Syllabus – Spring 2015

Excluding materials for purchase, syllabus information may be subject to change. The most up-to-date syllabus is located within the course in HuskyCT.

Program Information

This is a three-credit undergraduate level course. It satisfies the integrative capstone requirement for students in the Bachelor of General Studies degree (BGS) program.

Course and Instructor Information

Course Title: Integrating General Studies – Organizations & Leadership (GPS 4278W)
Credits: 3
Format: Online via HuskyCT
Instructor: Professor Ivan J Blum

E-mail: ivan.blum@uconn.edu (After the first day of classes, students registered in the course should send messages concerning this course to Professor Blum via HuskyCT Messages).

Availability: Specific details regarding instructor availability will be posted during the first week of the course.

Permission Requests:
This course is open to Bachelor of General Studies students only.

Course Materials

Required course materials should be obtained before the first day of class.

Required Material:

Recommended Materials:

Additional course readings and media are available within HuskyCT, through either an Internet link or Library Resources (Electronic Course Reserve/ECR).

Course Description.

Organizational function and dysfunction will be explored from the perspective of multiple academic disciplines including organization theory, sociology, psychology, political science, economics, leadership attributes, and cultural anthropology. The course aims to enhance understanding of life inside organizations (e.g. for profit corporations or businesses, not-for-profit service, health care, religious, educational, governmental, military, and/or criminal) through an interdisciplinary examination of common organizational practices such as work differentiation and integration, leadership dynamics, personnel practices, motivation, teamwork, conflict management, culture, and performance management, among others.
Course Objectives

After completion of this course students should be able to:

- Assess an organization's structure, interpersonal dynamics, political activities and perspective, and culture using Bolman and Deal's reframing methodology as an interdisciplinary analytical process.
- Understand the key attributes of effective leaders in a wide variety of situations.
- Demonstrate effective writing by clearly presenting ideas and logical arguments in course discussions and expository writing assignments.
- Use outside resources to complement and enhance required course materials and substantiate personal claims and assertions in course discussions and writing assignments.
- Demonstrate ethical responsibility in all course related activities through the application of authorship and copyright policies and compliance with the University's Student Code.

Course Outline (and Calendar if Applicable)

Module 1: Introduction to The Organization

Module 2: The Structural Frame: Organizational Architecture

Module 3: The Human Resource Frame: People and Organizations

Module 4: The Political Frame: Power, Conflicts and Coalitions

Module 5: The Symbolic Frame: Meaning, Culture and Legitimacy

Module 6: Putting It all Together: Leadership and Applying the Frames

Course Requirements and Grading

Summary of Course Grading:

<table>
<thead>
<tr>
<th>Course Components</th>
<th>Percentage of Total Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four (4) Short Written Assignments (10% each)</td>
<td>40%</td>
</tr>
<tr>
<td>Comprehensive Final Paper</td>
<td>30%</td>
</tr>
<tr>
<td>Web-based Discussions</td>
<td>30%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
Students will be evaluated based upon both content (ability to synthesize and apply key themes presented in course) and the written presentation of their work on the following activities:

**Short Written Assignments (40% of total course grade)**
Students will be required to write four (4), 4 page papers on a chosen organization over the course of the semester. Each submission will count 10% towards the total course grade. A grading rubric, or grading criteria, for writing will be generated from course discussion and posted during the first few weeks of the course. Specific details and requirements for each individual paper will be posted in the course.

**Final Written Assignment (30% of total course grade)**
Students will revise the four short written assignments, synthesize key concepts, and incorporate instructor feedback provided into a comprehensive final paper. Specific details and requirements for the final paper will be posted in the course.

**Web-based Discussions (30% of total course grade)**
Students are expected to participate via online posts to module discussion activities and will be graded on both the quality and content of their posts and the quality of feedback provided to peers. This is an ongoing process, which starts when a student posts his or her work to the discussion area. Participation is a vital component to this course, and it is fully expected that students will appropriately support, challenge and encourage each other in this learning process. This requires that students regularly log into the course, read new posts, and respond in a timely way to each other and the instructor, to help shape meaningful dialogue. Feedback from the instructor will be provided both individually, as part of the course discussion dialogue, or to the group (under the discussion topic heading - Messages from Instructor).

**Writing (W) Competency**

This course fulfills the writing competency of the general education requirements. Students will be required to write a minimum of fifteen (15) pages that have been revised for conceptual clarity and development of ideas, edited for expression, and proofread for grammatical and mechanical correctness.

During this W course, your instructor will address the writing process and provide writing tips feedback to you for ongoing revision throughout the course. The structure of revision and supervision can vary but may utilize Messages and Assignments in the HuskyCT course. You may schedule an individual consultation with your instructor by telephone. Please do not use outside email.

Enrollment is restricted to 19 students.

