TEXAS A&M
UNIVERSITY
COMMERCE

BGS 404
Organizational Change, Creativity, and Diversity
Fall 2018

Instructor: Brenda Dever
Office: Online
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Office Hours: By appointment

COURSE INFORMATION

Course Description:
This course will focus on building managerial skills to successful achieve organizational change through innovation and cultural diversity. Included in the course will be an in-depth business case analysis with issues related to the causes, effects, and implementation of organizational change. Students will be required to research several organizations and make a formal written presentation regarding successful or unsuccessful organizational change events. BGS 404 is a required course in the Professional Development Requirements to earn a Bachelor of General Studies (BGS). Prerequisite ENG 101, ENG 102, and BAAS 305

Course Goals and Objectives:
- Using case studies, identify why organizational change is necessary.
- Identify the limits on what the managers of change can achieve.
- Describe why incremental and radical innovation is important to managers of change.
- Outline a range of issues both internal and external to organizations that push toward change, innovation, and cultural diversity.
- Through research develop an instrument for managers to follow when helping an organization successfully implement change.
- Describe why cultural diversity is important to managers of change.
- Make a formal summary paper based upon an actual interview with managers regarding organizational change, innovation, and cultural diversity.

Required Book*:*
Quick Skills: Managing Change**,** Vanim, South-Western – 2001, ISBN 10: 053869839X
Supplemental: Managing Change,2nd edition, Amoros and Tippelt, 2012.
https://www.giz.de/akademie/de/downloads/Lehrbrief_15_-
_Managing_Change_and_Innovation.pdf

Course Reference Information:
- *Publication Manual of the American Psychological Association* (APA)
- Webliography and DocSharing tools.

The syllabus/schedule are subject to change.

TECHNOLOGY REQUIREMENTS
Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS

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Device	Operating System	Browser	Supported Browser Version(s)
			10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - o 512 MB of RAM, 1 GB or more preferred
  - o Broadband connection required courses are heavily video intensive
  - o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and up to date.

- Running the browser check will ensure your internet browser is supported as follows:

  Pop-ups are allowed. JavaScript is enabled. Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - o Adobe Reader https://get.adobe.com/reader/
  - o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
  - o Adobe Shockwave Player https://get.adobe.com/shockwave/
  - o Apple Quick Time http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION
You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.
Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a

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backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT
Student Support
If you have questions or difficulties with the course material, please contact your Instructor.
Technical Support
If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click **LiveChat** on the Live Chat or click on the words "click here" to submit an issue via email.
System Maintenance
Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Email:
As a student enrolled at Texas A&M University-Commerce, you have access to an email account via *myLeo*. All emails sent by me from D2L (and all other university emails) will go to this account, so please be sure to check it regularly. Conversely, you are to email me via the *D2L* email system or your *myLeo* email. University spam filters will block yahoo, hotmail, etc. and I will not have access to offsite accounts.

Course Concerns:
If you have questions pertaining to the content of this course (e.g., questions about an exam, assignment due dates, etc.), please contact me via email: Brenda.dever@tamuc.edu

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COMMUNICATION AND SUPPORT

This is an online course; therefore, you should expect almost all communication to be online as well. All emails should include "BGS 404" in the subject line. Please include your name and CWID when contacting me. I will make every effort to respond to emails within 24 hours Monday-Friday. Leo-Mail addresses will be used for all communication for this course! Please check your Leo email account on a regular basis!

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Student Responsibilities:
- Stay active in the course by logging into the course on a regular daily basis. Any student who will not be able to log into the class web site for more than five (5) days (i.e., because of an extended absence or business trip) should contact me in advance
- Complete your assignments on time and as specified in this document.
- Always read every course announcement. Feedback for assignments, university announcements, and major department announcements will be posted to this forum. These announcements are placed in your course to help you so please take the time to read and understand each announcement. Announcements are time sensitive so they will only be available for a limited period of time.
- Learn to proficiently use the D2L system

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Every student has the right to drop the course without penalty until the drop-dates listed in the university academic calendar. Students dropping the course prior to this deadline will receive a grade of 'Q'. If a student stops attending class, or is not satisfied with his/her grade in the course and wishes to drop, it is the student's responsibility to drop the course. A student may drop a course by logging into their *myLeo* account and clicking on the hyperlink labeled 'Drop a class' from among the choices found under the *myLeo* section of the Web page

Professional Conduct:
By enrolling in this course for academic credit, you agree to adhere to the Regulations and Procedures published in the TAMU-C STUDENT GUIDEBOOK:
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Academic Integrity:
If you are to excel in this course, the need for collaboration is undeniable, even in cases of individual work. But there is a fine line in this process. You are encouraged to seek the help and advice of others. However, you must do your own work. My policy, which will guide this course, is this: I trust you to behave honestly and ethically in all circumstances. Please ask me if you have questions about what is proper and what is not.

