

**AMBERTON UNIVERSITY**  
**e-COURSE SYLLABUS**

\*\*This course will be administered via an alternative learning management system\*\*

HRT6560.E1 Organizational Culture  
**FALL 2014**

**PROFESSOR INFORMATION:**

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This is a closed email system. Emails from accounts outside of the eCmail system will not be delivered. Refer to "Course Communications" below.

**COURSE INFORMATION:**

HRT6560.E1 Organizational Culture

Level: Graduate

Beginning Date of Session: Saturday, September 13, 2014

Ending Date of Session: Thursday, November 20, 2014

**Student access available to the Student Portal: Saturday, September 13, 2014.**

*Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.*

**TEXTBOOK(S) AND REQUIRED MATERIALS:**

Title: Organizational Behavior: Managing People and Organizations

Authors: Ricky W. Griffin and Gregory Moorhead

Publisher: Cengage Learning

Year Published: 2013

Edition: 11<sup>th</sup>

ISBN-10: 1133626696

ISBN-13: 9781133626695

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, [www.Amberton.edu](http://www.Amberton.edu). Just look for the "Bookstore" tab across the top of the home page. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you

are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in course syllabi so students can shop competitively. Students should be careful to obtain the exact resource(s) required for the course.

### **COURSE PREREQUISITES:**

There are no course prerequisites for this course.

### **COURSE COMPETENCIES:**

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

#### **UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:**

- Analyzing the impact that the founders, history, and tradition have on an organization's culture. (read chapters 1 and 12)
- Examining contemporary research findings with regard to organizational behavior. (read chapter 17, complete discussion questions)
- Explaining the impact of corporate culture upon organizational communication. (read chapter 11, complete written paper)
- Analyzing objectively the impact of organizational politics on corporate culture. (read chapter 14, complete team assignment)
- Analyzing strategy, structure, power networks, financial position, and systems of a specific organization and their impact on corporate culture. (read chapter 17, complete discussion questions)
- Assessing the role organizational culture plays in the decision-making process both during crises and during daily organizational life. (read chapter 8, complete written assignment)
- Explaining the nature of the relationship between the individual ethics of organizational leaders and the ensuing ethics of the organization itself. (read chapter 13, complete discussion questions)
- Describing current trends in the workplace that are a result of the conflicts between the new social values of employees and the more traditional values of the organization. (read chapters 15 and 19)
- Illustrating the complexity and challenge of managing cross-cultural human relationships. (read chapter 13, complete discussion questions)
- Analyzing contemporary approaches to designing organizations and systems that positively affect an organization's culture. (read chapter 17, complete discussion questions)
- Conducting an in-depth analysis of the culture within an organization. (read chapter 18, complete discussion questions)
- Identifying strategies that help companies align culture with corporate vision. (read chapter 18, complete discussion questions)
- Recognizing the connection between culture and workplace behaviors. (read chapter 2, complete discussion questions)

- Matching business situations to their relationship with organizational culture. (read chapter 14, complete team assignment)
- Matching cultural traits with their manifested workplace behaviors. (read chapter 2, complete discussion questions)
- Identifying the applicable steps to change corporate culture. (read chapters 15 and 19)
- Understanding the implications of subcultures. (read chapters 1 and 12)

### **COURSE POLICIES:**

Regarding class policies, please note that while late assignments are not encouraged, they will be accepted; however, there will be a penalty of 10% per day. Late papers will not be accepted after day 4 past the original due date (up to 40%). Remember that you are always welcome to submit your assignments early. Extra credit will not be offered in this course. Additionally, **please note that, if there is an assignment due for the week, it will be due on the last day of that week, which would be the end of Friday by 11:50p.** For example, if an assignment is due for week 3, the assignment will need to be submitted by the end of Friday, in week 3. Please refer to your course calendar for specific due dates.

### Student's Responsibilities

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes. In the course outline and calendar, **please note that the date is not indicative of when the assignment of the week is due. This date only serves as the start date of that new week.** The new week begins on Saturdays. For example, week 1 begins September 13, 2014, week 2 begins September 20, 2014, etcetera.

### **COURSE OUTLINE AND CALENDAR:**

#### **I. September 13, 2014**

- A. Leader impact History and tradition have on an organization's culture.
- B. Understanding the implications of subcultures.
- C. Read chapters 1 and 12

#### **II. September 20, 2014**

- A. Recognizing the connection between culture and workplace behaviors.
- B. Matching cultural traits with their manifested workplace behaviors.
- C. Read chapters 2-3
- D. Complete DQs

#### **III. September 27, 2014**

- A. Explaining the impact of corporate culture upon organizational communication.
- B. Read chapters 4, 6 and 11

C. Complete Assignment (8 page paper)

**IV. October 4, 2014**

- A. Analyzing strategy, structure, power networks, financial position, and systems of organizations and their impact on corporate culture.
- B. Analyzing contemporary approaches to designing organizations and systems that positively affect an organization's culture.
- C. Read chapters 5, 16, and 17
- D. Complete DQs

**V. October 11, 2014**

- A. Decision-making process both during crises and during daily organizational life.
- B. Read chapters 7-8
- C. Complete Assignment (10 page paper)

**VI. October 18, 2014**

- A. Examining contemporary research findings with regard to organizational behavior.
- B. Explaining the relationship between the individual ethics of organizational leaders and the ensuing ethics of the organization itself.
- C. Illustrating the complexity and challenge of managing cross-cultural human relationships.
- D. Read chapter 13
- E. Complete DQs

