

**UNIVERSITY of NORTH TEXAS  
COLLEGE of BUSINESS**

**MGMT 4860 – ORGANIZATIONAL DESIGN & CHANGE  
INET Sections 001/026 – 100% online course via CANVAS  
SPRING 2019 COURSE SYLLABUS  
January 14 – May 10, 2019**



**Professor:** Erin Welch, Department of Management Lecturer  
**Office:** 358A - Business Leadership Building  
**Phone:** 940-565-4766 – Office  
**E-mail:** [Erin.Welch@unt.edu](mailto:Erin.Welch@unt.edu) \*\*\*BEST WAY TO REACH ME\*\*\*

Please email me directly at the UNT address above. (instead of through Canvas)

**\*\*Be sure to include MGMT 4860 in the Subject Line\*\***

**NOTE:** Email is checked on a regular basis Mon-Fri. However, there may be times where it could take me up to 24 hours to respond especially on weekends. If you do not receive an email reply from me after 24 hours, please call me and/or re-send your email because something has happened to your email. I will inform you if I will be unable to respond due to travel, illness, etc.

**Office Hours:** Tuesdays 11:30am-1:30pm  
Wednesdays 3:00pm-6:15pm  
\*Other Times Available By Appointment  
\*During Finals Week – No Office Hours, By Appointment Only

***Please check the CANVAS course page for announcements, new postings, assignments, etc. on a regular basis throughout the semester. It is highly recommended that you visit our course page at least twice a week!***

**INTRODUCTION:**

**Organizational Design and Change** (MGMT 4860 INET, 3 credit hours) is a senior level course. Organizational design is a management tool for organizing business processes and developing organizational competencies and capabilities for competing in today's dynamic environment. For managers, this means understanding not only the basics of organizational design but also how to manage the change involved with keeping the design aligned with the needs of the firm and the demands to which it must respond. The design and development effort includes study of organizational structures, the basic work patterns of the organization, and managerial roles.

Offering this course through Canvas creates new opportunities and challenges. Canvas offers you the convenience of an Internet based class meeting the standards set forth by the College of Business, The University of North Texas, The State of Texas, and the Association to Advance Collegiate Schools of Business (AACSB). Please do not suggest that Internet translates into "easy A." The keys are to stay current and communicate.

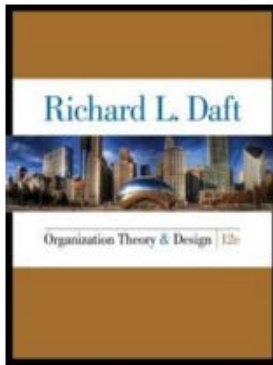
**Prerequisites:** Good standing for taking the 4860 level MGMT course. Consult your College of Business Advisor if you are unsure. Professor Kuykendall is the Department of Management Advisor and may be contacted at [April.Kuykendall@unt.edu](mailto:April.Kuykendall@unt.edu) or 940.565.4710.

## **COURSE OBJECTIVES:**

The course strives to achieve the following:

- 1.) To broaden students' general knowledge of organizations and modern organizational theory.
- 2.) To examine how managers design the organization for the international environment.
- 3.) To understand the types of goals that organizations pursue.
- 4.) To examine competitive strategies that managers develop to reach specific goals.
- 5.) To identify frameworks for assessing environments and how organizations respond to them.

## **REQUIRED TEXTBOOK:**



We will use Daft's Organization Theory & Design, 12<sup>th</sup> edition, Published by Cengage. The UNT Bookstore offers the hard copy new or used (buy or rent) as well as digital (rent or buy). You can also purchase a digital version directly from the publisher at:

<http://www.cengagebrain.com/shop/isbn/9781285866345>

Please note that you should purchase the required text (not old versions) as this is the version that the quiz and exam questions will be pulled from. Also, please be careful with purchasing International/Global editions as some of my students have had issues with the content not being consistent with the chapter outlines in Canvas. Additional readings and assignments will be distributed through Canvas.