**Students must pass both the content component and the writing component in order to pass the course.**

**Information (I) Literacy Competency**

This course fulfills the information literacy competency of the general education requirements. Information literacy concerns the general understanding and competency of three integrally related processes:
(1) **Information development and structure** - an understanding of how information is created, disseminated and organized;

(2) **Information access** - an understanding of information communication processes and a facility with the tools required to tap into these processes;

(3) **Information evaluation and integration** - an ability to evaluate, synthesize and incorporate information into written, oral, or media presentations.

To fulfill this competency in this course, students will need to compare and contrast information resources across a variety of formats (e.g., journal, book, Web site, database) and synthesize this information into the writing requirements.

**Grading Scale:**

The final course grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>63-66</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>60-62</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>&lt;60</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Due Dates and Late Policy**

All course due dates are identified in the HuskyCT course. Deadlines are based on Eastern Standard Time; if you are in a different time zone, please adjust your submittal times accordingly. The instructor reserves the right to change dates accordingly as the semester progresses. All changes will be communicated in an appropriate manner.

**Feedback and Grades**

Every effort will be made to provide feedback and grades in a timely manner. To keep track of your performance in the course, refer to *My Grades* in HuskyCT.
As a member of the University of Connecticut student community, you are held to certain standards and academic policies. In addition, there are numerous resources available to help you succeed in your academic work. This section provides a brief overview to important standards, policies and resources.

**Student Code**

You are responsible for acting in accordance with the [University of Connecticut's Student Code](#) Review and become familiar with these expectations. In particular, make sure you have read the section that applies to you on Academic Integrity:

- [Academic Integrity in Undergraduate Education and Research](#)
- [Academic Integrity in Graduate Education and Research](#)

Cheating and plagiarism are taken very seriously at the University of Connecticut. As a student, it is your responsibility to avoid plagiarism. If you need more information about the subject of plagiarism, use the following resources:

- [Plagiarism: How to Recognize it and How to Avoid It](#)
- [Instructional Module about Plagiarism](#)
- [University of Connecticut Libraries’ Student Instruction](#) (includes research, citing and writing resources)

**Copyright**

Copyrighted materials within the course are only for the use of students enrolled in the course for purposes associated with this course and may not be retained or further disseminated.

**Netiquette and Communication**

At all times, course communication with fellow students and the instructor are to be professional and courteous. It is expected that you proofread all your written communication, including discussion posts, assignment submissions, and mail messages. If you are new to online learning or need a netiquette refresher, please look at this guide titled, [The Core Rules of Netiquette](#).

**Adding or Dropping a Course**

If you should decide to add or drop a course, there are official procedures to follow:

- Matriculated students should add or drop a course through the [Student Administration System](#).
- Non-degree students should refer to [Non-Degree Add/Drop Information](#) located on the registrar’s website.

You must officially drop a course to avoid receiving an “F” on your permanent transcript. Simply discontinuing class or informing the instructor you want to drop does not constitute an official drop of the course. For more information, refer to the:

- [Undergraduate Catalog](#)
- [Graduate Catalog](#)

**Academic Calendar**

The University's [Academic Calendar](#) contains important semester dates.

**Academic Support Resources**

[Technology and Academic Help](#) provides a guide to technical and academic assistance.

**Students with Disabilities**

Students needing special accommodations should work with the University's [Center for Students with Disabilities (CSD)](#). You may contact CSD by calling (860) 486-2020 or by emailing csd@uconn.edu. If your request for accommodation is approved, CSD will send an accommodation letter directly to your instructor(s) so that special
arrangements can be made. (Note: Student requests for accommodation must be filed each semester.)

Blackboard measures and evaluates accessibility using two sets of standards: the WCAG 2.0 standards issued by the World Wide Web Consortium (W3C) and Section 508 of the Rehabilitation Act issued in the United States federal government.” (Retrieved March 24, 2013 from http://www.blackboard.com/platforms/learn/resources/accessibility.aspx)

Software Requirements and Technical Help

- Word processing software (preferably Microsoft Word)
- Microsoft Powerpoint
- Adobe Acrobat Reader
- Internet access

This course is completely facilitated online using the learning management platform, HuskyCT. If you have difficulty accessing HuskyCT, online students have access to the in person/live person support options available during regular business hours in the Digital Learning Center (www.dlc.uconn.edu). Students also have 24x7 access to live chat, phone and support documents through www.ecampus24x7.uconn.edu.

Minimum Technical Skills

To be successful in this course, you will need the following technical skills:

- Use electronic mail with attachments.
- Save files in commonly used word processing program formats.
- Copy and paste text, graphics or hyperlinks.
- Work within two or more browser windows simultaneously.
- Open and access PDF files.

University students are expected to demonstrate competency in Computer Technology. Explore the Computer Technology Competencies page for more information.

Evaluation of the Course

Students will be provided an opportunity to evaluate instruction in this course using the University's standard procedures, which are administered by the Office of Institutional Research and Effectiveness (OIRE).

Additional informal formative surveys may also be administered within the course as an optional evaluation tool.