

The University of Oklahoma

College of Continuing Education

Advanced Programs – Course Syllabus

Course Title:

Seminar in Organizational Change and Development

Course Number:

HR 5043-492

Course Description:

This course explores selected issues in organizational behavior, taking a communication perspective with respect to the problem of organizational change and development. The role of individual perception, and group-mediated beliefs and values are foregrounded, with an emphasis on how dynamic change impacts the individual as well as the organization as a whole. Discussions of power and processes of influence will be conducted. More specifically, we will explore:

- Influence and power in organizational settings; and
- Influence processes, including downward, lateral and upward flows.

Course Dates:

March 1 - April 30, 2017

Last day to enroll or drop without penalty: January 31, 2017

Site Director:

This is a three-credit hour online course. Please see your local Site Director or e-mail our online site coordinator at aponline@ou.edu

Professor Contact Information:

Course Professor: Susan J. Kimmel, Ph.D.
Mailing Address: Center for Early Childhood Professional Development
1801 N. Moore Ave.
Moore, OK 73160
Telephone Number: (405) 799-6383
E-mail Address: skimmel@ou.edu
Virtual Office Hours: Please contact professor for this information
Professor availability: The professor will be available via e-mail to students during the above listed Virtual Office Hours and other methods by arrangement.

Textbook(s) and Instructional Materials:

Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at <http://www.bkstr.com/oklahomastore/home> is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fheg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.

1. French, W.L., Jr., & Bell, C.H. (1998). *Organization development: Behavioral science interventions for organization improvement* (6th ed.). Upper Saddle River, NJ: Prentice Hall. ISBN 9780132422314.

2. Schein, E.H. (1988). *Process consultation: Its role in organization development* (2nd ed.). Upper Saddle River, NJ: Prentice Hall. ISBN 9780201067361.
3. Materials posted on the OU Canvas learning management system: Access Canvas at <https://oklahoma.instructure.com/>, enter your OU NetID and password, and select course to access material. Please contact your local Site Director if you require assistance.

Note: Follett is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through Follett.

OU E-Mail:

All official correspondence from distance learning instructors will be sent only to students' ou.edu address.

Online Orientation:

The College of Arts and Sciences offers an online orientation for students who are enrolled in online or blended courses. The purpose of the orientation is to ensure that students are well prepared both technically and practically to take online courses. The orientation can be found on their website at: <http://www.ou.edu/content/cas/online/student-online-orientation.html>

The College of Arts and Sciences Online and Academic Technology Services office is here to assist you with any questions, problems, or concerns you may have. For assistance visit their website at <http://www.ou.edu/content/cas/online/student-information.html> or contact them by telephone at: (405) 325-5854 or email: casonline@ou.edu

Course Objectives:

- The underlying values of organizational development
- How action research supports those values
- How “OD practitioners are the principal instruments”
- The strengths and limitations of all techniques
- The importance of process in organizational life
- How power and politics operates in organizations
- How change in open systems engenders conflict at every level
- How the methods of OD can assist in coping with change and interpersonal, group, and organization antagonisms

Assignments, Grading, and Due Dates:

For detailed information about course assignments and due dates, please refer to course webpage on Canvas.

Grading:

This is a letter-graded course: A, B, C, D, or F. The course is based on a 100-percent scale, with credit distributed as follows:

Assignment	Percentage
Unit Journals	60 %
Website analysis	15 %
Final project	25 %

Notice: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.

Policy for Late Work:

Please contact the professor regarding his/her policy for late work

Attendance Policy:

In addition to interaction via Canvas and E-mail contact, students are required to contact the instructor via E-mail or telephone **before** the beginning of the course term for an initial briefing. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

Student assignments and student/instructor communications will be conducted via Canvas, although students may contact the instructor via telephone, postal mail, e-mail, or fax as needed

Incomplete Grade Policy:

A grade of "I" is not automatically assigned, but rather must be requested by the student by submitting to the instructor a "Petition for and Work to Remove an Incompleted Grade" form. An "I" can never be used in lieu of an "F" nor can an "I" be assigned because of excessive failure to participate in class activities.

Technical Support Information:

If you experience technical problems, contact Information Technology by visiting their website at: <http://webapps.ou.edu/it/> or contacting them by telephone at: (405) 325-HELP (4357).

Procedures for Completion of Course Evaluation:

Upon completion of the course students should go to the [Advanced Programs Online Learning Information webpage](#) and click on the applicable semester link under "Online Course Evaluation" which will direct them to the evaluation. The evaluation will take approximately five minutes to complete. Completion of the online evaluation is an important tool allowing Advanced Programs to gain information and student feedback for improvement of courses.

Your responses will be kept confidential. They will be reviewed by the department and only supplied to the professor once grades for the course have been submitted.

POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution's policy regarding "I" (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any "I" (Incomplete) grades by the end of the term or he/she may be placed on "financial aid probation." If the "I" grade is not resolved/completed by the end of the following term, the student's Financial Aid may be suspended making the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student's academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc...in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc...; intimidation and interference with integrity process; and plagiarism. All students should review the Student's Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at <http://studentconduct.ou.edu/>

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Adjustment for Pregnancy/Childbirth-Related Issues

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see <http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html>.

Title IX Resources

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24/7, counseling services, mutual no-contact orders, scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at smo@ou.edu or (405) 325-2215 (8-5), or the Sexual Assault Response Team at (405) 615 -0013 (24/7) to report an incident. To learn more about Title IX, please visit the Institutional Equity Office's website at <http://www.ou.edu/content/eoo.html>

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: <http://www.goou.ou.edu/>

INSTRUCTOR VITA

Susan J. Kimmel, Ph.D.

Education

- 2000 Ph.D., Organizational Leadership: University of Oklahoma, Norman, OK.
- 1994 M.Ed., Curriculum and Instruction: National Louis University, Evanston, Ill.
- 1989 B. S. Ed., Early Childhood Education, Columbus State University, Columbus, GA.

Current Positions

- Advanced Programs Professor since 1998
- Liberal Studies Adjunct Professor (MLS and BLS) since 2001
- Executive Director: Center for Early Childhood Professional Development, College of Continuing Education, University of Oklahoma.

Frequently Taught Advanced Programs Courses

- LSTD 5313 Organizational Culture
- HR 5043 Organizational Change and Development
- LSTD 3310 Upper Division Social Sciences
- LSTD Lower Division Social Sciences

Major Areas of Teaching and Research Interest

- Organizational Leadership
- Organizational Culture
- Early Childhood and Emergent Literacy
- Leadership and Literacy in Early Childhood Settings

Representative Publications and Presentations

- Presentations in Leadership and Early Childhood literacy: “Success by 6” conference (OKC); National Association for the Education of Young Children professional development conference (Albuquerque, N.M.); Southern Early Childhood Association (Myrtle Beach);
- Other Presentations: NAEYC National Conference; Association of Young Children in Europe;

Major Professional Affiliations

International Reading Association, NAEYC, SECA, ECAO, Kappa Delta Pi, Phi Kappa Phi, ACI, National Communication Association