## **ACCESS TO CANVAS:**

- You can access the course at <https://canvas.unt.edu>
- Login using your EUID and Password
- Click "MGMT 4860" from the list of courses

Please note that Canvas relies heavily on electronic technologies for online courses, and technology is not a 100% reliable. It is each student's responsibility to take exams in a location with a reliable computer and internet connection. If taking exams on campus, please use the Business Leadership Building computer labs as the BLB has the latest technology. Be sure to check your browser before starting the exam (Google Chrome or Mozilla Firefox usually work well). We have experienced exam question distortion in Safari as well as on mobile devices (do NOT take exams on mobile devices)! Be sure to use a hard wired broadband connection or a very dependable wireless connection. Also, complete a browser check on Canvas.

## **TECHNICAL ISSUES WITH CANVAS:**

**Please immediately report all Canvas problems to the helpdesk at 940-565-2324.** Be sure to ask for a ticket number and then email the ticket number to me along with the report from the helpdesk. Without a ticket number, I can't follow up on the technical issue.

**Technical difficulties will be resolved as they appear.** The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Canvas, etc.). I will make a determination on how to resolve the technical issue based on their advice, University policy, and my experience.

## **EUID ACCESS AND PASSWORDS:**

Enterprise User Identification Numbers (EUID's) and passwords are required by the University of North Texas to access this course. It is the student's responsibility to maintain a current EUID number and password. You may reset your password at <https://ams.unt.edu/acctreq.php>

## **USE OF PERSONAL COMPUTERS & THE CANVAS LEARNING SYSTEM:**

**The student assumes ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections.** Direct Broadband connections are **HIGHLY RECOMMENDED** for the quiz and exams. ISP issues will be dealt with on an individual basis and will require documentation. Canvas utilizes pop-up windows to display content. Please modify pop-up blocker software. In addition, your enrollment in this class signifies that you possess basic personal computer skills and have a rudimentary knowledge of Canvas Learn. **The student assumes ALL responsibility for participating taking exams, and uploading assignments within the Canvas Learning System.** For a short tutorial on how to navigate Canvas, please check out the Getting Started Module.

### **EVENT TIMING:**

All times stated in this course will conform to **US Central Standard Time (CST)** and Texas state daylight savings time adjustments.

### **STRUCTURE:**

There are approximately 60 students enrolled in this on-line section of MGMT 4860. My goal is to provide a high level of customer service so that you are not alone in cyber space. If you need assistance with anything related to this course, you should e-mail me at [Erin.Welch@unt.edu](mailto:Erin.Welch@unt.edu)

Lessons in the course will be conducted using the textbook and modules on Canvas (includes Power Points, Chapter Outlines, Articles, and Videos). Videos and articles will deal with issues related to managerial and organizational issues. Recognize that each video/article is simply a record of an issue, which has been faced by business executives. It is not to be construed as portraying either correct or incorrect behaviors. Instead, these articles/cases contain the facts, opinions and prejudices upon which executive decisions have been made. As such, they will provide the basis for in-depth examination of particular concepts.

For this method of instruction to work effectively, you must have read, viewed and thought about all assigned material. A good rule of thumb is to spend as much time analyzing and preparing the material as you do reading it. Although the structure of the course provides flexibility for students, please note that the course is NOT self-paced. It has a set schedule of weekly assignments and deadlines that must be met. In addition, it has a standardized process that must be followed and it has scheduled times and defined availability windows for taking exams.

### **EAGLE CONNECT ACCOUNTS:**

All students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students and this will be the account I contact you at since we are NOT using messages on Canvas. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit: <https://eagleconnect.unt.edu/>

### **ANNOUNCEMENTS:**

I will share quick news and course updates (assignment reminders go out every Monday) with the class using Announcements in Canvas. Announcements can be accessed via the left hand navigation menu. **It is your responsibility to check Announcements at least twice a week!**

### **COURSE RELATED E-MAIL MESSAGEs:**

**Please consider the following example of an appropriate e-mail to send to a professor:**

To: [Erin.Welch@unt.edu](mailto:Erin.Welch@unt.edu)  
From: [Good.Student@my.unt.edu](mailto:Good.Student@my.unt.edu)  
Title: MGMT 4860 Question about Zip Code/Student Info Survey

Professor Welch:

Did you receive my Student Information/Zip Code Survey that I submitted last night (January 16th)?

