Organizational Analysis: BUS 363 - 001
Winter 2018: January 8 – April 13, 2018

Instructor: Caroline Graves
Phone: 306-530-6553 (cell.)
E-Mail: caroline.graves@uregina.ca
Class Time: Tuesday & Thursday; 5:30 – 6:45 p.m.
Class Location: Education Building - Room 623
Final Exam: Tuesday, Apr.17, 2018; 7:00 – 10:00 p.m.

Course Overview:
This course concerns the structures and processes of organizations and their sub-units as they influence and are influenced by their technology and environment. Topics will include: organizational strategy and structure, organizational decision-making, conflict, life cycles, innovation, and emerging forms.

Prerequisite: BUS 250 (or ADMN 250)

Learning Objectives:
Students who complete this course will be able to:
- Define an organization and the importance of organizations to society.
- Describe the importance of strategy and the strategy process.
- Explain how organizations adapt in a changing environment.
- Define organizational life cycle and understand the life cycle stages.
- Apply frameworks and tools to analyze organizational issues.

Special Needs:
If there is any student in this course who, because of a disability, may have a need for accommodation, please contact the Coordinator of Special Needs at 585-4631, in addition to discussing the accommodation with me.
General Classroom Etiquette:
- Your presence will make a big difference to the dynamics of the class and the degree of learning that occurs. Therefore, you are expected to attend class regularly, on time, remain for the whole period, and make a positive contribution while present.
- All students are expected to participate constructively in class activities. This could consist of, but is not limited to, contributing to class discussions, presenting solutions to assigned exercises, describing work experiences related to topics raised in class, making perceptive comments or asking appropriate questions, bringing in newspaper or magazine clippings of interest to the class, etc.
- Examinations may reference all text and in-class content. Should you miss a particular class, it is your responsibility to obtain notes, assigned activities, handouts, etc. from another class member.
- Please turn your I-phones, blackberries, or other cell phones off before class begins and put them away during class.
- Log into UR Courses regularly to check for e-mails or any course-related announcements. Students are responsible for bringing appropriate material for class that may be posted on UR courses or as noted in the course outline.

Academic Integrity:
Students enrolled in Business courses at the University of Regina are expected to adhere rigorously to principles of intellectual integrity. Plagiarism is a form of intellectual dishonesty in which another person’s work is presented as one’s own. Plagiarism or cheating on examinations/assignments is a serious offence that may result in a zero grade on an assignment, a failing grade in a course, suspension, or expulsion from the University.

Note: The Associate Dean requires that ANY level of plagiarism in the form of ANY missing in-text citations and/or references MUST be referred to his office for investigation of academic misconduct. For a student in their first semester at the University of Regina, a first offence, whether intentional or not, would typically carry a penalty of a notation in their student file and 3% off of their final grade in the course. For a student who has already attended the University of Regina at least one semester, a first offence, whether intentional or not, would typically carry a penalty of a notation in their student file and a 0% on the assignment. (These penalties apply only to the business faculty and are typical only, as they do not take into account the Associate Dean’s investigation into individual circumstances.) In order to avoid such penalties, it is critical that you provide complete referencing and in-text citations, even if the formatting isn’t perfect. You are encouraged to err on the side of caution and to “over-cite” rather than to exclude necessary information.

Plagiarism includes missing references, in-text citations, and quotation marks. Students who plagiarize unintentionally most often do so by failing to
include all necessary in-text citations. In-text citations must be included for any and all information located through research. This includes anything that was not from your own previous knowledge or your own personal analysis of the research, even if the information is paraphrased, a direct quotation, a fact, a number, a statistic, someone else’s opinion, or was found through multiple sources. Remember, cite the ideas, not just the words.

Course Assessment:

<table>
<thead>
<tr>
<th>Component</th>
<th>Due Date</th>
<th>Percentage of Final Grade</th>
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<tbody>
<tr>
<td>Case Summaries</td>
<td>Jan. 25 &amp; Feb. 15, 2018</td>
<td>5% x 2 = 10%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>Mar. 1, 2018</td>
<td>20%</td>
</tr>
<tr>
<td>Term Paper</td>
<td>Apr. 3, 2018</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Apr. 17, 2018</td>
<td>40%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>Ongoing</td>
<td>10%</td>
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Case Summaries (5% x 2 = 10%) – Due: Jan. 25 & Feb. 15, 2018:
- Students will prepare written responses to questions related to two cases.
- These case summaries will be prepared individually.
- Additional details regarding these assignments will be provided in class.

Midterm Exam (20%):
- The midterm exam will be conducted in class on Mar. 1, 2018.
- No make up exam will be offered. If you miss the midterm exam for a reason approved by the instructor, your final exam will be worth an additional 20%.
- The midterm exam will cover all material discussed and assigned up to that time in the semester.

Term Paper (20%) – Due: Apr. 3, 2018
- In self-selected groups of three (3) or four (4) students, you will prepare a term paper on an organizational analysis-related topic of your choice.
- Your paper is to be a maximum of 12 one-and-a-half spaced pages. The title page, referencing, and appendices do not count towards the total page count.
- A hard copy of the assignment is to be handed in and an electronic copy is to be e-mailed to the instructor.
- Additional details regarding this assignment will be discussed in class.
- A grading rubric will be posted to UR Courses.

