**MISSISSIPPI VALLEY STATE UNIVERSITY**

**Department of Business – Masters of Business Administration Program**

**BA 612-E01 Management and Organizational Design Theory**

**Fall 2022**

**Dr. M.L. Shepherd**

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Email: mlshepherd@mvsu.edu

Office Hours: Tues & Thurs 9:30 am – 1:00 pm;

Virtual Office Hours via **mvsu.mywconline.com**: Wed: 11:00 am – 2:00 pm

Day, Time and Location of Class Meeting: Online

**Required Course Resources**

*Organization Theory & Design*, 13th Edition, Richard Daft ISBN**: 978-0-357-44514-3**.

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

Students must submit all assignments through Canvas. Canvas is connected to *Turnitin* through an external link. Submitted assignments will be checked for grammar and plagiarism. Similarity percentages should state no more than 10% similarity. *Turnitin* provides students the opportunity to further develop their writing skills. If you have any problems, please call or email me. Only assignments submitted through Canvaswill be accepted for grading.

# Catalog Course Description: (3 hrs.)

The primary objective of this course is to provide the students with an opportunity to learn how external, environmental, and internal organizational factors impact the structure and design of the organization.

**Student Learning Outcomes**

Upon completion of the course:

* Students will be able to explain principles of organization structure and design; environment, strategy, technology, organizational culture, change, organizational and inter-organizational relationships, decision making hierarchies, bureaucracy, power, and politics.
* Students will be able to explain various organization theories which enable managers to understand, predict, and influence organizational design/structure and development.
* Students will be able to identify the complex issues faced by managers in the area of ethics and social responsibility in organizational development; link organizational design to global business strategies and practices; and, understand how to manage training and development of subordinates.

**Course Requirements**

Graduate Student.

**Course Support**

I will be the primary person you communicate with during this course. It is important to let me know if you are having trouble, or if you have any questions about your course. Please contact me when you have questions regarding course content, assignments, quizzes, tests, projects or your grade.

**Student Support Services (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 are not supported\*)
* **Edge** 102 and 103
* **Respondus Lockdown Browser** (supporting the latest system requirements)
* **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

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.

**Grading**

Each student must own a textbook. Students are required to read and study the chapter assigned and be prepared to ask questions. You are encouraged to study chapter definitions, review questions, and PowerPoint slides.

The final grade in the course will be determined by both individual and group work. Grades will be comprised of the three components listed below:

1. **Application Cases**: Students will thoroughly analyze each assigned case and provide answers to questions at end (where applicable) of four cases over the semester. Analysis and answers will be submitted as a typed document formatted according to APA version 7 guidelines on the due dates listed in the class schedule. Please refer to attached supplement for info on analyzing case assignments. Each case analysis is worth 100 points. Total points for all case analyses is 400 points. Case analysis must be thorough and define your understanding of the case and concepts relative to each. Please refer to the attached document for additional insight into case analysis. Cases will be submitted to me through Canvasonly. (Total time 4 x 120 = 480)

2. **Class Discussions**: Each student is expected to participate in class discussions in the discussion forum each week. Each week’s discussion will focus both on the weekly reading assignments and cases studies. The class schedule identifies the dates, topics, and chapters covered. The class discussions are worth a total of 208 points (16 total points each week). All discussion questions must be answered in the week that they are posted. Points will not be awarded for late responses posted after the Sunday’s ending date. All discussion posts must be substantial and comprised of 100 – 150 words. No points will be given for responses such as “I agree”, “You are right”, etc. unless they specifically state what is agreed upon and add to the relevance and depth of the discussion. Students are expected to post a total of eight responses to the discussion forum weekly. Three are answers to the initial discussion questions posted by me and the other are responses to your classmates. (Total time 13 x 180 = 2340 minutes)

3**. Weekly Reflections:** Each student will submit a weekly reflection consisting of 100 words or more by Sunday of each week stating what he/she learned from the week’s readings, discussions, etc., as well as how what has been learned may be implemented into their life (career) going forward. There or no right or wrong reflections. You will use this exercise to focus on things you learn in class that will help you in your professional journey, so that you have a document that you can use as a guide for your personal and professional development. The weekly reflections are worth a total of 130 points (10 points each week). Reflections must be posted weekly. (Total Time: 13 x 20 minutes = 260 minutes)

4. **Final Assignment**: Each student will complete a final assignment. Details will be given in a separate document. The assignment is worth 100 points. The class schedule states when the assignment is due. Students must submit their written reports to me through Canvasonly. (540 minutes)

NOTE: There is NO extra credit (assignment), and student will not be given an incomplete for this course!

**Grading Scale**

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| --- | --- | --- | --- | --- |
| A = 90-100 | B = 80-89 | C = 70-79 | D = 60-69 | F = 0-59 |

**Grade Appeals**

Any student who believes s/he has been graded unfairly during a semester should work actively and positively with me to resolve the matter informally. If the student believes that the grading issue has not been satisfactorily resolved, s/he 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*).

**Make-up Policy**

No make-up assignments will be given. Late assignments may only be submitted upon expressed consent by me. All discussions and assignments must be completed and submitted by the due dates listed on the syllabus and in Canvas.

