

ORGANIZATION STRUCTURE AND DESIGN MGT342

Fall 2006 Section 1 T & R 11:00 am to 12:15 pm GLA350
 Section 302 T & R 5:00 pm to 6:15 pm GLA350

Professor: Dr. Patricia Feltes
 Office: GLA403 Phone: 836-6342 Email: PEF760f@smsu.edu

Office Hours: T & R 12:30 pm to 3:00 pm
 And by appointment

Text: ORGANIZATION THEORY AND DESIGN 9th edition
 by Richard Daft
 And articles/cases on Blackboard

Grading:

	points	%
Exam #1	80	20%
Exam #2	80	20%
Exam #3	80	20%
Exam #4	80	20%
Analyst's Report	40	10%
Optional Comprehensive Final Exam (80)		(20%)
Participation	40	10%
Totals	400	100%

Four Exams of equal weight will be given (40 questions each worth 2 points each). These tests will be primarily multiple choice. The final exam is comprehensive and worth 80 points with one point for each question. The final is optional. If you have missed an exam, the final can be used to replace one missed test score, If no test has been missed the final at the option of the student, can be taken to replace one of the prior test grades. All of the exams will include material from the text, lectures, case discussions, class exercises etc. See tentative schedule for specific chapters covered for each exam.

THERE WILL BE NO TEST MAKEUPS.. Final exam can be used as a substitute. See above.

Participation: Thinking, questioning, and analyzing are essential activities in this course. In order to benefit from the course material, each person in the class must participate. Each student in the class is expected to be able to intelligently discuss assignments ie. readings, cases for discussion etc etc. as well as take part in any class exercises. It should be remembered that if you aren't in class you can't participate. Each missed class is worth two of forty points awarded.

The Analyst's Report is an in-depth look at a real organization. The paper must be no less than 6 pages and no more than 10. Font, white space and spacing between lines etc. should be "normal" ie. Not exaggerated. The assignment will be worth 40 points. If you do the paper with others, all members of the group will receive the same grade.

Choose an organization that you know and can gain access to as you work on the project. Profit making or not-for-profit are acceptable. Consider places you've worked, part of the university, a friend's or relative's place of employment as your organization. The final paper will be due Nov. 28 but there will be at least two or three times when you will be presenting material and discussing your organization in class.

The goal is to acquire a working knowledge of your organization and then compare it to the textbook theories. First discussion will be Sept. 7.

Additional cases and articles will be assigned for discussion purposes. Extra credit papers etc. will NOT be assigned nor will they be accepted.

Academic Dishonesty: Do not embarrass yourself and me by cheating. Academic dishonesty can result in an "F" in the course and the full enforcement of other penalties as sanctioned by the University policy on Academic Dishonesty. See the Student Academic Integrity Policies and Procedures Manual. Penalties can include a grade of XF (failing because of academic dishonesty). You are always allowed to study together outside of class and to discuss class material. Plagiarism and dishonest test taking are another matter however.

Disability/EEO: If you feel a need to be accommodated for any type of disability, please see me as early as possible in the semester. Officially: "To request academic accommodations for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY). [Http://www.missouristate.edu/disability](http://www.missouristate.edu/disability). "

Nondiscrimination: Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Siceluff Hall 296, (417) 836-4252. Other types of concerns (i.e.concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.

The use of cell phones, pagers, or similar communication devices during class is prohibited. All such devices must be turned off or put in a silent mode. If it is an emergency situation discuss the need for the cell phone etc. with the instructor prior to the class.

Grade Ranges

A = 90% and up

B = 80% to 89%

C = 70% to 79%

D = 60% to 69%

F = below 60%

Please understand that you are responsible to get any handouts, announcements, or notes that you may have missed by being absent. In addition, it is expected that you will keep track of those absences.

Students are expected to come to class on time and stay for the entire class.

TENTATIVE SCHEDULE

EVERYONE IS EXPECTED TO READ THE CASE, ARTICLE OR CHAPTER FOR THE DAY AND BE READY TO PARTICIPATE!!!!!!!

Aug..	22	Introduction to course/ receive syllabus
	24	Sales & credit controversy
	29	Chapters 1 & 2
	31	Chapter 3
Sept.	5	Stew Leonard case -Blackboard Art Museum case p. 81
	7	Analyst Report discussion
	12	Aquarius Advertising Agency p. 129
	14.	EXAM #1 chaps. 1-3
	19	Chapter 4
	21	Jarrett & Maynard International....on Blackboard
	26	Chapter 5
	28	Hugh Russel, Inc. P. 196
Oct.	3	Chapter 6
	5	Olson Locker Plant - Blackboard
	10	Analyst Report discussion
	12	EXAM #2 chaps 4-6
	17	Chapter 7
	19	Fall Break no classes
	24	Century Medical p. 313 and Product X pp. 315 & 316
	26	Chapter 8
	31	Chapter 9
.Nov.	2	EXAM #3 chaps 7-9
	7	Chapter 10
	9	Kildeer case Blackboard
	14	Chapter 11
	16	Southern Discomfort
	21 & 23	Happy Thanksgiving!
	28	Chapter 12 ANALYST REPORT DUE
	30	Chapter 13
Dec.	5	National Bank of San Francisco - Blackboard
	11	EXAM #4 chaps 10-13
Optional Comprehensive Final	Section 1	Tuesday Dec. 12 11:00am to 1:00pm GLA350
	Section 302	Tuesday Dec. 12 5:45pm to 7:45pm GLA350

Questions for National Bank of San Francisco Case:

1. Analyze the change processes and conflicts within the bank. What problems do you see?
2. Explain how Wellington should have proceeded. What do you recommend that Wellington do now?

APPLICATION OF OT PRINCIPLES Information, Control, Decision-Making (ie. Keeping track of grades)

	possible points	actual
Exam #1	80	
Exam #2	80	
Exam #3	80	
Exam #4	80	
Analyst Report	40	
Optional Comprehensive Final	(80)	
Participation	40	
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Total	400	