**URPA 6320: Advanced Organization Theory** \*

Fall 2015

*\*Syllabus available is here is tentative; official course syllabus is posted on the course BB site the first day of class.* *As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. –Colleen L. Casey*

**Instructor(s):** Colleen Casey, Ph.D.

**Office Number:** Architecture, Room 313

**Office Telephone Number:** 817-272-3356\*

\*Please note email communication preferred

**Email Address:** colleenc@uta.edu

**Faculty Profile:** https://www.uta.edu/profiles/colleen-casey

**Office Hours:** Wednesdays, 3-5 pm CST, and by appointment\*\*

\*\*It’s always advisable to check in advance if you plan to stop by. I will normally notify students 48 hours in advance if I have to adjust the office hours.

**Section Information:** URPA 6320-001

**Time and Place of Class Meetings:** Arch 304, Mondays, 6:00-8:50 pm

**Description of Course Content:** The primary objective of the advanced seminar is to analyze, evaluate and synthesize the major theoretical perspectives and issues studied in organization theory. The course focuses on theories and issues of particular importance for public and nonprofit organizations. Learning objectives include understanding of interpretive, critical, and postmodern critiques; and application of power, knowledge, and gender lenses to the analysis of organizational practices, culture, change, development, and policy actions. Students will demonstrate course mastery through an experiential learning project. Prerequisite: URPA 5320 or URPA 5323.

**Student Learning Outcomes:** At the end of this course you will be able to:

* Identify, consult, and select reference materials appropriate to locate background information and statistics about organizational issues in public administration.
* Identify, consult, and select reference materials and methods to enhance written and oral communication skills.
* Compare and contrast the assumptions of different organization theories and concepts in order to differentiate among them.
* Synthesize organization theories and concepts in order to solve a public administration problem in a new way.
* Determine which organization theories and concepts are more appropriate for a given situation in order to make recommendations for action.

**Required Textbooks and Other Course Materials:**

1) Parkes Pershing, S. & Austin, E.  (2014).  Organization Theory and Governance for the 21st Century.  CQ Press. ISBN 978-1-60426-984-0

2) Swain, J. & Swain, K.  (2014). Effective Writing in the Public Sector. ME Sharpe.  ISBN:  978-0-7656-4150-2

3) Other required readings as assigned and available on the course BB site

**Attendance:** At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I will not take attendance; however, attendance is strongly encouraged.

This course also requires the completion of a **group project**. Therefore, you will be required to spend time in out-of-class meetings with your colleagues. Please plan this accordingly with your family and professional schedule, as well as consider this when signing up for teams.

**COURSE GRADING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignments** | **Number** | **Total Points** | **Due On** |
| ***Individual Assignments*** |  | 100 |  |
| Midterm Exam  | 1  | 50 | 10/19 (in class) |
| Final Exam  | 1  | 50  | 12/16 11:59 pm CST |
| ***Small Group Assignments*** |  |  |  |
| **Minor Assignments**  |  | 60 |  |
| Team Name & Members | 1 | 10 | 9/7 by 11:59 pm CST |
| Team Role/Responsibilities | 1 | 10 | 9/21 by 11:59 pm CST |
| Project Draft  | 1  | 15 | 10/26 by 11:59 pm CST |
| Draft Presentations  | 1 | 15 | 11/9 in class  |
| ELGL sample writings | 1 | 10 | 11/23 by 6:00 pm CST  |
| **Major Components** |  | 125 |  |
| You Tube Video | 1 | 25 | 11/16 by 11:59 pm CST |
| Executive Summary | 1 | 25 | 11/16 by 11:59 pm CST |
| Final Report | 1  | 25 | 11/16 by 11:59 pm CST |
| ELGL Writing Piece | 1 | 25  | 12/7 by 5:00 pm CST |
| Peer Evaluation | 1 | 25 | 12/7 by 5:00 pm CST |
| **Total** |  | **285** |  |

**Grade Breakdown\***

A = 100–90% B = 89–80% C = 79–70% D = 69–60% F = 59% below

A = 285-256.5

B = 253.65-228

C = 225.15-199.5

D = 196.65-171

F = 168.15 and below

**IMPORTANT NOTE**: Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor and coach) if their performance drops below satisfactory levels. \*For borderline grades the instructor will evaluate the student’s overall performance across both areas: individual assignments and the small group assignments to determine the final letter grade.

**Classroom Behavior**

In this course you are required and expected to act and interact in a professional, respectful manner with your peers, instructor, and outside participants. Students are expected to demonstrate respect for each other and are asked to refrain from using behaviors or language that might be considered offensive, disrespectful, or frightening to their peers. If such behaviors or languages are observed or reported, the instructor reserves the right to take action in accordance with university policy.

**Major assignments and examinations**

**Individual Assignments:**

**Midterm Exam (50 points)**

Students are required to take a midterm exam at the semester midpoint. The exam will be open note and held during our scheduled class time. Students will receive 1 of 5 essay questions for the exam. A list of all 5 essay questions will be distributed the week before the exam, and students will be assigned one of those 5 questions at random.

