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## **COURSE ORGL 130 Introduction to Organizations**

COURSE SYLLABUS: Spring 2022

### **INSTRUCTOR INFORMATION**

**Instructor: Brett Murrey M.Ed**

**Office Location: Online**

**Office Hours: Email or Virtual by Appointment**

**University Email Address: Brett.Murrey@tamuc.edu**

**Preferred Form of Communication: Email**

**Communication Response Time: Usually within a day.**

### **COURSE INFORMATION**

#### **Materials – Textbooks, Readings, Supplementary Readings**

**Textbook(s) Required** - Course materials for this course are provided under each learning objective. There is no required book, aside from the material linked from within the course content.

**Software Required** – Computer/Internet access and connection: high-speed preferred (not dial up). Speakers - so you can hear audio enhanced assignments throughout the semester.

### **Course Description**

The course is an introduction to how organizations work in all of its forms (collegial, bureaucratic, political, and organized anarchical/cybernetical), with implications for leadership and followership approaches and practices. Sources of power will also be discussed.

*The syllabus/schedule are subject to change.*

## **Student Learning Outcomes**

1. Describe how organizational theories impact the practice and challenges of organizational leadership and followership.
2. Define Sources of Power in organizations.
3. Explain Collegial Theory.
4. Explain Bureaucratic Theory.
5. Explain Political Theory.
6. Explain Organized Anarchical-Cybernetic.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

Using the learning management system, using Microsoft Word and PowerPoint, using presentation and graphics programs, ability to watch and listen to video presentations or view through assistive technologies.

### **Instructional Methods**

On the left-hand side of the course, you will see a table of contents view of the course. Before beginning with the content in each module, there is a pre-test available for you to take. This test must be completed before you can continue in the course. This test will help us in several ways, as it provides a potential learning path based on your current knowledge of the subject matter, it allows us to evaluate the effectiveness of our content, and it provides you with a look at what test questions will be like for this course. If you don't know the answer to a question, please do not hesitate to leave it blank. This test will not count for or against you.

The content for this course is divided into 6 modules. Each content module specifically addresses a desired learning outcome for the course.

Please start with the first module CLO1. In each learning outcome, you will find a reading and additional resources for the outcome along with an assessment called a posttest.

You must score a combined score of 80 percent or higher to complete this course. **Your first draft of the course project is due 3 days prior to the course end date to allow for review and ratification.**

### **Student Responsibilities or Tips for Success in the Course**

It is highly recommended that you log into your course early. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Don't attempt to cram the course in the last week as you may not have the time needed to successfully study,

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retain, and complete the course. Please contact the instructor by email for any assistance.

## ASSESSMENT

Students must achieve 80% or higher for the both the posttest and culminating business plan project to demonstrate competency and pass the course.

### Course Pre-test

The purpose of the pre-test is to provide a baseline understanding of your knowledge in this competency. The pre-test is required before you begin studying course materials. If you do not make at least 80% on the pre-test, students will be expected to complete assignments, quizzes, and other course content to prepare for the post-test and culminating project.

Content	Description	Value	Notes
Pre-test	This is the initial assessment for each part of the course to provide a baseline understanding of a student's knowledge of the content and competencies.	100 points	Required before completing any other work in the course. The grade on the pre-test does <b>not</b> count in the final grade for this course.

### Learning Objective Post-test

A brief assessment at the end of each module is intended to emphasize key concepts, theories, processes, etc., introduced in the Learning Objective Module. These end of module post-tests are part of your final grade. Your post-test grades and culminating project are averaged to calculate your final grade. A **score of 80% or higher is required on each post-test and project** to demonstrate competency.

Content	Description	Value	Notes
Module post-tests	Measures your competency of learning outcomes through essay, short answer, and multiple-choice questions.	100 points	Required and you must score 80% or higher. You have up to three attempts for each post-test. <b>DUE: Last day of week 7, Friday by 11:59 PM CST</b>

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If you score less than 80% on the post-test, you will have an opportunity to review the material and retake the post-test two additional times. If the posttest score is less than 80% within three attempts, students will receive a grade of “F” in the course and will be required to retake the course in the new term. Students who fail the posttest should review feedback from the instructor before reattempting the posttest.

## Culminating Project

The project assesses your knowledge of terms and the application of concepts presented in this course. A **score of 80% or higher is required** to demonstrate competency.

Content	Description	Value	Notes
Project	Measures your competency of learning outcomes the completion of a competency-based project.	100 points	Required and you must score 80% or higher. You have up to three attempts. <b>DUE DATE if you want feedback for revisions: End of week 6.</b> <b>HARD DUE DATE: Last day of week 7, Friday by 11:59 PM CST</b>

If students score less than 80% on the culminating project, they will have an opportunity to review the material and resubmit the project up to two additional times. If the culminating project is less than 80% within three attempts, students will receive a grade of “F” in the course and will be required to retake the course in the new term.

