days of each of the first seven weeks: **6-points**), and one point for the IC post: **1-point**).

**Supplemental Assignments**

There will be four individual supplemental written assignments and instructions can be found in the Fall 2023 BA 612-E01 Supplemental Syllabus. All individual supplemental written assignments will be submitted to TurnitIn to check for plagiarism.

**Team Final Project (Product/Service Development)**

You will be placed into teams later in the course (about week 7) and the teams will be designated: Team A, Team B, Team C, Team D…. Each team will have their own tab on Canvas for communications on team projects. The team project will consist of seven written sections accompanied by a Power Point presentation for each section. Each section will be completed one section per week and this final team project will begin after midterms and will continue for the remainder of the semester. Each of the written sections per week will also be submitted to TurnitIn for plagiarism checks and each team will post their final version of each written section of the team project to TurnitIn of the week each respective section is due. **One person from each team will be responsible for posting the final team assignments to the designated “TurnitIn” portal at the end of each week the team assignments are due**. Therefore, if there are four teams, for example, then there should be only four final posts; one final post from each team to the designated final submission TurnitIn portals, and so on. However, each team will have a designated TurnitIn portal to post copies of the sections of their team paper on which they are working and to check for plagiarism on these sections before making the final post of their team assignments to a final team TurnitIn portal! This will be explained in more detail later in the semester.

The final team project will be completed in six stages or in six sections (one section per week) and will start after midterms. Each section will be worth 50 points for a total of 300 points for the project. A rubric will be provided.

**You will, also, provide a Power Point with each final team project section, but you will not post the Power Point to TurnitIn. Power Points will be submitted to the respective Team Assignment’s Tab on Canvas. I will provide to you the login criteria to submit to TurnitIn. You should look to achieve no more than a 5% similarity on your individual and on your team paper assignments via Turn-It-In.** Again, all individual and team written assignments will use the plagiarism checker, TurnitIn, via the MVSU Library.

Also, for your group written assignments (papers, Power Points), and for your individual written assignments, you will be required to use APA formatted in-text citations and references: only peer reviewed references that you will be able to retrieve from the MVSU library or other credible professional and academic sources. **If you use a web site as a source, you should be able to find the information to format it into a proper citation and reference. Do not simply list the web link, only!** For articles found on the Internet, if there is a journal name, make sure to use it as I will point this out on your papers if this is omitted in your reference section. You will be provided with APA resource material that will be located in the syllabus tab in Canvas. **You can also find additional information concerning proper APA formatting on the Internet. Remember, this is a graduate program and you are expected to know how to research what you do not know! This is called being information literate! The formatting for the written assignments, citations, and references should be in APA 7th Edition format. If you have questions or need access to resources, the MVSU library staff is available to assist you.**

**ACADEMIC HONESTY (CHEATING AND PLAGIARISM POLICY)**

The Department of Business Administration adheres to the University’s policy on academic honesty as contained in of the University graduate catalog. The University graduate catalog contains some examples of unacceptable conduct including plagiarism, cheating on examinations, unauthorized collaboration, etc.

**REQUIRED TECHNOLOGY FOR THE COURSE**

1. Word Processor and Spreadsheet (MS Office Suite)—make sure that you know how to use the software programs.

2. Knowledge of the use of Canvas and Internet web browsers.

3. Knowledge of database access for research articles from peer reviewed journals. Become familiar with your MVSU Library database of peer-reviewed journals. The MVSU Library staff is available if you are in need of help.

4. **Checking and reading your emails on a regular basis; every other day!** I also send out emails containing job and internship announcements. Therefore, you should be watching and checking your emails.