Thanks,  
Good Student  
Student ID #10203040

*\*Please keep in mind that my name is **Professor Welch** and not "Hey," "Yo Momma," or "Howdy Teach!".\*\**

*\*Employers want students who can communicate and that are professional. Now is a good time to practice professionalism!*

### PERFORMANCE EVALUATION AND GRADING:

Each student will be responsible for all assignments. Your grade in this class will be calculated by adding the total points earned during the term. Grades will be earned based on successful completion of the following:

Syllabus Quiz	10
Student Information/Zip Code Survey	5
Discussion Post: Student Introductions	5
Chapter Quizzes: 13 @ 5 pts. each	65
Chapter Discussions: 13 @ 5 pts. each	65
Exams: 4 @ 100 pts. each	<u>400</u>
<b>Maximum Points Possible</b>	<b>550</b>

**Final grades will be awarded for the following levels of performance: (final grade consists of points earned – no rounding and no extra credit)**

<u>Total Points</u>	<u>Grade</u>
495.0-550.0	A
440.0-494.9	B
385.0-439.9	C
330.0-384.9	D
0-329.9	F

\*\*As the Instructor, I reserve the right to curve exam grades if deemed appropriate after analyzing the results.

### NOTES:

- CHECK CANVAS ON A REGULAR BASIS:** You are responsible for staying up to date with announcements made through Canvas. Changes in the syllabus, assignments, etc. are possible and will be made at my discretion.
- ACT PROFESSIONAL, AND YOU WILL BE TREATED AS ONE:** **Do not come to me and ask what you may do for extra credit! Make an effort from the first day of class and do your best on all assigned items so you won't need extra credit. Remember, no late assignments will be accepted! Do NOT ask me for a deal. Every semester a student will ask me for a deal that is NOT available to all students. It is unethical to ask me to give you points that have not been earned. The Department of Management has high standards for its junior and senior level courses that will be enforced.**

### SYLLABUS QUIZ (available in Canvas in the "Introductory Assignments" Module):

Each student will complete an on-line syllabus quiz by the due date in the Course Schedule. This will familiarize you with how to take an on-line exam within Canvas Learn. There are 10 multiple choice and true/false questions (worth 1 point each), and you have 30 minutes to complete the quiz. Once you complete the quiz, your score will show up under My Grades. 10 Max Possible Pts.

### STUDENT INFORMATION/ZIP CODE SURVEY (available in Canvas in the "Introductory Assignments" Module):

Each student will complete a Student Information Survey by the due date in the Course Schedule. This information will be used by the instructor to contact the student directly as warranted and by the University for official purposes only. Every measure will be taken to safe guard your personal information shared in the questionnaire. 5 Max Possible Pts.

### DISCUSSIONS (available in the corresponding chapter modules):

**DISCUSSION (STUDENT INTRODUCTIONS):** To kick off the semester, all students will introduce themselves on the Discussion Board. Be sure to respond to all questions (name, major, etc.). The Discussion requires you to post an **Original Response** to each of my question(s) and to **Reply** to at least one (1) of your classmates.

**CHAPTER DISCUSSIONS:** Part of an effective class is the synergy created when students have read material and they are able to provide online discussions on the topic. Your lessons require that you participate in online discussions during this term. In each lesson, I have posted two to three questions.

You **MUST** answer ALL questions.

The Chapter Discussions require you to post an **Original Response** to each of my question(s) and to **Reply** to one (1) of the answers posted by a class-mate. All Chapter Discussion postings are time-sensitive as indicated in the Course Schedule. The best way to use this assignment for learning is to read a chapter then immediately go to the Discussion Board and post an answer, while the material is still fresh on your mind. Chapter Discussions are designed to provide a different performance evaluation opportunity for students.

Keep your posts professional and post a thoughtful response to one of your peers. When responding, do NOT start a new thread – simply click reply. Keep in mind the following:

- **Full credit is NOT guaranteed**
- Excessive spelling and/or grammatical errors will result in 0 points.
- **No texting language! Use proper capitalization and punctuation along with complete sentences.**
- To receive full credit, you MUST answer all of my question(s) plus reply to one of the answers posted by a class-mate. Responses MUST demonstrate that you have read and thought about the topic. Provide examples and explain reasoning/thought process. When responding to classmates, don't provide just a one sentence response. Explain how you can relate (or possibly disagree) with their perspective on the topic. Examples are always a plus.....think of this as classroom discussion!
- Discussion Post Grading will be as follows:
  - **5 points** – Acceptable, followed the guidelines
  - **2.5 points** – Marginally acceptable, does not meet all guidelines (lacking full understanding of the material and/or independent thought, incorrect grammar and spelling)
  - **0 points** – Not passing or not submitted, excessive spelling and grammatical errors, no independence of thought, unprofessional.