## GRADING

A score of 80% or higher on the culminating project and post-tests is required to demonstrate competency and receive credit for the course. The following items will be used to calculate the final grade in the course.

Item	Worth
Part 1 Post-test 1	100 points
Part 2 Post-test 2	100 points
Part 3 Post-test 3	100 points
Part 4 Post-test 4	100 points
Part 5 Post-test 5	100 points
Part 6 Post-test 6	100 points
Culminating Project	100 points

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<b>Total</b>	<b>Total number of points earned per assignment / 700 points % Post Test= 80% Culminating Project= 20%</b>
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### **Grading Scale**

A = 90%-100%

B = 80%-89%

F = 79% or Below

## **TECHNOLOGY REQUIREMENTS**

### **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 the technical requirements

Learning Management System (LMS) Requirements:

View the [Learning Management System Requirements Webpage](#).

LMS Browser Support:

Learn more on the [LMS Browser Support Webpage](#).

## **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**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

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## 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 on the [Brightspace Support Webpage](#).

## Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

**All emails from students should include:**

- **Course name and subject in the subject line (ex. ORGL 3322 – Posttest)**
- **Salutation**
- **Proper email etiquette (no “text” emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

## 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.

### 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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

### TAMUC Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

### 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:

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[Undergraduate Academic Dishonesty Policy](#)  
[Undergraduate Student Academic Dishonesty Form](#)

## **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

Velma K. Waters Library Rm 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](#)

## **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. 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.

## **Dropping the Class**

If you need to adjust your schedule by dropping this course, please contact your Academic Coach at [orgladvising@tamuc.edu](mailto:orgladvising@tamuc.edu). Please be aware that dropping your

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course may impact your financial aid, veterans and military benefits, three-peat, 45-hour, and 30-hour rules. It is the student's responsibility to drop the course. If you fail to officially drop the class, a failing grade will be assigned. You may not drop a class due to a pending academic misconduct charge.

## **Student Grades**

The standard grading system used in all ORGL courses are the grades of A, B, and F. No incomplete grades are granted unless under special circumstances. Students who do not achieve a performance grade of at least 80% in any or all competencies associated with a particular course will receive the "F" grade. The earliest that students can repeat courses that they have failed will be in the subsequent TAB term.

## **Student Withdrawal**

Students wishing to withdraw from all courses before the end of a term for which they are registered must clear their records by filing an application for voluntary withdrawal.

Please contact your ORGL Academic Coach at [orgladvising@tamuc.edu](mailto:orgladvising@tamuc.edu).

This action must be taken by the date stated in the Academic Calendar as the last day to withdraw. Students who withdraws from the university is subject to the conditions outlined in the section regarding Scholastic Probation or Suspension in the university catalog. It is the students' responsibility to withdraw from classes if they do not plan to attend during the semester in they have enrolled. Students have one year from the first day of a semester to appeal a withdrawal refund. Courses withdrawn are counted as attempted hours and count towards the three-peat, 45-hour and 30-hour rules and financial aid and veterans and military benefits.

## **Course Calendar for Current Term**

Due to the nature of this competency-based course, time is tied to the dates of the current term. All coursework must be completed by 5:00pm on the last day of the term. Failure to submit all coursework by the last day of the term may result in earning a non-passing grade.

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### COURSE OUTLINE / CALENDAR

Learning Objectives and Competencies	Assignments
<b>CLO1: Introduction to Organizational Theory</b>	Read the material for the week. Complete any assignments.  <b>Suggested completion date</b> <b>End of Week 1, _____</b>
<b>CLO2: Sources of Power</b>	Read the material for the week. Complete any assignments.  <b>Suggested completion date</b> <b>End of Week 2, _____</b>
<b>CLO3: Collegial Theory</b>	Read the material for the week. Complete any assignments.  <b>Suggested completion date</b> <b>End of Week 2, _____</b>
<b>CLO4: Bureaucracy Theory</b>	Read the material for the week. Complete any assignments.  <b>Suggested completion date</b> <b>End of Week 3, _____</b>
<b>CLO5: Political Theory</b>	Read the material for the week. Complete any assignments.  <b>Suggested completion date</b> <b>End of Week 4, _____</b>
<b>CLO6: Organized Anarchy/Cybernetic Theory)</b>	Read the material for the week. Complete any assignments.  <b>Suggested completion date</b> <b>End of Week 5, _____</b>

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<b>Complete Part 3 Posttest</b> <b>Turn in your project</b>	Instructions and rubric available in D2L.  <b>Required complete by date:</b> <b>End of Week 7, _____</b>
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