5. TurnitIn Plagiarism checker will be used. Access will be provided by the instructor.

6. **Knowledge of and use of the free downloadable version of Grammarly.**

**WHICH INTERNET BROWSER SHOULD I USE FOR CANVAS?**

*Canvas Instructure products support the current and previous major releases of the following browsers:*

* ***Chrome****102 and 103*
* ***Firefox****101 and 102 (*[*Extended Releases*](https://www.mozilla.org/en-US/firefox/organizations/all/)*are not supported\*)*
* ***Edge****102 and 103*
* ***Respondus Lockdown Browser****(supporting the latest*[*system requirements*](https://www.respondus.com/products/lockdown-browser/requirements.shtml)*)*
* ***Safari****14 and 15 (Macintosh only)

You can verify that the browser you are currently using is up to date by using the browser checker tool in the link below.*[*https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66*](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66)

*Important note: If you need help downloading one of these browsers, The Online and Distance Education Staff will be happy to help you. Submit a helpdesk ticket by emailing**DistanceEd@mvsu.edu**. Please use your MVSU email address to submit your helpdesk ticket.  You can also receive assistance by calling 662-254-3913 or 662-254-3624.*

**POTENTIAL SOURCES FOR ORGANIZATIONAL DATA:**

* Articles from peer reviewed journal databases (MVSU Library)
* The company websites
* The Wall Street Journal’s Annual Reports Service (800-654-2582)
* <http://finance.yahoo.com> for company profile, key statistics, analyst opinion, etc.
* Additionally, search online to find the most recent articles concerning these companies
* **Other web resources: Auditing firms that include Deloitte, KPMG, Ernst & Young, and PricewaterhouseCooper**

**THE USE OF GRAMMARLY AS AN AID/TOOL FOR WRITING PAPERS**

Because the MBA capstone course is a ***very heavy writing emphasis course***, all MBA students are instructed to and are required to use the very popular and very helpful writing assistance tool Grammarly, for your individual and team papers. You can use Grammarly for all of your various forms of communications, including your DQ responses! I will be looking for and expecting a high level of professional business graduate communications, especially for fundamental tenants of grammar, sentence structure, and not using colloquial and conversational language! These should be “elementary” at this level!

* You have access to additional tools on the Internet that you can use to aid you with your ability to professionally communicate your thoughts and ideas. There is no excuse for any professional graduate business student to not be able to achieve the level of professional communication of their thoughts and ideas for their graduate business program. Remember, you are being taught “CEO” level skills to lead individuals throughout an organization! You will be tasked with communicating organizational visions, mission statements, and organizational strategic goals and plans! If you cannot communicate these effectively and efficiently, you will not be able to create the kind of organizational culture that is needed to obtain a sustainable competitive advantage for your organization nor the people who work with the organization! Selah!

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**TENTATIVE COURSE OUTLINE**

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| **Week** | **Chapter(s)**  | **Topics** |
| **Week 1****Aug. 21-Aug. 27** | **Chapter 1****Chapter 2** | **Organizations and Organization Design** **Strategy, Organization Design, and Effectiveness** **In addition to the Week 1 chapter reading**: 1. Class Introductions: Post to the Blackboard tab for Week 1 DQs, a short bio of yourself. Post this to the appropriate tab for discussion questions for Week 1. Do not post an attachment, place directly into the text box.
2. Respond to the Week 1 DQ questions according to the instructions given in the syllabus. Do not post an attachment, place directly into the text box.
3. Post your IC for Week 1. (Do not post this before the end of the week). Do not post an attachment, place directly into the text box.

**(In addition to the chapter reading, study the APA 7th Edition format via the Web links provided below and other materials that you will be provided on Canvas in documents in the Syllabus tab). You will use this writing format for all of your written assignments (individual and team). In addition, there are other resources on the Internet that you can access for APA 7th Edition in addition to formal and professional writing for graduate MBA programs.**1. [**http://www.apastyle.org/**](http://www.apastyle.org/)
2. [**https://owl.english.purdue.edu/owl/resource/560/01/**](https://owl.english.purdue.edu/owl/resource/560/01/)
 |
| **Week 2****Aug. 28-Sept. 3**  | **Chapter 3** **Chapter 4** | **Fundamentals of Organization Structure****(Organizational Purpose and Structural Design)****The External Environment****(Open System Design Elements)****In addition to the Week 2 chapter readings:**1. Respond to the Week 2 DQ questions according to the instructions given in the syllabus. Do not post an attachment, place directly into the text box.
2. Post your IC for Week 2. (Do not post this before the end of the week). Do not post an attachment, place directly into the text box.