Discussion points will be assigned within a couple days after the assignment due date (usually 24-48 hours following the close of a discussion). Our Discussions are intended to promote discussion between and among our class members. Once a Discussion is locked/closed, there is NO provision for making up a missed Discussion. Likewise, we have no provision for administering a Discussion at a time different than that provided in the Course Schedule of our syllabus.

#### **CHAPTER QUIZZES** (available in the corresponding chapter modules):

You will have 13 Canvas Chapter Quizzes over the course term. No Chapter Quiz Grades will be dropped. **Each quiz has 5 multiple choice questions that you must answer in 10 minutes. Keep in mind that this is NOT representative of the exams – the exams are timed and designed to quickly test your knowledge with 50 questions in 60 minutes.** You only have 1 shot for each quiz.

Each quiz is worth 5 points total (1 point per question), and once you complete the quiz, your score will show up under My Grades. Five points may not seem like a lot but the points go a long ways toward your final letter grade in the course so be sure to complete the chapter quizzes by the assigned due date in the course schedule. The Chapter Quizzes will be available from the first day of class in case you want to work ahead, and they will close per the assigned times in the course schedule. There is NO provision for making up a missed quiz and NO quiz will be given at a time different than that provided in the course syllabus. All quizzes are open book, open notes. Complete the quizzes as you work through each corresponding lesson. You will receive a zero if you do not complete a quiz by its due date.

#### **EXAMS 1, 2, 3, and 4** (available under the applicable chapter modules in Canvas):

The four (4) exams are “knowledge-acquisition-application” oriented, mandatory, and non-cumulative. That is they are designed to “quickly” test your knowledge. The objective is to ensure that all students “are on board” and are “staying up-to-date” with the instructor and the rest of the class. **Using textbooks and/or notes on exams is NOT recommended as there is NOT time to look up answers. Prepare as though it is a closed book exam!**

It is my intent at this time to offer all exams on-line (timed) in multiple choice and true/false format. **The exams will be available starting at 3:00pm, Sunday until 11:59pm, Monday (CST) – refer to the course schedule for exact dates.** You will have one shot at the exam regardless of what you see in Canvas. Each exam will have 50 multiple choice and true/false questions and you will have 60 minutes to



complete each exam. (50 questions @ 2 pts each = 100 possible points)

You must complete the exam in one sitting during the exam availability window. I strongly recommend you start your exam EARLY during the Open/Access Window. There are more resources to help you earlier in the day (such as myself and be aware of the help desk's hours). Please note that I am not usually available late at night. If you send me an email late at night, don't expect a response until the following morning. If you wait till the last hour of the availability period and encounter difficulties, you might get a zero on the exam.

Research involving thousands of students in this course over the past several years indicates that 60 minutes is enough time to answer 50 questions in this course...if you know the material! If you do not know the material, no amount of examination time will be enough. To do well in this course, you will need to know and understand the text material well.

Study guides are not provided in my junior or senior level courses. To do well on the exams, you must thoroughly read and analyze the text as well as study my lecture notes which can be found in the Canvas modules. Start preparing in advance of the exam. Starting the day before is not studying, that is cramming! Give yourself a fair shot!

Direct Broadband/Hard-Wired (*not wireless*) connections are **HIGHLY RECOMMENDED** for the exams. If you experience technical issues, contact the help desk at 940-565-2324, then me A.S.A.P. at [Erin.Welch@unt.edu](mailto:Erin.Welch@unt.edu) (faculty account) with the ticket number and help desk report. Modify pop-up blocker software and clear cache for the exam. **Do NOT wait to report technical difficulties (MUST BE REPORTED immediately!).** Without a ticket number, I can't follow up on the technical issue! I will make a determination on how to resolve the technical issue based on the help desk report, University Policy, and my experience.

