![University of Toledo logo] **TOLEDO**

Organization Development Practices
Psychology 3310-901 - CRN 61649
Spring 2016

Instructor: Ann Jones, PhD
Email: ajones102@utoledo.edu
Class Location: This is an Online Course
Degree Requirement: Satisfies 3000 level course

Instructor Location: Ann Arbor MI.*
Term: January to April, 2016
Credit Hours: 3
Contact Hours per Week: 3 to 5

*This is an online course. To contact instructor, please send and email to ajones102@utoledo.edu.

COURSE DESCRIPTION (REQUIRED)

PSY3300 Organization Development Theory and Principles [3 credit hours] – This course uses applied behavioral science, including positive psychology, social psychology, and humanistic ideologies, to examine and improve organizational functions. We will explore basic Organization Development principles, methods, systems, how to build an organization's change capability.

COURSE OVERVIEW

Upon competition of this course you will be able to identify the theories and practices which are the underpinnings of OD. These include organizational culture and climate, OD Theories and Interventions; building readiness for change; change management; prosocial and positive identity and use of self as an instrument of change. Upon completion of this course a student can think critically about how to change organizations and applying OD theory and principles.

COURSE TEXTS [REQUIRED]

Organization Development Basics, by Lisa Haneberg; American Society of Training and Development Press, 2005. ISBN – 13: 978-1-56286-411-8.

Pursuing Human Strengths, A Positive Psychology Guide by Martin Bolt, Worth Publishers, 2004; ISBN 13 978-0-7167-0112-5

YOUR INSTRUCTOR – Ann Jones PhD

I have a dual degree in Organizational Development and Counseling Psychology. My work experiences have crossed various industries including The Cleveland Clinic (health care); American Greetings (manufacturing, sales); Supervalu (wholesale and retail food industry); Ernst and Young (Big 3 Accounting); and, most recently, the University of Minnesota where I was Director of Human Resources for the Academic Health Center's School of Dentistry. This course provides knowledge, tools, and experiences which I found of value while I was employed in corporate American. After 9/11 I retired and moved to Ann Arbor, Michigan to be with my sons and grandsons. I have taught Organization Development at Cleveland State University; St. Thomas University and the University of Minnesota. I teach online from Ann Arbor Michigan and will be unable to meet with you in person.

COURSE EXPECTATIONS

Modules open on Monday at 12:01 am [night] and will ***automatically*** close at 12:00 midnight on Sunday. You will have one week [7 days] to read and respond to 3 to 5 question about that week's lessons. You will have to manage your time and realize you cannot go back and post a week or two later. You may work ahead if you would like.

This online course utilizes discussion boards, videos, case studies; self evaluations, assessments, exams and papers to engage students in understanding various concepts of leadership. There are 14 modules offered throughout the semester. Each weeks Module has 3 or 4 lessons which concluded with questions for students to answer and post their responses on the Discussion Board by the weekly deadline. Modules usually take 2 to 4 hours depending on tasks, material, reading required and the time to address the Discussion Board questions. I will respond to your postings and grade your responses using a Rubric.

Some students may read the eLessons and respond to them without doing the required readings, watching videos, doing assessments etc. It is easy to tell when students take these short cuts. My expectations are that you will engage with the content and post in good faith. If you have a legitimate reason, as stated in the Missed Class Policy, an illness, out of town, etc. please let me know and I will extend the deadline for you.

ACADEMIC ACCOMMODATIONS

The University of Toledo is committed to providing equal access to education for all students. If you have a documented disability or believe you have a disability and would like information regarding academic accommodations/adjustments in this course please contact the <u>Student Disability Services Office</u>. If you would like assistance in taking the exams for this course, please contact them.

ACADEMIC   POLICIES   [REQUIRED]

The University of Toledo has established the following academic policies as they apply to your participation in this class.

Academic Dishonesty Policy 3364-71-04

Adding and/or Dropping a Course Policy 3364-71-08

Grades and Grading Policy 3364-71-11

Missed Class Policy 3364-71-14

Each Module in this course provides one week - Monday 12:01 am to Sunday Midnight - to complete your posting. There are no extensions other than those specified in the Missed Class Policy 3364-71-14. Once the deadline has passed you cannot go back to post and you will lose the points for that module. However, you may post up to three weeks in advance.

COMMUNICATION GUIDELINES

We want to engage with and learn from each other's postings and comments. To do this we need to show respect toward others. When using technology there are certain behaviors which govern our conduct and guide us in what is acceptable in online situations. Because we cannot see other's facial expressions we can only draw conclusions from their words. Most of you are very familiar with the Netiquette Ground Rules. [Please read to refresh your memory] We want to minimize confusion or effort required to read posts or threads. We want to create a supportive environment in which we can agree or disagree and offer constructive contributions. I trust that you will self-regulate your comments to others.

COURSE CALENDAR

To view the schedule of the modules for this class please click here: Course Calendar.

GRADING

Your grade in this course comes from five sources: your self introduction; postings on each module's Discussion Boards; and points on your 2 exams. This totals and a final paper describing your perspective on leadership.