Academic Honesty: Plagiarism and other forms of academic dishonesty are strictly prohibited by TAMU-C and TAMU System Policy and Procedures. By attending this class, you agree to the terms of the TAMU-C Academic Integrity Policy which can be found here. A helpful guide to avoiding plagiarism can be found in this presentation by College of Science and Engineering faculty member Dr. Nikolay Sirakov. Here are two simple points to remember: (1) When you use someone else's ideas, you must cite them, and (2) When you use someone else's words, you must cite them and place those words in quotation marks. All student submissions are run through the *Turnitin* plagiarism checker. Willful violations of academic honesty may lead to removal from the class, a course grade of 'F", and/or expulsion from the university.

UNIVERSITY SPECIFIC PROCEDURES

Student Conduct:
All students enrolled at the University will follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. See Student's Guide Handbook, Rules and Procedures, Code of Student Conduct at
http://www.tamuc.edu/studentLife/documents/studentGuidebook.pdf.
Texas A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1,

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license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34Safety OfEmployeesAndStudents/34.06.02.R1.pdf and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

ADA Statement:
Students with Disabilities information: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact: 12.01.99.R0.05 Guidelines for Content & Distribution of Syllabi: Roles & Responsibilities of Faculty Page 3 of 5 Student Disability Resources & Services Texas A&M University-Commerce Gee Library, Room 162 Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148 StudentDisabilityServices@tamuc.edu

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First Day of classes ....August 27, 2018
Fall schedules dropped for non-payment ....September 17, 2018
Thanksgiving Break ....November 22-23, 2018
Last Class Day ....December 7, 2018
Undergraduate Fall Commencement ....December 15, 2018

ASSIGNMENT CALENDAR & DUE DATES

The final course grade will be based on the following assignments:

Unit	Assessments	Due Date
1	Week 1 : Academic Honesty Policy Student Introduction Syllabus questions? Please email. Begin readings.	September 1st
	Week 2: Read Material in Doc Sharing in regards to Unit 1 Discussion Board 1 & 2	September 8th
	Week 3: Assignment Journal Discussion Board 3 & 4	September 15th
	Week 4: Discussion Board 5 & 6 Quiz 1	September 22nd
2	Week 5: Read Material in Doc Sharing in regards to Unit 2 Discussion Board 7 & 8	September 29th
	Week 6: Discussion Board 9 & 10 Assignment Writing	October 6th
	Week 7: Discussion Board 11 & 12 Quiz 2 Project Proposal Due for Approval	October 13th
3	Week 8: **Managing Change Book** Discussion Board 1	October 20th
	Week 9: **Managing Change Book** Discussion Board 2 Assignment Journal	October 27th

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	Week 10: **Managing Change Book** Discussion Board 3	November 3rd
	Week 11: **Managing Change Book** Discussion Board 4 Executive Summary & Quiz 3	November 10th
4	Week 12: **Managing Change Book** Discussion Board 5	November 17th
	Week 13th: Thanksgiving Holiday November 22-23rd University closed	
	Week 14:**Managing Change Book** Discussion Board 6 Assignment Writing	December 1st
	Week 15: **Managing Change Book** Discussion Board 7 Quiz 4	December 7th
	Week 16: **Finals Week** Project Due	December 10th

Course Final Grade Scale:

A =	100 - 90	Outstanding Work
B =	89.9 - 80	Good Work
C =	79.9 - 70	Acceptable Work
D =	69.9 - 60	Needs Improvement
F =	59.9 & Below	Unacceptable Work

All assignments (quizzes, exams, papers) submitted late earn 0 points. Due Dates for course assessments are posted above. To avoid earning a 0 on your assignments, it is your responsibility to arrange your schedule to submit assignments, discussion boards, and research project on or before the due date. No "make-up" work is allowed.

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