



**BUSI 3103**

**INTRODUCTION TO ORGANIZATIONAL THEORY**

**Winter 2017**

*BUSI3103G Tuesday 2:35-5:25pm (TB 446)*

*BUSI3103F Wednesday 8:35-11:25am (SA 502)*

**INSTRUCTOR:** Michael Halinski

**OFFICE:** TBD

**OFFICE HOURS:** By appointment

**COURSE WEB PAGE:** CULearn at <https://culearn.carleton.ca>

**E-MAIL:** michael.halinski@carleton.ca

**ADDITIONAL SUPPORT:** The Academic Writing Centre at [www.carleton.ca/wts/](http://www.carleton.ca/wts/)

**Prerequisite(s):** Second-year standing with passing grade in BUSI 2101 or BUSI 2702.

<b>Course Deliverable</b>	<b>Due Date</b>	<b>Weight on Final Grade</b>
Individual Reflections	Reflection #1: Jan 31 (G) and Feb 1(F) Reflection #2: Mar 7 (G) and Mar 8 (F) Reflection #3: Apr 4 (G) and Apr 5 (F)	15%
Group Case Reports	Case #1: Feb 7 (G) and Feb 8 (F) Case #2: Mar 21 (G) and Mar 22 (F)	20%
Midterm Exam	February 14 (G) and 15 (F)	25%
Final Exam	TBD	40%

## UNDERGRADUATE CALENDAR DESCRIPTION

Macro-organization theory. Structuring of organizations in a complex global economy. Effects of the external environment, technology, culture and organizational goals on the structure, processes and effectiveness of the organization.

### COURSE TEXTBOOK

Daft, R.L. and Armstrong, A. (2015). *Organizational Theory & Design* (3<sup>rd</sup> Edition). Nelson Publishing. (ISBN 978-0-17-653220-8)

### LEARNING OUTCOMES

Following the successful completion of the course, you should be able to:

1. Explain concepts of modern organization theory;
2. Analyze organizational structures and processes through multiple perspectives; and,
3. Apply concepts of the course to design solutions to organization's moderately-complex problems.

### EVALUATION DETAILS

**1. Individual Reflections (15%):** There will be 3 individual reflection assignments, each worth 5% of your final grade. The reflections are based off the activity that was conducted in class. Each 2-page (single spaced) reflection should include the following: (1) summary of activity, (2) explanation of relevant theoretical concept, and (3) reflection on how this concept may be applied to organizations. Each reflection should be submitted online before the start of the following class.

**2. Group Case Reports (20%):** There will be 2 group case reports, each worth 10% of your final grade. I will select the case, and you will be responsible for buying the case from [iveycases.com](http://iveycases.com) (approximately \$5 each). Each 10-page case report should include: (1) brief summary of the case, (2) analysis of case, (3) alternatives, and (4) recommendations. The paper is due at the beginning of class. Please have one member of the group submit a copy of the presentation and the paper online (i.e., CULearn) and hand in a hardcopy.

**3. Midterm (25%):** The mid-term test will be held in the regularly scheduled course time. You must be present to write this test or present a medical certificate to explain your absence. The test will cover all material covered in the text, lectures, in-class discussions and slide presentations, up to and including the class prior to the test. The test will consist of multiple choice, true/false, and short answer questions.

**4. Final Exam (40%):** The final exam will be held during the exam period. The exam will be based on all the topics covered in the course (text, lectures, assignments, in-class discussions,

presentations, etc.), throughout the entire term. The exam will consist of multiple choice, short answer, and essay questions. Writing the final exam is mandatory for passing the course.