**You will not be able to view your exam score until I have completed a post-exam analysis.** I will send an Announcement once scores have been released (usually within 1-2 days following the exam). After I send the announcement that scores have been released, you will be able to view your exam score in your "My Grades" tool in Canvas and review my feedback in the announcements section. If you would like to review the exam questions and your submitted answers, please contact me to arrange an office visit or conference call.

**\*\*ACADEMIC INTEGRITY: Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during a test. Talking to other students, soliciting or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Remember, the exam questions are randomized so you will NOT see the same questions in the same order as your classmates.\*\***

#### **REQUESTS FOR ALTERNATIVE TESTING TIMES:**

Assignments (other than exams) are available from the first day of class. Therefore, I do not allow make-up assignments OR alternative assignment due dates as there is adequate time to complete the assignments. Plan accordingly and make sure you complete the assignments before the deadlines.

Exams are available for over 24 hours. Therefore, I do not anticipate scheduling issues, but if you have a conflict, you **MUST** contact me **prior to the exam** and the request must comply with University policy. In addition, the request needs to be submitted as early as possible. Final exams can be rescheduled if you have multiple exams on the same day, but you must provide your class schedule as documentation when requesting an alternative testing time. Forward your request to me at [Erin.Welch@unt.edu](mailto:Erin.Welch@unt.edu) with the words "MGMT 4860 Exam Conflict" in the subject line, and include your name, student ID number, and detailed reason for request (and class schedule for alternate final time). **No make-ups will be granted for missed or late assessments, quizzes, assignments, or exams.**

#### **SUNDOWN RULE:**

You have **one (1) week (from the date the grade is released)** to inquire about your grade on an exam, quiz, discussion, or any other assignment. **The exception to this is Exam 4 and your Final Letter Grade** when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar. The

purpose is to resolve any issue during the term and not wait until the last week of the term. **Check your grades on a weekly basis!**

### **DROPPING THE COURSE:**

Please note that **Monday, April 1st** is the last day for a student to drop a course with consent of the instructor. If you decide to drop by the deadline, you will receive a W (not a WF) which doesn't impact your GPA.

To drop the course, complete the Drop Consent Form and Submit it to the Registrar:

[https://registrar.unt.edu/sites/default/files/drop\\_request\\_fillable.pdf](https://registrar.unt.edu/sites/default/files/drop_request_fillable.pdf)

### **PANDEMIC, DISASTER, OR WEATHER CONDITIONS:**

The word "Pandemic" refers to health related emergencies as declared by the proper authorities. The word "Disaster" refers to either natural and man-made activities, or states of emergency affecting the population, as declared by the proper authorities. Weather conditions are declared by UNT authorities. We will continue to operate through normal Internet connections. Course timing and due dates adjustments will be made as required. I will contact you via telephone, Canvas or www.My.Unt email platforms. If you miss an assignment or exam, please refer to the class attendance policy.

### **EMERGENCY ALERTS:**

The University of North Texas has an emergency Notification System, [Eagle Connect Alert](#), which has the capability of calling or text messaging emergency notices. As a student, you may also register with Eagle Connect Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at [my.unt.edu](http://my.unt.edu). The university's website <http://www.unt.edu> will provide updated information during an emergency situation.

### **COURSE EVALUATIONS (SPOT – Student Perception of Teaching):**

This semester, UNT will administer course evaluations. The evaluations are used to evaluate faculty performance and provide guidance on what can be improved (also tell us what you like!). These are very important to me as you are the reason I'm here. I truly value your feedback and very much appreciate you taking the time to complete the evaluations which will be administered towards the end of the semester.

### **ATTENDANCE AND ASSIGNMENTS POLICY:**

Students are required to log into the on-line class to check class announcements, check grades, and complete assignments **at least twice a week**. For due dates and exam times, please see the Course Schedule towards the end of the syllabus. All of you are at the age where life happens and may require time away from class. University policy states the conditions and remedies for school and personal related absences. These include, but are not limited to school sanctioned activities, illness, civic duty, military service, caregiver leave, and religious observances. In order to treat everyone equally under the law (Federal and State), some form of official documentation is required as to why-when-where. This is not intended to be an invasion of privacy, but will allow me to accommodate you during this unusual period of time. Please inform me of the situation and discuss documentation at [Erin.Welch@unt.edu](mailto:Erin.Welch@unt.edu)

### **ACCEPTABLE STUDENT BEHAVIOR:**

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behaviour will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://deanofstudents.unt.edu/conduct>

### **BROADCAST E-MAIL MESSAGES:**

Students may not send broadcast e-mail messages (CC: All Students) to the class. Sending messages without permission is a violation of the UNT Student Handbook and the Code of Conduct. Violations will be reported to the Provost and the Office of Student's Rights and Responsibilities. This policy has been enforced when students tried to cheat on online exams.