Item	Number	Midterm Points	Total Points
Self-Introduction (1)	1 Self Introduction	25	
Discussion Boards (14)	5 by Midterm 9 by Final - 15 points each	75	135
Case Study	1	25	
Midterm Exam	1 Exam	50	

Final Exam	1 Exam		-	50
	Total Points = 360		175	185

The following scale for grades will be used

Grade	Percentage (%)	Midterm Points	Final Points
A	90% -100%	155 – 175	325 - 360
B	80% - 89%	140 - 154	290 – 324
C	70% - 79%	120 – 139	250 – 289
D	60% - 69%	105 – 119	215 – 249
F	Below 60%	Under 105	Under 215

My philosophy on exams is that they are a learning tool not an evaluation tool. There will be 2 online exams at the end of each Unit which cover the material in the text books for that Unit. Both exams are open book, are worth 50 points and you may take them twice. You will have 4 hours to take the exam. I provide a study guide so you will know where to focus your attention. A variety of questions will be asked including multiple choice, matching, true or false and sentence competition. The exams are available until the due date. **If you would like assistance in taking the exams for this course, please contact Student Disability Office.** There are no extensions so check the calendar for the exam dates.

When grading your posts I use a Grading Rubric to evaluate your content. In addition, I add personal comments which reflect my perspective on your post.

Grading Rubric for Psychology of Work

Level	Exceptional Competency	Solid Competency	Novice
Conceptual	Grasps major concepts and key ideas of the topic. Is exceptional in application of	Understands major concepts. Shows creative thinking. Offers	Responded with one or two sentences. Little creative or critical

	concepts to discussion board questions. Thinks creatively, expresses both thoughts and feelings. Keen awareness of concerns surrounding topic. Offers both strengths and weakness or positives and negatives of position. Offers new interpretations of material. [5 points]	psychological and personal viewpoints. Some awareness about the impact of theory on others. Offers minimal positives and negatives, Needs to offer some stronger support for ideas. Needs to shorten statements. [4 points]	thinking. Need more awareness of issues. Did not express own ideas or opinions. Few connection to personal views. Does not see the impact of thoughts on others. Needs significant improvement. [3 point]
Point of View	Original opinion and point of view. Seems to have thought through position. Shows insight into the issues. Considers others points of view. Seems to know what is guiding own ideas and beliefs. Good self awareness and sense of self. Offers psychological as well as personal viewpoints. [5 points]	Good self awareness. States a clear point of view with examples. Gave examples to support point of view. Postings seemed rushed, short and not the usual high quality and consistency of other posting. Needs more rigorous proof reading. [4 points]	Redundancy with comments; some appear unrelated to topic. Thoughts unconnected or ideas hard to follow. Did not seem to have read the eLesson for the Module. Did not address the questions posed in Module. [3 points]
Organization	Presents positions in an organized manner Clear and concise in stating point. Good transitions between ideas. Summarizes or makes point succinctly. Proofs and uses spell checker. Excellent summary or conclusion. [3 points]	Presents clear concepts. Some new ideas; overuse of simple sentences. Most thoughts are clear and concise, does not wonder. Spelling or grammatical errors. Need to proof before posting. Only three sentences in posting. [2 points]	Difficulty articulating ideas. Seems to borrow others ideas. Needs to offer more support for ideas. Did not proof nor use spell checker. [1 points]
Response to Others	Three or more sentences Responded to two others. [2 points]	Short statements. Less than 3 sentences. Responded to one other. [1 point]	Did not respond to any other students [0 points]

You are in charge of managing your own grade. If you miss posting in a week you will lose points and you will *not* be able to make them up. You can choose to respond to two [2 points] one [1 point] or

none [0 points] of your classmates. The choice is yours. The deadlines are clear [see calendar]. If you miss a deadline you will not receive points, unless your absence is covered under the Missed Class Policy 3364-71-14. Please keep me informed of any issues or problems you may have and I will work with you to see if we can arrange a way you can get your work done. I am here to help you resolve issues which you may encounter.

STUDENT SUPPORT SERVICES [REQUIRED]

The University of Toledo and our Student Support Services are dedicated to your success in fulfilling your academic and professional aims. We have a number of resources available to help you achieve your goals including the Counseling Center; Learning Enhancement Center; Success Coaches; the University Libraries; and the Writing Center.

TECHNOLOGY REQUIREMENTS

This course uses an online course management system [Blackboard] which functions as your virtual classroom. To verify that your computer is compatible with Blackboard, please use the Browser Requirement Check. The University of Toledo provides excellent and knowledgeable technical support which you may reach via email [utdl@utoledo.edu] or by phone [866.886.5336 or 419.530.8835]. There are also live chat; online and face-to-face tutorials.

UNIVERSITY POLICIES [REQUIRED]

The University is an equal opportunity educational institution. Please read The University of Toledo's Policy Statement Nondiscrimination on the basis of disability-Americans with Disabilities Act Compliance

If you have any comments or questions about this Syllabus, please contact me at ajones102@utoledo.edu