

Draft

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**UNIVERSITY OF NORTH DAKOTA
ADMINISTRATION AND ORGANIZATIONAL BEHAVIOR I
EDL 573, 3 CREDITS
FALL 2005**

Instructor: Dr. Margaret A. Healy
Office: 207H Education
Office Phone: 701 777-4391
Fax: 701 777-4365

Email: margaret.healy@und.nodak.edu
Office Hours: By appointment or email
Home Phone: 701 746-6363

Office Hours

I am available to meet with you (either face-to-face or by phone) to discuss class work, your degree program and other topics. You can make an appointment at your convenience. I will answer Email messages within one day when I have internet access.

Disability Statement

If you have emergency medical information to share with me, if you need special arrangements in case the building must be evacuated, or if you need accommodations in this course because of a disability, please make an appointment with me. I will schedule a time with you either by email or by phone. If you plan to request disability accommodations, you are expected to register with the Disability Support Services (DSS) office (190 McCannel Hall, 777-3425 v/tty).

CATALOG DESCRIPTION:

A study and critique of selected theories and research in administration and organizational behavior including topics such as leadership; formal and informal structure; communication; change and intervention; motivation and morale; interpersonal relations and conflict management; small-group processes; and personality, values, and ethics.

COURSE OUTCOMES

At the end of the course the student will be able to:

1. Demonstrate knowledge and understanding of selected theories related to organizations.
2. Demonstrate knowledge and understanding of selected theories related to leadership.
3. Demonstrate skills in the diagnosis of organizations and identify strategies to help the organization move forward.
4. Articulate a set of leadership and management skills, principles and values that the student aspires to acquire and practice in leadership roles in their place of work and their community.

EXPECTATIONS OF FACULTY, GRADUATE STUDENTS, AND THE CLASSROOM ENVIRONMENT

Academic Integrity

As graduate students, it is assumed that you understand the concept of intellectual property and the ethical standards of scholarship. It is expected that the work you submit is your own, that it is only being submitted for this class, and that you have attributed credit to appropriate sources.

If you have questions about what behavior constitutes academic integrity, please raise questions in class or with me.

Attendance

Class participation is integral to your learning and the learning of others in the classroom. Since attendance is a prerequisite for participation, attendance is important. If you know you will miss a class session, please list the date and reason for the absence on your student information sheet. Prior notice is requested for an absence.

Deadline on Homework Assignments

Homework is due on the assigned date at the start of class. If you know that you are unable to complete an assignment on the due date, please make alternate arrangements with me as early as possible and prior to the due date.

Electronic Devices:

Please either disable cell phones and pagers or otherwise ensure that phone calls do not disrupt the class. Family emergencies, of course, are understandable and acceptable disturbances, but personal phone calls are not. If you are on call for your job, please let me know at the start of class. If you must take a call, please leave the classroom.

PDA's and Computers

Students are encouraged to limit the use of PDA's and computers during class time.

Possible Changes to Class:

This is a draft syllabus and should be considered as tentative. The syllabus will be reviewed in the first class session and modified according to the class discussion. Weather problems, unanticipated problems, and student interest may cause changes in the projected plan.

REQUIRED TEXTS:

Lee G. Bolman and Terrence E. Deal. (2003) Reframing Organizations: Artistry, Choice and Leadership. San Francisco: Jossey-Bass Publishers

Frances Hesselbein and Paul M. Cohen. (1999) Leader to Leader: Enduring Insights from the Drucker Foundation's Award-Winning Journal. San Francisco: Jossey-Bass Publishers.

Margaret J. Wheatley. (1999) Leadership and the New Science. San Francisco: Barrett-Koehler Publishers, Inc.

COURSE REQUIREMENTS

1. Write a research paper which draws together the current thinking and research on a topic related to the course description and outcomes. Students are encouraged to select a topic of interest and use in the workplace as well as to consider a paper on a possible dissertation topic.

The research paper should be 12-15 pages in length, using the APA Style Manual. Your research should include primary source materials (e.g., read a theory in its original publication) as well as secondary source materials. The topic will be selected before the end of the first class session and the papers are due 4 December 2005.

2. With other students, develop a presentation on a group of organization theories as described by Bolman and Deal and/or Shafirtz and Ott. The class presentation should meet the standards required to present sessions at national conferences. The groups will be identified by the end of the first class session; there will be time during the second class session to work on your presentation. You may choose to present short synopses of your research, conduct a panel discussion, examine a case study, or other presentation strategies. Group members will be asked to evaluate the performance of each group member. As part of your initial discussion you will develop a rubric to be used to evaluate group members. The rubric will be submitted to me by 14 September 2005.
3. Write a personal statement about leadership and management; in the statement you will:
 - Prepare an annotated bibliography of books, articles, websites, and other sources that have influenced your thinking and experience as a leader and a manager.
 - Articulate a statement of your beliefs about leadership and management including leadership and management skills, principles and values that you aspire to acquire and practice in leadership and management roles.
 - Complete a self assessment of your current development as a leader and a manager, and how well you practice those skills, principles, and values.
 - Develop a plan for your continued growth including the knowledge, skills, behaviors, values and attitudes you plan to acquire as a leader and a manager. Specify how you will acquire and/or practice those skills over the next three to five years.

Due 25 September 2005.

COURSE GRADING:

Possible point values for each course requirement are as follows:

Participation	15%
Research Paper	35%
Presentation (group members and instructor)	25%
Personal Statement	25%

COURSE PLAN:

Date	Reading	Class Topic
September 11, 12	Bolman and Deal (whole book)	Organization Theory
September 25, 26	Hesselbein and Cohen (whole book)	Leadership
December 4, 5	Wheatley (whole book)	Presentations Change