### **SCHOLASTIC DISHONESTY POLICY:**

The UNT Student Academic Integrity Policy provides penalties for misconduct by students. Academic dishonesty includes cheating and plagiarism.

The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages, on-line chat tools, Group-Me Chats; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university; (4) dual submission of a paper, discussion post, or project, or resubmission of a paper or project to a different class without express permission from the instructor; or (5) any other act designed to give a student an unfair advantage on an academic assignment.

The term “plagiarism” includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Instructors have primary responsibility for academic assessment. In instances of academic dishonesty, instructors may impose an education assignment if it is determined that the student did not intend to harm another or gain advantage. A finding by an instructor that academic dishonesty occurred may be considered grounds for more serious academic penalties, up to and including failure in the course.

### **OFFICE OF DISABILITY ACCOMMODATION:**

The course instructor works closely with and conforms to the strict guidelines of the Office of Disability Accommodation (ODA). Printed exams can be administered by ODA at a location agreed upon by the client, the instructor, and ODA staff. In addition, recommendations as to extended timing and other conditions as prescribed will be met. **University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed** (usually this is done by sending the Instructor the letter of accommodation that has been approved by ODA for the semester).

### **IMPORTANT NEWS FOR F-1 VISA HOLDERS:**

For F–1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission. If the F–1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement [Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)].

**UNT Compliance:** To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, they should contact the UNT International Student Office at 940.565.2195 or [InternationalAdvising@unt.edu](mailto:InternationalAdvising@unt.edu) to get clarification before the one-week deadline.

If such an on-campus activity is required, it is the student's responsibility to do the following:

**(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.**

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose. F-1 Visa holders will be required to attend weekly scheduled office visits throughout the term.