**VII. October 25, 2014**

- A. Analyzing objectively the impact of organizational politics on corporate culture.
- B. Matching business situations to their relationship with organizational culture.
- C. Team dynamics within organizations
- D. Read chapters 9, 10, and 14
- E. Complete Team Assignment – PowerPoint presentation (30 slides)

**VIII. November 1, 2014**

- A. Conducting an in-depth analysis of the culture within an organization.
- B. Identifying strategies that help companies align culture with corporate vision.
- C. Read chapter 18
- D. Complete DQs

**IX. November 8, 2014**

- A. Addressing conflicts between the new social values of employees and the more traditional values of the organization.
- B. Identifying the applicable steps to change corporate culture.

C. Read chapters 15 and 19

**X. November 15, 2014**

A. Complete Final exam

**Discussion Forum**

Each Distance Learning course is provided a Discussion Forum area. During this semester, every other week, Dr. Ards will post Discussion Questions (DQs) in the HRT6560.E1 Discussion Forum. During that week when DQs are due, students are expected to respond to the DQs as well as post at least four posts, in response to their classmates' initial response to the DQ, that reflect their thoughts and comments. These responses should be substantive in nature and should add depth to the discussion. This is how participation and DQ points will be earned. The purpose is to provide an excellent tool for interaction and discussion between students regarding managerial communication topics.

**GRADING CRITERIA:**

Each student is expected to present their material with well-written, coherent, properly structured English appropriate for graduate-level course with reference citations included correctly. The thoughts and material presented should be original, well-developed and relevant to the specific topic(s) of the assignment. An assignment that is too brief, minimalist, or sparse will typically not provide an adequate basis for assessing a student's knowledge and research on that particular assignment topic.

The number of pages specified for each assignment represents the minimum number of pages considered to be acceptable for that assignment. This minimum number of pages does NOT include your title page or your page of references at the end of the assignment. Each assignment should be written in Standard APA style, double-spaced, and 11 or 12 point font (Times New Roman or Arial). English grammar, spelling, word choice, and usage are a part of your grade. There are two written assignments and one team assignment that are worth a total of 60% of your overall grade (20% for each assignment). Additionally participation is worth 10% of your overall grade. On a final note, your final is worth 30% of your grade.

Graduate

92 – 100	A
82 – 91	B
72 – 81	C
62 – 71	D
Below 62	F

**GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:**

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be

reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student's address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their eMail account and contact the instructor at [kards@eMail.amberton.edu](mailto:kards@eMail.amberton.edu) or phone extension 159. Do not use the Course Number e-mail as it is no longer operational.

### Incomplete Grades

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

### How To Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

### **COURSE DELIVERY METHODOLOGY:**

This course is offered as a distance-learning course. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
  - Internet browser settings and configuration
  - e-mail and file attachments
  - Uploading and downloading files
  - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

### **HOW TO ACCESS YOUR COURSE:**

Students enrolled in distance learning courses use the resources contained in Amberton's Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>). After selecting the "Student Portal" link, you will be prompted for a Username and Password. Use your assigned **username and password** (AUID) as described below:

**Username** = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

\* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789  
Username: JJonesJr789

**Password** = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, eCmail access, Discussion Forum, Chat Room, Remote Research, General Tools, all Syllabi, QEP Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: [e-sysop@amberton.edu](mailto:e-sysop@amberton.edu)

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or [advisor@Amberton.edu](mailto:advisor@Amberton.edu) for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

### **COURSE COMMUNICATIONS:**

Students will communicate with faculty using any of three methods: eCmail, Discussion Forum and Chat Room. Each student enrolled in this course is assigned an Amberton eCmail account, Discussion Forum and Chat Room, with access through the Student Portal.

You must use Amberton's eCmail system to send emails, do not use outside email accounts (ie. Yahoo, msn, Hotmail), as email from outside the University will be rejected.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton student eCmail system ([eCmail.Amberton.edu](mailto:eCmail.Amberton.edu)). Students are encouraged to check their email regularly for University news and notices.

**Students are responsible for reviewing the “Communication Guidelines” provided on the individual E-Course for specific instructor requirements.**

**FORMAT AND SUBMISSION OF ASSIGNMENTS:**

Assignments are to be submitted as an attachment to an email. Specific directions and guidelines for submission of assignments are located on-line in the “Communication Guidelines” of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

**COURSE EVALUATION:**

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students’ identities are not disclosed.

Students will be notified through the Amberton eMail system of the Course Evaluation procedures. Usually, the evaluations take place during the last two weeks of the session. Please take advantage of this opportunity and participate in the evaluation process.

**ACADEMIC HONESTY/PLAGIARISM:**

Plagiarism is the presentation of someone else’s information as though it were your own. If you use another person’s words, ideas or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University’s ethics policy.

**RESEARCH RESOURCES:**

The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the “Ask-A-Librarian” section of the discussion forum or email their questions to library@Amberton.edu.

**QUALITY ENHANCEMENT PLAN – QEP TOOLKITS:**

Online research resources are available through “Research Tools Database”, accessible through the Student Portal. (For additional assistance, students may access

the “QEP Tutorials” link located in the General Tools area on the Student Portal.)  
Access the Portal by clicking “Student Portal” from the University’s website. You must know your Amberton ID to access the Portal.