

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

**HRT6560.E1 Organizational Culture
Summer 2020**

PROFESSOR INFORMATION:

Name: Dr. Deborah Hill
Phone Number: 972-279-6511 ext. 211
Email Address: DHill@Amberton.edu

COURSE INFORMATION:

HRT6560.E1 Organizational Culture
Level: Graduate
Beginning Date of Session: Saturday, June 13, 2020
Ending Date of Session: Thursday, August 20, 2020

Student access available to the Student Portal: Saturday, June 13, 2020

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

COURSE PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Understanding Organizational Culture
Author: Mats Alvesson
Publisher: Sage Publishers
Year Published: 2013 Year Published
Edition: 2nd Edition
ISBN: 13: 9780857025579
Price: Available at <http://amberton.ecampus.com>

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. 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 the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the *Publication Manual of the American Psychological Association*, (6th ed., 2nd printing). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

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.

The course examines the development, nature, classifications, and characteristics of organizational culture. Emphasis is placed on the investigation of behaviors and their relationship to organizational culture. The interaction of the individual, groups, the organization and environment are explored. Special attention is given to theories, models and methods for aligning culture to the organizational vision and mission.

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

1. Analyzing the impact that the founders, history, and tradition have on an organization's culture.
2. Examining contemporary research findings with regard to organizational behavior.
3. Explaining the impact of corporate culture upon organizational communication.
4. Recognizing how interpersonal skills influence organizational communication and the need to ensure proper development of those skills.
5. Analyzing objectively the impact of organizational politics on corporate culture.
6. Analyzing strategy, structure, power networks, financial position, and systems of a specific organization and their impact on corporate culture.
7. Assessing the role organizational culture plays in the decision-making process both during crises and during daily organizational life.
8. Explaining the nature of the relationship between the individual ethics of organizational leaders and the ensuing ethics of the organization itself.
9. 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.
10. Assessing the impact multi-generational representation in the workforce is having on organizational culture values, norms, behaviors, and attitudes.
11. Illustrating the complexity and challenge of managing cross-cultural human relationships.
12. Analyzing contemporary approaches to designing organizations and systems that positively affect an organization's culture.
13. Conducting an in-depth analysis of the culture within an organization.
14. Identifying strategies that help companies align culture with corporate vision.
15. Recognizing the connection between culture and workplace behaviors.
16. Matching business situations to their relationship with organizational culture.
17. Matching cultural traits with their manifested workplace behaviors.
18. Identifying the applicable steps to change corporate culture.
19. Understanding the implications of subcultures.
20. Explaining the role of leadership in using culture as a tool to sustain a high performance organization.

COURSE POLICIES:

Students are expected to participate in online discussions regardless if credit is earned. This is the way that attendance and progress in the course will be measured. Review the syllabus and other course materials very carefully with emphasis on assignment due dates. Make-up exams are only administered in the case of a medical emergency or similar situation and at the discretion of the instructor. Failure to submit timely assignments due to business, vacation travel or other similar reasons will not be honored. There is no extra credit in this course. Only assignments submitted two days after the due date will be accepted and will incur a 10% grade deduction. Students will receive graded assignments within 3 – 4 days after submission after the due date. Submit all assignments to the Moodle classroom. Students are encouraged to check with the instructor if additional information is needed.

This course will be taught as a lecture in the Zoom classroom. We will use Wednesday evenings from 6:30 – 8:30 p.m. for lecture.

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.

Attendance Policy:

Amberton University expects regular and punctual class attendance by all students. For both lecture and online courses, attendance and participation are extremely important in order for students to receive a quality education. In case of an absence, it is the student’s responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student’s responsibility to follow Amberton’s policy on formally withdrawing from a course. Ceasing to attend or participate in classes does not constitute an official withdrawal. All withdrawals must be submitted by the student; but the university administration may submit a withdrawal under special circumstances.

Plagiarism Policy

Plagiarism is using another person’s work as your own. Plagiarism is a violation of the University’s code of student ethical conduct and is one that is taken seriously. Amberton University operated on an honor system, and honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton University students are expected to abide by the honor system and maintain academic integrity in all of their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based anti-plagiarism services and applications at any time.

COURSE OUTLINE AND CALENDAR:

Week	Topic	Assignment	Competencies Covered	Due Date
1	Chapter 1: The Concept of Organizational Culture	Read Chapter 1	1, 2, 13	No assignment Discussion in Classroom (Zoom)
2	Chapter 2: Culture as a Metaphor	Read Chapter 2	2	Discussion in Classroom (Zoom)
3	Chapter 3: Organizational Culture Identify	Read Chapter 3	3, 4	Discussion in Classroom (Zoom) Personal Reaction Paper Due July 1
4	Chapter 4: Organizational Culture and Performance	Read Chapter 4	9, 15, 16, 17	Discussion in Classroom (Zoom)
5	Chapter 5: Organizational Culture, Strategy and Marketing	Read Chapter 5	5, 6,	Discussion in Classroom (Zoom) Midterm Exam Due July 19
6	Chapter 6: Organizational Culture and Leadership	Read Chapter 6	8, 18, 20	Discussion in Classroom (Zoom)
7	Chapter 7: Work and Multiple Levels of Culture	Read Chapter 7	14, 19	Discussion in Classroom (Zoom) Case Study # 1 Due July 31
8	Chapter 8: Ambiguity of Culture	Read Chapter 8	13	Discussion in Classroom (Zoom)
9	Chapter 9: Culture a Constraint: An	Read Chapter 9	5, 8	Article Analysis Presentation; Due

	Emancipatory Approach			August 15 Discussion in Zoom
10	Chapter 10: Cultural Change and Conclusions	Read Chapter 10/Conclusions	12	Discussion in Classroom (Zoom);

GRADING CRITERIA:

Assignment	Due	Points
Personal Reaction Paper	July 1	100
Midterm Examination	July 19	100
Case Study Analysis	July 31	100
Article Analysis	August 15	100
Total		400

Divide by 4 to determine final grade

Description of Assignments:

Personal Reaction Paper:

Submit a 5 – 8 page paper (page count does not include a title and reference page) written in APA format discussing concepts gleaned from reading chapters 1 – 4 of the text. Select a minimum of 6 topics that interest you from the text and expound on them by expressing your reaction to what the author(s) have written. Please refer to the APA resources provided in the class or visit the Amberton library for APA resources. Paper must not exceed 8 pages.

Midterm Examination:

A midterm examination will include essay questions and additional information covered in class discussions.

Case Study Analysis:

Professor will present and provide a case study for students to analyze and offer comments and recommendation on their perspective of culture based on the text. Students will write the analysis in the APA format.

Articles Analysis:

Students will select an article that references organizational culture and present the information during the classroom discussion.

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 University email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

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 through the Moodle Learning Platform. 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:

Through the Amberton University Student Portal

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>) or at <http://apps.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 to enter the AU Student Portal:

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, email account, Remote Research, General Tools, all Syllabi, Research 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

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or 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.

Through the Amberton University Moodle Website

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

Moodle Tutorial:

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789

Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: [LJones-Smith789](mailto:LJones-Smith789@my.Amberton.edu)) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

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

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. 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.

INSTRUCTOR/COURSE EVALUATION:

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. 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. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

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 Library or email their questions to library@Amberton.edu.

RESEARCH TUTORIALS:

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

Library Live Chat Feature

The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. www.amberton.edu/current-students/library/index.html