**MGMT 4860.001/026 – ORGANIZATIONAL DESIGN & CHANGE**  
**COURSE SCHEDULE**

Week	Date	Topic	Reading/Assignment
1	Jan 14	<ul style="list-style-type: none"> <li>- Introduction &amp; Overview</li> <li>- Practice with Canvas</li> <li>- Purchase Required Textbook</li> </ul>	<ul style="list-style-type: none"> <li>- Read the Syllabus</li> <li>- Review the Getting Started Module in Canvas</li> <li>- The following assignments are DUE by 11:59pm, Sunday, January 27<sup>th</sup>. <ul style="list-style-type: none"> <li>1) Syllabus Quiz</li> <li>2) Student Information/Zip Code Survey</li> <li>3) Discussion – Student Introductions</li> </ul> </li> </ul> <p><i>**Note: These assignments aren't due until Week 2 of the semester, but they are open and may be completed any time before the deadline.**</i></p>
2	Jan 21	<p><b>**University Closed on Monday, Jan 21<sup>st</sup> in observance of MLK Jr. Day.**</b></p> <ul style="list-style-type: none"> <li>- CH 1: Organizations and Organization Design</li> <li>- CH 2: Strategy, Organization Design, and Effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>- Read Text: CH 1</li> <li>- Review Module 1 (Canvas)</li> <li>- Read Text: CH 2</li> <li>- Review Module 2 (Canvas)</li> <li>- The following assignments are DUE by 11:59pm, Sunday, January 27<sup>th</sup>. <ul style="list-style-type: none"> <li>1) Week 1 Assignments listed above including the Syllabus Quiz, Student Information/Zip Code Survey, and Discussion – Student Introductions.</li> <li>2) Week 2 Assignments include: <ul style="list-style-type: none"> <li>- CH 1 Quiz</li> <li>- CH 1 Discussion</li> <li>- CH 2 Quiz</li> <li>- CH 2 Discussion</li> </ul> </li> </ul> </li> </ul>
3	Jan 28	<ul style="list-style-type: none"> <li>- CH 3: Fundamentals of Organization Structure</li> </ul>	<ul style="list-style-type: none"> <li>- Read Text: CH 3</li> <li>- Review Module 3 (Canvas)</li> <li>- The following assignments are DUE by 11:59pm, Sunday, February 3<sup>rd</sup>. <ul style="list-style-type: none"> <li>1) CH 3 Quiz</li> <li>2) CH 3 Discussion</li> </ul> </li> <li>- Prepare for Exam #1 (opens Sunday – see below!)</li> </ul>
4	Feb 4	<ul style="list-style-type: none"> <li>- Exam #1 (Material from Chapters 1-3, Canvas Modules 1-3)</li> </ul> <p><b>**All material is testable**</b></p>	<ul style="list-style-type: none"> <li>- Exam #1: Available via Canvas from 3:00pm, Sunday, February 3<sup>rd</sup> until 11:59pm, Monday, February 4<sup>th</sup>. Once you access Exam #1, you will have 60 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 1 feedback within 24-48 hours after the exam closes.</li> </ul>
5	Feb 11	<ul style="list-style-type: none"> <li>- CH 4: The External Environment</li> </ul>	<ul style="list-style-type: none"> <li>- Read Text: CH 4</li> <li>- Review Module CH 4 (Canvas)</li> <li>- The following assignments are DUE by 11:59pm, Sunday, February 17<sup>th</sup>. <ul style="list-style-type: none"> <li>1) CH 4 Quiz</li> <li>2) CH 4 Discussion</li> </ul> </li> </ul>
6	Feb 18	<ul style="list-style-type: none"> <li>- CH 5: Interorganizational Relationships</li> </ul>	<ul style="list-style-type: none"> <li>- Read Text: CH 5</li> <li>- Review Module 5 (Canvas)</li> <li>- The following assignments are DUE by 11:59pm, Sunday, February 24<sup>th</sup>. <ul style="list-style-type: none"> <li>1) CH 5 Quiz</li> <li>2) CH 5 Discussion</li> </ul> </li> </ul>

7	Feb 25	- CH 6: Designing Organizations for the International Environment	<ul style="list-style-type: none"> <li>- Read Text: CH 6</li> <li>- Review Module 6 (Canvas)</li> <li>- The following assignments are DUE by 11:59pm, Sunday, March 3<sup>rd</sup>: <ul style="list-style-type: none"> <li>1) CH 6 Quiz</li> <li>2) CH 6 Discussion</li> </ul> </li> <li>-Prepare for Exam #2 (opens Sunday – see below!)</li> </ul>
8	Mar 4	<ul style="list-style-type: none"> <li>- Exam #2 (Material from Chapters 4-6, Canvas Modules 4-6)</li> <li>**All material is testable**</li> </ul>	<ul style="list-style-type: none"> <li>- Exam #2: Available via Canvas from 3:00pm, Sunday, March 3<sup>rd</sup> until 11:59pm, Monday, March 4<sup>th</sup>. Once you access Exam #2, you will have 60 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 2 feedback within 24-48 hours after the exam closes.</li> </ul>
9	Mar 11	<ul style="list-style-type: none"> <li>- SPRING BREAK!!! ☺</li> <li>**University Closed on Monday, March 11<sup>th</sup> for Spring Break. No classes held March 11-17 during the week of Spring Break.**</li> </ul>	Have a safe and relaxing Spring Break!
10	Mar 18	- CH 7: Manufacturing and Service Technologies	<ul style="list-style-type: none"> <li>- Read Text: CH 7</li> <li>- Review Module 7 (Canvas)</li> <li>- The following assignments are DUE by 11:59pm, Sunday, March 24<sup>th</sup>: <ul style="list-style-type: none"> <li>1) CH 7 Quiz</li> <li>2) CH 7 Discussion</li> </ul> </li> </ul>
11	Mar 25	- CH 8: Technology for Control, Social Business, and Big Data	<ul style="list-style-type: none"> <li>- Read Text: CH 8</li> <li>- Review Module 8 (Canvas)</li> <li>- The following assignments are DUE by 11:59pm, Sunday, March 31<sup>st</sup>: <ul style="list-style-type: none"> <li>1) CH 8 Quiz</li> <li>2) CH 8 Discussion</li> </ul> </li> </ul>
12	Apr 1	<ul style="list-style-type: none"> <li>- CH 9: Organization Size, Life Cycle, and Decline</li> <li>**If you need to DROP this course, you MUST do so by 4:30pm, Monday, April 1<sup>st</sup>. Please see the syllabus for instructions on how to drop the course.**</li> </ul>	<ul style="list-style-type: none"> <li>- Read Text: CH 9</li> <li>- Review Module 9 (Canvas)</li> <li>- The following assignments are DUE by 11:59pm, Sunday, April 7<sup>th</sup>: <ul style="list-style-type: none"> <li>1) CH 9 Quiz</li> <li>2) CH 9 Discussion</li> </ul> </li> <li>-Prepare for Exam #3 (opens Sunday – see below!)</li> </ul>
13	Apr 8	<ul style="list-style-type: none"> <li>- Exam #3 (Material from Chapters 7-9, Canvas Modules 7-9)</li> <li>**All material is testable**</li> </ul>	<ul style="list-style-type: none"> <li>- Exam #3: Available via Canvas from 3:00pm, Sunday, April 7<sup>th</sup> until 11:59pm, Monday, April 8<sup>th</sup>. Once you access Exam #3, you will have 60 mins to complete 50 multiple choice and true/false questions. Scores will be released along with Exam 3 feedback within 24-48 hours after the exam closes.</li> </ul>
14	Apr 15	- CH 10: Organizational Culture and Ethical Values	<ul style="list-style-type: none"> <li>- Read Text: CH 10</li> <li>- Review Module 10 (Canvas)</li> <li>- The following assignments are DUE by 11:59pm, Sunday, April 21<sup>st</sup>: <ul style="list-style-type: none"> <li>1) CH 10 Quiz</li> <li>2) CH 10 Discussion</li> </ul> </li> </ul>

