



**UNIVERSITY OF
SOUTH FLORIDA**
A PREEMINENT RESEARCH UNIVERSITY

MAN 4280

Organizational Development and Change

Spring 2023

Muma College of Business

COURSE SYLLABUS

<i>Instructor:</i>	Dr. Michael Donahue	<i>E-Mail:</i>	donahuem@usf.edu
<i>Term:</i>	Spring 2023	<i>Dates:</i>	1/9/22-5/4/21
<i>Delivery Method:</i>	100% Online through CANVAS	<i>Location:</i>	Online
<i>Minimum Technical Skills & Requirements:</i>	<i>To take courses online at USF, you will need to be able to demonstrate proficiency at basic computer skills, maintain reliable internet access, and meet the computer system requirements listed here:</i> http://www.usf.edu/innovative-education/resources/student-services/technical-requirements.aspx		
<i>Virtual Office Hours:</i>	MS Teams Meeting Preferred – Email to arrange a day and time		

I. Welcome

Welcome to MAN 4280 for Spring 2023! I am excited to meet everyone and spend the Spring semester learning, evaluating, and applying the principles of organizational development and change, organizational culture, and action research to your academic journey. This course focuses on four major parts: organizational change (OD), organizational change (OC), organizational culture, and action research.

II. University Course Description

MAN 4280 is primarily a lab course where students experimentally apply behavioral science techniques in an "action-research" framework to the cycle of planned change to build a more effective organization and address immediate business challenges or concerns.

III. Course Prerequisites

MAN 3025 with a minimum grade of C-.

IV. Course Purpose

This course aims to provide a foundational understanding of OD, OC, the impact and importance of developing an influential organizational work culture, and applying the action research methodology in a lab-type format.

V. **Instructor Contact Information and Communication**

Feel free to email me through CANVAS or my USF email; I typically check each daily and respond within 24 hours.

Course Netiquette. Keep these in mind during our course interaction.

- a. Identify yourself clearly
- b. Include a salutation, subject line, and signature for all email communication
- c. Acknowledge and return messages
- d. Be concise

VI. **First Week Attendance Policy**

First-week attendance is generally through the 'Introductions' assignment. Students who do not complete this first-week activity by the due date run the risk of being dropped.

VII. **How to Succeed in this Course**

- Demonstrate respect for your classmates. You should consider this course because experimenting with new ways of acting and thinking is encouraged and respected.
- Not to engage in any unethical behaviors, such as cheating or plagiarism on tests or written assignments. Asking for a grade will be considered unethical behavior.
- Keep in mind the following three caveats to succeed in this course: (1) read and watch the assigned reading materials; (2) participate in course requirements; (3) review materials to ensure you understand the course concepts; 4) have fun!

VIII. **Course Structure**

This course has nine modules with a combination of various assignments. You will have a series of Discussion Boards, Short Essay Responses, short knowledge checks, and a four-part action research lab. The course has a book; it is a paperback, relatively short, inexpensive, and widely available online.

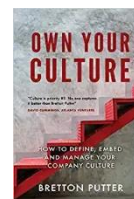
IX. **Student Learning Outcomes**

By the end of this course, you will be able to:

- Comprehend and discuss significant theories, concepts, and principles of OD and OC.
- Apply the concepts, best practices, and principles for creating organizational culture.
- Identify the four main phases of action research.
- Apply action research methodology to support OD and OC initiatives.

X. **Required Course Materials**

1) Course Book: *Own Your Culture: How to Define, Embed and Manage your Company Culture* Paperback – September 21, 2020



2) Other required material posted in the CANVAS modules.

XI. Grading Scale

Grading Scale		
A+	97-100	Exceptional work
A	93-97	Superior work
A-	90-93	
B+	87-89	Above average work
B	83-87	
B-	80-83	
C+	77-79	Average work
C	70-77	
D	60-69	Below average work
F	<60	Fail

XII. Grade Categories and Weights

Assignment	Percent of Final Grade
Short Essay (3)	25%
Discussion Boards (7-8)	25%
Knowledge Checks (3)	25%
Action Research Lab (Four Parts)	25%
Total	100%

XIII. Assignments

Each Module outlines the weekly due outs for the assigned period.

XIV. Instructor Feedback Policy & Grade Dissemination

I normally provide feedback on assignments the same week they are posted. Any quiz or online assessment is graded automatically by CANVAS, and the score appears after submission. You can access your scores at any time using "Grades" in Canvas.

XV. Course Schedule

Please review the CANVAS page that outlines our entire course.

XVI. USF Standard University Policies

Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These may be accessed at: <https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx>

XVII. Course Policies: Grades

Late Work Policy:

Up to 24 hours late – You can earn up to 75% of the total for the missed work.

25-48 hours late - You can earn up to 50% of the total for the missed work.

>48 hours late – You can earn up to 25% of the total for the missed work.

Grades of "Incomplete":

For USF Tampa graduate courses and USFSP undergraduate and graduate courses: An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students cannot complete course requirements due to illness other circumstances beyond their control. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn, factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by the student/instructor as long as it does not exceed two semesters for undergraduate courses. One semester for graduate courses from the original date grades was due for that course. An "I" grade not cleared within the two semesters for undergraduate courses and one semester for graduate courses (including summer semester) will revert to the grade noted on the contract.

XVIII. Course Policies: Student Expectations

Course Hero Policy:

The [USF Policy on Academic Integrity](#) specifies that students may not use websites that enable cheating, such as by uploading or downloading material for this purpose. This does apply specifically to CourseHero.com – any use of this website (including uploading materials) constitutes a violation of the academic integrity policy.

Turnitin.com:

In this course, turnitin.com may be utilized. Turnitin is an automated system which instructors may use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit all assignments in both hard copy and electronic format. After the assignment is processed, as instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit <http://www.turnitin.com>.

End of Semester Student Evaluations:

Example: All classes at USF use an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

Netiquette Guidelines:

1. Act professionally in the way you communicate. Treat your instructors and peers with respect the same way you would do in a face-to-face environment. Respect other people's ideas and be constructive when explaining your views about points you may disagree with.
2. Be sensitive. Be respectful and discreet when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs, or other general differences.
3. Proofread and check the spelling. Doing this before sending an email or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful. Avoid using all capital letters; it can be perceived as shouting, and it is more difficult to read.
4. Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on the focus, you allow the readers to get your idea or answers they are looking for easily.
5. Be clear with your message. Avoid using humor or sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

XIX. Course Technology & Student Support

Canvas Technical Support:

Include information where students can find technical support.

Example: If you have technical difficulties in canvas, you can access the canvas guides and video resources in the "Canvas Help" page on the homepage of your canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa or emailing help@usf.edu.

XX. Important Dates to Remember

<http://www.usf.edu/registrar/calendars/>