**Attendance and Participation Policy:**

**Report of Non-Attendance for the semester will be recorded on Friday, September 16, 2022**. Students must record attendance by posting their biography in the Discussion Forum during the first week of class. You are expected to participate in all class discussions and assignments.

**Submission of Work**

Scheduled assignments must be completed and successfully submitted by due dates and time. Late submission of assignment will not be accepted, no exceptions will be made. All assignments must be submitted to the instructor.

**Special Needs and Accommodations**

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.

**Academic Integrity**

All acts of academic dishonesty, including, but not limited to, cheating on exams, plagiarism, internet papers, paraphrasing internet papers, presenting someone else’s work as your own, failing to meet academic and professional requirements, will result in an automatic “F”. The University’s academic honesty and plagiarism are enforced in this course.

**NOTE:** I will be happy to assist you with any course-related issues during my office hours. However, if you are not available during office hours, appointments can be arranged to accommodate you.

**Course Schedule**

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| --- | --- | --- |
| **Date** | **Chapter Readings/Topics** | **Graded Activities and Assignments** |
| **Aug 22-28** |  |  |
| Introductions and Syllabus review

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| --- | --- |
| **Chapter 1:**  |  Organizations and Organization Design |

 | * Biography due Wednesday, Aug 24
* Week 1 Weekly Reflection due 8/28
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| **Aug 29--Sep 4** |

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| **Chapter 2:** | Strategy, Organization Design, and Effectiveness |

 | * Syllabus Quiz due Wednesday, Aug 31
* Week 2 Weekly Reflection due 9/4
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| **Sep 5--11** |

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| **Chapter 3:** |  Fundamentals of Organization Structure |

 | * Chapter 2: Case For Analysis: *Miller Machine Parts & Services*, approx. pg. 86-87 due **9/11/22**. Thoroughly analyze case according to the supplement reference sheet and complete questions at the end of the case study.  Submit an APA version 7 formatted report through Canvas assignment link.
* Week 3 Weekly Reflection due 9/11
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| **Sept 12-- Sep 18** |

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| **Chapter 4:** | The External Environment |

 | * **Sep 12**– Last day to drop/add classes
* **Sep 13** - Financial Clearance
* **Sept 16** – Report of Non-attendance
* Week 4 Weekly Reflection due 9/18
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| **Sep 19--Sep 25** |

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| **Chapter 5:** | Interorganizational Relationships |

 | * Week 5 Weekly Reflection due 9/25
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| **Sep 26—Oct 2** |

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| **Chapter 6:** | Designing Organizations for the International Environment |

 | * Chapter 6: Case For Analysis: *Halogen Analytics,* approx.pg. 260-261due **10/2/22**. Thoroughly analyze case according to the supplement reference sheet and complete questions at the end of the case study.  Submit an APA version 7 formatted report through Canvas assignment link.
* Week 6 Weekly Reflection due 10/2
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| **Oct 3--9** |

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| **Chapter 7:** | Designs for Societal Impact: Dual-Purpose Organizations, Corporate /sustainability, and Ethics |

 | * Week 7 Weekly Reflection due 10/9
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| **Oct 10--16** |

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| **Chapter 8:** | Designs for Manufacturing and Service Technologies |

 | * Chapter 8: Case For Analysis: *Digitalization in the Manufacturing Sector,* approx. pg. 354-355 due **10/16/22**. Thoroughly analyze case according to the supplement reference sheet and complete questions at the end of the case study.  Submit an APA version 7 formatted report through Canvas assignment link.
* Week 8 Weekly Reflection due 10/16
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| **Oct 17--23** |

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| **Chapter 9:** | Designs for Digital Organizations and Big Data Analytics |

 | * Week 9 Weekly Reflection due 10/23
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| **Oct 24--30** |

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| **Chapter 10:** | Organization Size, Life Cycle, and Decline |

 | * Week 10 Weekly Reflection due 10/30
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| **Oct 31--Nov 6** |

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| **Chapter 11:** | Organizational Culture and Control |

 | * **Friday, Nov 4** – Last day to withdraw from a class
* Chapter 10: Case For Analysis: *Yahoo: “Get to Work!”*, approx. pg. 434-435 due **11/6/22.** Thoroughly analyze case according to the supplement reference sheet and complete questions at the end of the case study.  Submit an APA version 7 formatted report through Canvas assignment link.
* Week 11Weekly Reflection due 11/6
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| **Nov 7--13** |

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| **Chapter 12:** | Innovation and Change |

**Chapter** Decision-Making Processes**13:** | * **Friday, Nov 11** – Last day to withdraw from the University
* Week 12 Weekly Reflection due 11/13
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| **Nov 14--20** |

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| **Chapter 14:** | Conflict, Power, and Politics |

 | * Week 13 Weekly Reflection due 11/20
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| **Nov 21--25** | Fall Break/Thanksgiving Holiday  |  |
| **Nov 28—Dec 4** | Final Assignment Preparation | * Instructions to be given.
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| **Nov 30**  | Graduating Students Final Assignment Due | *
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| **Dec 9** | Final Assignment due |  |

**NOTE:** This document does not constitute a contract with the University. It contains guidelines. The instructor reserves the right to make changes as necessary in the syllabus.