## COURSE SCHEDULE

#	Date Section G	Date Section F	Topic	Resource Material	Assignments Due
1	Jan10	Jan11	Review of Course Outline Introduction to OT	Ch. 1	
2	Jan 17	Jan 18	Organizational Strategy	Ch. 2	
3	Jan 24	Jan 25	Organizational Structure	Ch. 3	
4	Jan 31	Feb 1	Open Systems: External Environment	Ch. 4	Reflection Activity #1: <i>Puzzle</i>
5	Feb 7	Feb 8	Open Systems: Interorganizational Relationships	Ch. 5	Case #1
<b>6</b>	<b>Feb 14</b>	<b>Feb 15</b>	<b>MIDTERM</b>		
	<i>Feb 21</i>	<i>Feb 22</i>	<i>READING WEEK</i>		
7	Feb 28	Mar 1	International Environments Manufacture and Service Technologies	Ch. 6 Ch. 7	
8	Mar 7	Mar 8	Organization Size Organizational Life Cycle	Ch. 8	Reflection Activity #2: <i>Supply Chain</i>
9	Mar 14	Mar 15	Organizational Culture Ethical Values	Ch. 9	
10	Mar 21	Mar 22	Innovation and Change	Ch. 10	Case #2
11	Mar 28	Mar 29	Decision-Making Conflict, Power, and Politics	Ch. 11 Ch. 12	
12	Apr 4	Apr 5	Review of Concepts	Covered Chapters	Reflection Activity #3: <i>Survivor</i>
<b>April 10 - 25</b>			<b>FINAL EXAM</b>	<b>ALL CHAPTERS</b>	

Note: While every attempt will be made to keep to the schedule listed above, unforeseen circumstances may necessitate modifications throughout the semester.

## **FND:**

To reduce instances of miscommunication Carleton introduced a grade FND (Failure with No Deferral) to be assigned to students who fail to meet the minimum in-term performance standards explicitly set out in the outline and applied consistently (i.e., there is no other hidden criteria).

## **SATISFACTORY IN-TERM PERFORMANCE**

The criteria and the standards for satisfactory in-term performance are as follows:

1. At least 60% mark in the midterm exam;
2. At least 70% mark of all pre-final term work (i.e. individual assignment, group project, and midterm).

Unsatisfactory in-term performance in this course will lead to a FND (Failure No Deferral) grade in this course in the event of a missed final exam.

## **COURSE WEB PAGE:**

The URL for the course web page is <https://culearn.carleton.ca>. You **must** access the site regularly for updates about the class, upcoming assignments, and announcements. It may be useful to bookmark the page. Grades for all course work will be posted on the CULearn Grade Book as soon as available.

## **IMPORTANT ADDITIONAL INFORMATION**

### **Course Sharing Websites**

Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

### **Required calculator in BUSI course examinations**

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

### **Group work**

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication,

leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

In accordance with the Carleton University Undergraduate Calendar (Section 2.3 Standing in Courses/Grading System), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50	WDN = Withdrawn from the course		

ABS = Student absent from final exam

DEF = Deferred (See above)

FND = (Failed, no Deferred) = Student could not pass the course even with 100% on final exam

### **Academic Regulations, Accommodations, Etc.**

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

### **Requests for Academic Accommodations**

#### *For Students with Disabilities:*

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*).

**Requests made within two weeks will be reviewed on a case-by-case basis.** After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website ([www.carleton.ca/pmc](http://www.carleton.ca/pmc)) for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

#### *For Religious Obligations:*

Students requesting academic accommodation on the basis of religious obligation should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as

possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory event.

Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

Students and instructors can confirm accommodation eligibility of a religious event or practice by referring to the Equity Services website (<http://carleton.ca/equity/accommodation/religious-observances/>) for a list of holy days and Carleton's Academic Accommodation policies. If there are any questions on the part of the student or instructor, they can be directed to an Equity Services Advisor in the Equity Services Department for assistance.

#### *For Pregnancy:*

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

#### **Academic Integrity**

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include; a grade of Failure in the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: <http://carleton.ca/studentaffairs/academic-integrity>.

#### **Sprott Student Services**

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you're having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/support-services/>

Be in the know with what's happening at Sprott: Follow @SprottStudents and find us on Facebook SprottStudents Sprott.

#### **Important Information:**

- Students must always retain a hard copy of all work that is submitted.
  - All final grades are subject to the Dean's approval.
  - For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, it would be easier to respond to your inquiries if you would send all email from your Carleton account. If you do not have or have yet to activate this account, you may wish to do so by visiting <http://carleton.ca/ccs/students/>
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