**For your first individual assignment: See supplemental sheet for Assignment # 1. Due September 3, 2023 by 11:59pm. Post to “Assignments # 1” tab on Canvas after posting to TurnitIn.** |
| **Week 3****Sept. 4-Sept. 10**  | **Chapter 5****Chapter 6** | **Inter-organizational Relationships****Designing Organizations for the International Environment****In addition to the Week 3 chapter readings:**1. Respond to the Week 3 DQ questions according to the instructions given in the syllabus. Do not post an attachment, place directly into the text box.
2. Post your IC for Week 3. (Do not post this before the end of the week). Do not post an attachment, place directly into the text box.

**For your second individual assignment: See supplemental sheet for assignment # 2. Due September 10, 2023 by 11:59pm. Post to “Assignments # 2” tab on Canvas after posting to TurnitIn.**  |
| **Week 4****Sept. 11-Sept. 17** |  **Chapter 7****Chapter 8** | **Designs for Societal Impact: Dual-Purpose Organizations, Corporate Sustainability, and Ethics****Designs for Manufacturing and Service Technologies****In addition to the Week 4 chapter readings:**1. Respond to the Week 4 DQ questions according to the instructions given in the syllabus. Do not post an attachment, place directly into the text box.

Post your IC for Week 4. (Do not post this before the end of the week). Do not post an attachment, place directly into the text box. |
| **Week 5****Sept. 18-Sept.24** | **Chapter 9****Chapter 10** | **Designs for Digital Organizations and Big Data Analytics****Organization Size, Life Cycle, and Decline****In addition to the Week 5 chapter readings:**1. Respond to the Week 5 DQ questions according to the instructions given in the syllabus. Do not post an attachment, place directly into the text box.
2. Post your IC for Week 5. (Do not post this before the end of the week). Do not post an attachment, place directly into the text box.

**For your third individual assignment: See supplemental sheet for assignment #3. Due September 24, 2023 by 11:59pm. Post to “Assignment # 3” tab on Canvas after posting to TurnitIn.**  |
| **Week 6****Sept. 25-Oct. 1** | **Chapter 11****Chapter 12** | **Organizational Culture and Control****Innovation and Change****In addition to the Week 6 chapter readings:**1. Respond to the Week 6 DQ questions according to the instructions given in the syllabus. Do not post an attachment, place directly into the text box.
2. Post your IC for Week 6. (Do not post this before the end of the week). Do not post an attachment, place directly into the text box.

**For your fourth individual assignment: See supplemental sheet for assignment # 4. Due October 1, 2023 by 11:59pm. Post to “Assignment # 4” tab on Canvas after posting to TurnitIn.**  |
| **Week 7** **Oct. 2-Oct. 8****Midterm** | **Chapter 13****Chapter 14** | **Decision-Making Process****Conflict, Power, and Politics****In addition to the Week 7 chapter readings:**1. Respond to the Week 7 DQ questions according to the instructions given in the syllabus. Do not post an attachment, place directly into the text box.
2. Post your IC for Week 7. (Do not post this before the end of the week). Do not post an attachment, place directly into the text box.

**Mid Term grades will consist of online participation points and the four supplemental assignments.**  |
| **Week 8****Oct. 9-Oct. 15** | First Team Final Project  | You will be working on your team’s first collaborative case study. Submit written sections to the respective TurnitIn portal or tab. Submit to TurnitIn by **October 15, 2023 by 11:59pm**. |
| **Week 9****Oct. 16-Oct. 22** | Second Team Final Project  | You will be working on your team’s first collaborative case study. Submit written section to the respective TurnitIn portal or tab. Submit to TurnitIn by **October 22, 2023 by 11:59pm**. |
| **Week 10****Oct. 23-Oct. 29** | Third Team Final Project  | You will be working on your team’s first collaborative case study. Submit written section to the respective TurnitIn portal or tab. Submit to TurnitIn by **October 29, 2023 by 11:59pm**. |
| **Week 11****Oct. 30-Nov. 5** |  Fourth Team Final Project  | You will be working on your team’s first collaborative case study. Submit written section to the respective TurnitIn portal or tab. Submit to TurnitIn by **November 5, 2023 by 11:59pm**. |
| **Week 12****Nov. 6-Nov. 12** |  Fifth Team Final Project  | You will be working on your team’s first collaborative case study. Submit written section to the respective TurnitIn portal or tab. Submit to TurnitIn by **November 12, 2023 by 11:59pm**. |
| **Week 13****Nov. 13-Nov. 19** | Sixth Team Final Project  | You will be working on your team’s first collaborative case study. Submit written section to the respective TurnitIn portal or tab. Submit to TurnitIn by **November 19, 2023 by 11:59pm**. |
| **Week 14****Nov. 20-Nov. 26** | Break!!!!! | Fall Break and Thanksgiving Holiday!!!! |
|  **Week 15****Nov. 27-Dec. 3** |  |  |
| **Week 16****Dec. 4-Dec. 10** | **Grading and Finalizing Assignments** | Grading all remaining assignments and finalizing grades for the semester. Will Post Final Grades to the class by December 4, 2023. Will post final grades to Banner by December 8, 2023.  |
| **Week 17****Dec. 11-Dec. 17** | **MBA Coordinator Stuff!!** | MBA Coordinator Stuff!!!2023 Commencement!!!! |
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**COURSE EVALUATION AND GRADING**

