



## **BGS 404: Organizational Change, Creativity, and Diversity Spring 2020**

**Instructor:** Theresa Sadler, Ph.D.

**Office Location:** Library 225C

**Office Hours:** By appointment in person; questions can be posted anytime in Virtual Office, and I will respond within 24 hours.

**Office Phone:** 903.468.8754

**University Email Address:** [Theresa.Sadler@tamuc.edu](mailto:Theresa.Sadler@tamuc.edu)

The **best** way to contact me is by email. This is an online course; therefore, expect most communication to be online as well. All emails **must include "BGS 404"** in the subject line, use proper email etiquette, and include your name and CWID.

### **COURSE INFORMATION**

#### **Required Textbook**

The Way of the Innovation Master

By: Jeffrey Baumgartner

#### **Course Description**

Course will focus on building managerial skills to successfully achieve organizational change through creativity, innovation, and cultural diversity.

#### **Course Objectives**

- Demonstrate the ability to identify and discuss why organizational change is necessary
- Recognize the limits that managers of change face
- Discuss the difference between incremental and radical innovation and the importance of each
- Recognize the internal and external issues that lead to change and innovation
- Demonstrate the ability to apply steps that lead to organizational change and innovation
- Discuss the importance of cultural diversity to organizational change

### **COURSE REQUIREMENTS**

**Technical Skills Needed:** Student must be able to effectively use myLeo Online D2L and Microsoft Office.

**Instructional Methods:** This course will be delivered fully online and will utilize articles, the book, D2L, and other sources. Interaction with fellow students through assigned discussions is also required.

**Tips for Success in the Course:** Regularly log into the course, check your Leo e-mail, and read announcements. Do your work and be prepared to spend at least 5 hours per week in the course.

### **GRADING**

A = 900-1000 points  
B = 800-899 points  
C = 700-799 points  
D = 600-699 points  
F = 599 or fewer points

**Book Summary/Review: 150 points** Students are required to read the assigned book and write a book summary/review. Please see D2L for more details. [See the course calendar on page 3 of the syllabus for due dates.](#)

**Article Summary: 300 points** There will be two article summaries each worth 150 points. Please see D2L for more details. [See the course calendar on page 3 of the syllabus for due dates.](#)

**Interview: 250 points** Students will conduct interviews with leaders of organizational change (200 points). Prior to conducting the interview, a plan should be submitted (50 points). Please see D2L for more details. [See the course calendar on page 3 of the syllabus for due dates.](#)

**Discussion Board: 250 points** Each article (100 points each) and the book (150 points) will have a discussion area in which you will be required to discuss the various topics I have posted. Each student is required to post and reply to every topic for full credit. Please note that there is more than one topic per article/book. Merely making a post to the topic will not ensure full credit. You must DISCUSS the topic, which, at the **very least**, requires **a post and three responses** to each topic under the given article/book. **So, if an article has three topics, you will have 12 posts/replies to that particular article.** I also expect that your discussion posts and replies will take place **throughout the time open** (in other words, don't make all your posts on one day). Please see the discussion grading rubric in doc sharing. Discussions will be graded on content and quality. I'm not grading you on length; however, one word posts will get you nothing. I want to see that you are actively participating and actually thinking about your posts and responses. Remember, for a discussion to take place, you must make posts as well as responses to each topic! I also expect the grammar, spelling, punctuation, and capitalization to be that of a college educated person. I do not want to see posts that look as if you are text messaging your best friend. [See the course calendar on page 3 of the syllabus for due dates.](#)

**Syllabus and Calendar Quiz: 50 points** Students will be required to take one quiz covering material found in the syllabus, calendar, and grading rubrics. [See the course calendar on page 3 of the syllabus for due dates.](#)

**NOTE:** I will count off one letter grade for each day an assignment is late. Quizzes and discussion posts will not be accepted late.

**\*If you miss an assignment because you are in the hospital, please email a copy of the admission and release forms with dates. If you miss an assignment or quiz because of a death in the family, please email a copy of the newspaper clipping stating you as the surviving spouse, parent, child, grandchild, or brother/sister.**

**Extra credit work will NOT be assigned so please do not ask.**

**COURSE OUTLINE / CALENDAR**

Unit	Assessments	Date Open	Due Date
	Syllabus Quiz	13-Jan-20	25-Jan-20
Article 1	Article 1 Discussions - initial posts to each topic	13-Jan-20	25-Jan-20
	Article 1 Discussions - all replies	13-Jan-20	8-Feb-20
	Article 1 Summary	13-Jan-20	8-Feb-20
Article 2	Article 2 Discussions - initial posts to each topic	9-Feb-20	22-Feb-20
	Article 2 Discussions - all replies	9-Feb-20	7-Mar-20
	Article 2 Summary	9-Feb-20	7-Mar-20
Book	Book Discussions - initial posts to each topic	13-Jan-20	28-Mar-20
	Book Discussions - all replies	13-Jan-20	11-Apr-20
	Book Summary/Review	13-Jan-20	11-Apr-20
Interview	Proposed Interview Plan	13-Jan-20	21-Mar-20
	Interview	13-Jan-20	2-May-20

**INTERACTION WITH INSTRUCTOR**

This is an online course; therefore, expect most communication to be online as well. I will correspond with students via your university email (your “myLeo” mail) and via announcements in myLeo Online (D2L). Students are required to check university email daily.

**All emails from students must include:**

- **Course name and subject in the subject line (ex. BGS 404 – Article 1 Summary)**
- **Salutation**
- **Proper email etiquette (no “text” emails – use proper grammar and punctuation)**
- **Student name and CWID after body of email**

I will make every effort to respond to emails within 24 to 48 hours Monday – Friday provided the correspondence follows the requirements listed above. If your correspondence falls over the weekend or some unforeseen circumstance occurs, it may be longer before you receive a reply. In order to avoid duplication of questions and answers, please post procedural or assignment related questions in the course under Virtual Office. It is likely that your peers will have the same question. Questions or concerns of a personal nature should be sent to my email address from your myLeo email account.

**TECHNOLOGY REQUIREMENTS****Learning Management System (LMS)**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## 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](mailto: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 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 any questions or are having 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. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **University Specific Procedures**

#### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>.

#### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

## **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

### **Undergraduate Academic Dishonesty 13.99.99.R0.03**

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

### **Graduate Student Academic Dishonesty 13.99.99.R0.10**

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

## **Students with Disabilities - ADA Statement**

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:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-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.

### **Campus Concealed Carry Statement**

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, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.