Final Exam (40%):
- The final exam is scheduled for Tuesday, Apr. 17, 2018.
• It will be a comprehensive, closed-book exam, and will cover material in the textbook and discussed in class.

**Class Participation (10%):**
Because this course relies heavily on application and discussion of material, 10% of your grade will be determined from class contribution. Simply showing up for class all the time will only earn you 50% of the participation grade.

You will gain points by:
- Being prepared for class.
- Participating constructively in class exercises and discussions.
- Making observations that integrate concepts and discussions.
- Asking appropriate questions.
- Describing relevant work related examples.
- Sharing research, newspaper, or magazine clippings of interest and relevance.

You will lose points by:
- Not contributing in a meaningful way.
- Arriving late to class or leaving class early (without a valid reason).
- Missing class (without a valid reason).
- Engaging in inappropriate behavior or comments that take away from the quality of the learning for others (e.g., texting, browsing the internet, letting your cell phone ring).
- Being unprepared for class.

**Late Assignments:**
Late assignments will be penalized 10% for each day that they are late. Late submissions must be handed directly to the instructor or must be date-stamped upon receipt by the Faculty of Business Administration office staff. Late assignments will not be accepted after five (5) days unless there are extenuating circumstances that have been discussed with the instructor prior to the assignment deadline and the instructor has agreed to extend the deadline.

**Class Schedule (subject to revision):**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Jan. 9, 2018</td>
<td>Introductions and Review of Course Outline</td>
</tr>
<tr>
<td>Jan. 11 &amp; 16, 2018</td>
<td>Chapter 1 – Organizations and Organizational Theory</td>
</tr>
<tr>
<td>Jan. 18 &amp; 23, 2018</td>
<td>Chapter 2 – Strategy, Organizational Design, and Effectiveness</td>
</tr>
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<td>Jan. 25, 2018</td>
<td>Case Summary #1 Due</td>
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<td>Date</td>
<td>Topic</td>
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<tr>
<td>Jan. 30, 2018</td>
<td>Chapter 3 – Fundamentals of Organizational Structure</td>
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<td>Feb. 1 &amp; 6, 2018</td>
<td>Chapter 4 – The External Environment</td>
</tr>
<tr>
<td>Feb. 8 &amp; 13, 2018</td>
<td>Chapter 5 – Interorganizational Relationships</td>
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<tr>
<td>Feb. 15, 2018</td>
<td>Case Summary #2 Due</td>
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<td>Chapter 6 – Designing Organizations for the International Environment</td>
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<tr>
<td>Feb. 20 &amp; 22, 2018</td>
<td>Winter Break – No Classes</td>
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<tr>
<td>Feb. 27, 2018</td>
<td>Chapter 6 – Designing Organizations for the International Environment Cont’d. Review for Midterm Exam</td>
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<tr>
<td>Mar. 1, 2018</td>
<td>Midterm Exam</td>
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<tr>
<td>Mar. 6 &amp; 8, 2018</td>
<td>Chapter 7 – Manufacturing and Service Technologies</td>
</tr>
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<td>Mar. 13 &amp; 15, 2018</td>
<td>Chapter 8 – Organization, Size, Life Cycle, and Decline</td>
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<tr>
<td>Mar. 20 &amp; 22, 2018</td>
<td>Chapter 9 – Organizational Culture and Ethical Values</td>
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<td>Mar. 27 &amp; 29, 2018</td>
<td>Chapter 10 – Innovation and Change</td>
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<td>Apr. 3 &amp; 5, 2018</td>
<td>Chapter 11 – Decision-Making Processes</td>
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<td>Apr. 10, 2018</td>
<td>Chapter 12 – Conflict, Power, and Politics</td>
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<tr>
<td>Apr. 12, 2018</td>
<td>Chapter 12 – Conflict, Power, and Politics Cont’d. Conclude &amp; Review for Final Exam</td>
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<tr>
<td>Apr. 17, 2018</td>
<td>Final Exam</td>
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</tbody>
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Please Note: Case studies, guest speakers, and class activities may occur that are not reflected on the class schedule.
University of Regina
Counselling Services

Feeling Stressed? Always worried?

Some stress is normal when you’re going to university but 1 in 5 students will suffer from enough distress that they would benefit from counselling.

What can I do?
The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 281 to make an appointment.

When should you go?
Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you’ve experienced a trauma like losing a family member or a close friend, or if you’ve recently ended a relationship.

If the feelings you’re experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

- **Personal Counselling** – This is a great option if you’d like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 6 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

- **Group Counselling** – Simply put, you’re not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can’t afford counselling...
Seeking counselling doesn’t have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit [www.iHaveAPlan.ca](http://www.iHaveAPlan.ca). Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?
Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

Have a problem but don’t know how to fix it?

**URSU’s Student Advocate can help you free of charge!**

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!

- Emergency Bursaries
- Notary Public
- Rentsman Appeals