**Final Exam (50 points)**

Students are also required to take a final exam at the end of the semester. The final exam will be a take home exam, open note, and administered online via BB. It will be comprehensive in that it will build upon what we learned from the first part of the semester as well as what was learned through the small group research projects. The exam will open at 6 am on 12/14 and close at 11:59 pm CST on 12/16. Students will have three hours to complete and submit the exam; however, the exam must be taken during one setting (cannot start and stop). For the winning team, the final exam will not be required. A study guide will be made available via BB after Thanksgiving break.

**Small Group Assignments:**

A major component of your grade for the semester is the small group project. Our class is partnering with the Emerging Local Government Leaders (ELGL) professional organization to tackle a real challenge faced in public administration. The challenge will be issued to the class on 9/14. I have been working with ELGL on defining the challenge, and the selected challenge was identified by their membership as one of the most important issues and challenges facing local government administrators. We are very excited about this project!

Challenge Details:

-The founders of ELGL will issue the challenge to the class on 9/14 via web conferencing

-You will select your team members

-Your team will be assigned an ELGL member that will serve in a professional advisory capacity

-Your team will be required to produce a you tube video, executive summary and project report that will be evaluated and judged by a panel of ELGL members from across the nation

-Your team will also be required to produce something for the ELGL website (post, news article, or other type of material) summarizing your project. This will be disseminated through social media

-The winning team will receive several visibility opportunities through ELGL as well as receive an “A” on the small group project, and will be excused from the final exam

The small group project has a number of *minor assignments* and *major assignments* associated with it.

**Major Assignments\*\* (125 points total)**

1. **You Tube Video** (25 points): Your team will produce a 10 minute (max) you tube video explaining your team’s recommendations (and justification) for addressing the challenge.

2. **Executive Summary** (25 points): Your team will produce a 2 page executive summary of your team’s recommendation for the challenge. The executive summary should utilize a number of data sources to justify your analysis and provide support of your recommendations, both primary and secondary. Your team is welcome to collect your own data from professionals in the field; however, you must cite published work as well. Specific requirements include a minimum of 5 professional reports/publications and a minimum of 5 scholarly/peer reviewed publications.

3. **Professional Formal Report** (25 points): Your team will produce a 15 page written report (max) for evaluation.

4. **ELGL web site writing** (25 points): Your team will produce some type of public communication piece for the ELGL audience, suitable for publication on their web site.

5. **Peer evaluation** (25 points): You will evaluate and be evaluated by your peers for your successful and effective completion on your particular roles and responsibilities on the project.

\*\*Grading for 1, 2, and 3 will be an average of the instructor’s grade as well as the grades provided by the external review panel. The peer evaluation will be the overall average score assigned to you by your peers. The instructor will evaluate and score the ELGL web site writing. Specific requirements for each as well as rubrics will be discussed in class and posted on the course BB site.

**Minor Assignments (60 points total)**

The minor assignments are designed to facilitate the progression of your team project. The minor assignments are graded based on completion (on time means full points, 1 point deducted for each day the assignment is late). These are detailed in the syllabus and listed in the previous table.

**Make-up Exams**: **Make-up exams are not allowed after the date an exam has passed under any circumstances**. It is your responsibility to contact the instructor **at least 24 hours** **in advance** if you are going to be absent when an exam is scheduled so that appropriate arrangements can be made. Exceptions will be made if it is a medical emergency and documentation is provided.

**Expectations for Out-of-Class Study**: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 10 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Grade Grievances**: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. For graduate courses, see <http://catalog.uta.edu/academicregulations/grades/#graduatetext>.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**Disability Accommodations: UT** Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD).** Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364.

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Title IX:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit*[*uta.edu/eos*](http://www.uta.edu/hr/eos/index.php)*. For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located in the middle of the Architecture Building (central staircase). When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities. If you have a physical/sensory disability, you should arrange to meet *in private* with me to discuss your needs for assistance in the event of an emergency evacuation.

**Student Support Services**:UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/universitycollege/resources/index.php

**The English Writing Center (411LIBR)**: Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In ***Quick Hits*** sessions during all open hours Mon-Thurs. Register and make appointments online at [http://uta.mywconline.com](http://uta.mywconline.com/). Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information.

**Library Resources**

**Librarian to Contact:** Mitch Stepanovich. Phone: 817-272-2945; Email: stepanovich@uta.edu

Library Home Page <http://www.uta.edu/library>

Subject Guides [http://libguides.uta.edu](http://libguides.uta.edu" \t "_blank)

Subject Librarians [http://www.uta.edu/library/help/subject-librarians.php](http://www.uta.edu/library/help/subject-librarians.php%22%20%5Ct%20%22_blank)

Course Reserves [http://pulse.uta.edu/vwebv/enterCourseReserve.do](http://pulse.uta.edu/vwebv/enterCourseReserve.do%22%20%5Ct%20%22_blank)

Library Tutorials [http://www.uta.edu/library/help/tutorials.php](http://www.uta.edu/library/help/tutorials.php%22%20%5Ct%20%22_blank)

Connecting from Off- Campus [http://libguides.uta.edu/offcampus](http://libguides.uta.edu/offcampus%22%20%5Ct%20%22_blank)

Ask A Librarian [http://ask.uta.edu](http://ask.uta.edu/%22%20%5Ct%20%22_blank)