 Individual Papers (4x 50pts) 200

 Group Paper/Power Point (6x50) 300

 Virtual Class Participation (Campfire) Points 64

 **Total Points** 564

**Grading standard will be (total of 264 points)**:

Mid-Term Scale: **A: 238-264 B: 211-237 C: 185-210 D: 158-184 F: <158**

**Grading standard will be (total of 464 points)**:

Final Grading Scale: **A: 508-564 B: 451-507 C:395-450 D: 338-394 F: <338**

**Concerning Make-Up Work**

Make-up work will not be allowed or given after the semester has ended. If any make-up work is allowed or given, all make-up work must be completed within the time frame of or during the semester and not after.

**GRADE APPELS**

Any student who believes s/he has been graded unfairly during a semester should work actively and positively with the instructor to resolve the matter informally. If the student believes that the grading issue has not been satisfactorily resolved should appeal the grade by following University procedures as outlined in the Student Handbook. When submitting a written complaint regarding grading practices, it is imperative that the student keep copies of supporting documentation (*course syllabus, graded assignments, a portfolio of other graded work from the course, including homework, projects, tests, and other assignments, if available*).

**STUDENT OBLIGATIONS - GENERAL**

1. **Read assignments before class.**
2. Maintain knowledge of current management issues as reported in academic databases (peer-reviewed journals) such as ProQuest, EBSCOhost, and business publications such as the Wall Street Journal, Forbes, Barons, Bloomberg.

 3. Please complete project assignments on time.

1. You are responsible for knowledge of any administrative announcements that are made at any time regardless of whether you are in class attendance. If you are absent, ask a classmate to keep you informed.
2. If all else fails, shoot me (professor) an email!
3. **You are responsible for informing the professor of changes to your email address and phone contacts!**

**ADA STATEMENT**

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If a student has a disability that qualifies under the Americans with Disability Act (ADA) and requires accommodations, he/she should contact the Services for Students with Disability Office to obtain this service. Disabilities covered by the ADA may include learning, physical, psychiatric, vision, hearing, or chronic health disorders. Students who are uncertain if their condition/disability is qualified should contact the SSD Office.

Mrs. Kathy Brownlow/ADA Coordinator
Social Science Building Office 105
Phone/e-mail: 662-254-3443, kbrownlow@mvsu.edu.

**Contact Hours for this Online Course**

**For this Fall 2023 semester, this is a 3-credit course with non-standard or asynchronous meeting times (the faculty-student interaction is virtual and is not a standard 3-day or 2-day meeting pattern).**

The MBA elective (BA 612) course is a 3-credit online course taught over a 16 semester week period that requires that students spend at least six (6) to seven (7) hours participating and completing course-related work or activities each week of the 16 week semester. This includes answering online discussion questions, responding to students/classmates with additional posts (to simulate an online or virtual environment, a face-to-face lecture/discussion environment), time spent completing assigned readings, preparing individual and team written assignments and Power Points, in addition to other online or virtual course-related tasks.

 **STATEMENT**

The course syllabus provides a general plan for the course and is not set “in stone” or is not binding. **Deviations may be necessary at the instructor’s discretion**.