15	Apr 22	- CH 11: Innovation and Change - CH 12: Decision-Making Processes	- Read Text: CH 11 - Review Module 11 (Canvas) - Read Text: CH 12 - Review Module 12 (Canvas) <b>- The following assignments are DUE by 11:59pm, Sunday, April 28<sup>th</sup>:</b> 1) CH 11 Quiz 2) CH 11 Discussion 3) CH 12 Quiz 4) CH 12 Discussion
16	Apr 29	- CH 13: Conflict, Power, and Politics	- Read Text: CH 13 - Review Module 13 (Canvas) <b>- The following assignments are DUE by 11:59pm, Sunday, May 5<sup>th</sup>:</b> 1) CH 13 Quiz 2) CH 13 Discussion -Prepare for Exam #4 (opens Sunday – see below!)
17	May 6	<b>- Exam #4 (Material from CH 10-13, Canvas Modules 10-13)</b> <b>**All material is testable**</b>	<b>- Exam #4: Available from 3:00pm, Sunday, May 5<sup>th</sup> until 11:59pm, Monday, May 6<sup>th</sup>.</b> Once you access Exam #4, you will have 60 mins to complete 50 multiple choice and true/false questions. This is our final exam but it is the SAME format as all prior exams (NOT Cumulative!). <b>- Finals Week – Good Luck on all your exams!! ☺</b> <b><i>I wish you the best of luck in your future endeavors both Academic and Professional!– Professor Welch</i></b>

### SPRING 2019 IMPORTANT DATES PER THE UNT REGISTRAR - <http://registrar.unt.edu/>

- **January 14, Monday:** Classes Begin
- **January 21, Monday:** Martin Luther King Jr. Day – University Closed, No Classes
- **March 11-17, Monday-Sunday:** Spring Break, No Classes
- **April 1, Monday:** LAST day to drop a class
- **May 3, Friday:** Reading Day, No Classes
- **May 3-9, Saturday through Thursday:** Finals week.
  - Final Exam Schedule available at: <https://registrar.unt.edu/exams/final-exam-schedule>
- **May 10:** Term Ends
- **May 10-11:** Commencement
  - Commencement Information available at: <https://commencement.unt.edu/>
  - For those graduating, be sure to check the application deadline at the beginning of the semester. <http://registrar.unt.edu/graduation-and-diploma/information-for-graduates>