

Buad assignment

Education



Appreciating leadership skills as an essential complement to the technical skills you are learning in other courses. Learning concepts and approaches that will enable you to lead the analysis of organizational problems and the development of appropriate solutions. * Developing the behavioral skills you need to be a successful manager of yourself and others. Course Format This course includes three required elements: (1) weekly online sessions; (2) weekly discussion sessions; and (3) bi-weekly lecture sessions that you will attend six times during the semester.

The online sessions will explain key conceptual remarks found in the reading assignments. They will also use short stories and videos to illustrate how corporate leaders are implementing the concepts you are learning. It is expected that you will do the required reading and view the online sessions prior to attending discussion or lecture in order to be prepared for class. The discussion sessions will focus on issues related to actual leadership situations and experiential exercises to learn leadership skills.

They will integrate skill development with the concepts covered in the reading assignments and online sessions. It is expected that you will come to our discussion section meeting prepared to discuss the assigned material and participate in the learning exercises. The lecture sessions will address the course material in a highly interactive format including short case studies, self-assessment measures, and question-and-answer periods. It is expected that you will come to your discussion sessions prepared to discuss the assigned material and to participate in the learning activities.

Changing Discussion Sections Registration is managed online through the My USC portal. If you are registered for BAJA 304 but interested in another discussion section, monitor castration online for availability and drop/add online. Remember that each discussion section is attached to a lecture section. Before changing your discussion section, confirm that both the lecture & discussion section work with your schedule. If you are concerned about losing your spot before you can successfully add a different section, make sure you complete the transaction at the same time (i.e. In the same online session). The system will not drop you from the class if a new spot is not available. You may consult an advisor in the Advising Office located in BRI 1 04 if you need assistance using the online system. Contact your discussion instructor with any other questions about changing sections.

University Add/Drop Process <http://www.usc.edu/dept/publications/cataract/academic/policies.html> In compliance with LESS and Marshal's policies classes are open enrollment (R- clearance) through the first week of class.

All classes are closed (switched to D-clearance) at the end of the first week. This policy minimizes the complexity of the registration process for students by standardizing across classes. I can drop you from my class if you don't attend the first two sessions. Please note: If you decide to drop, or if you choose not to attend the first two sessions and are dropped, you risk being not being able to add to another section this semester, since they might reach capacity. Course Materials There are three different formats available of the required textbook.

You are only required to purchase one of the three. There is a hardbound format of the textbook, a loose leaf/binder ready format or an eBook format <https://assignbuster.com/buad-assignment/>

via online access. Each format is listed below with its corresponding ISBN number. All three formats include the access code for the Self Assessment Library (SAL). You must obtain a Self-Assessment Library access code in order to complete required assignments. NOTE: These ISBN numbers are unique to ISIS so if you purchase the textbook elsewhere please make sure you are buying the CSS Domestic version of the 14th edition and have access to the SAL.

If you buy a used book, you can purchase SAL Access at the USC Bookstore.

Required Text: * Stephen P. Robbins & Timothy Judge. Organizational Behavior, 14th edition required Select one of the following 3 formats:

Hardbound Format: ISBN number 9781256150213 or Student Value Edition: Looseness: ISBN number 9781256150183 or number 9780136124405 eBook with SAL Access: ISBN SAL Access only: ISBN number 9780136083757 Other

Required Material: * Case Study available at the USC bookstore. The specific name of this case study will be provided later in the semester.

Blackboard The weekly online sessions as well as overheads, course announcements, and communication will be available from the course web page on Blackboard. To access Blackboard from your web browser, enter [HTTPS://blackboard.usc.edu](https://blackboard.usc.edu). Due, and use your USC/login surname and password to log in. For the course web page, select 20103_baud_304 14720: Leading Organizations (or 14735 or 14744 or 14764 depending on your lecture section). You can use the tabs on the left-hand side to access the materials and navigate the course web page. For your discussion section web page, select the similar link that contains your discussion section number.

<https://assignbuster.com/buad-assignment/>

You can use your discussion section web page to communicate directly with your discussion instructor, your project team members, and other classmates from your discussion section. Grading Participation in Discussion Sessions Homework in Discussion Sessions (4 written assignments) Homework in Lecture Sessions (5 written assignments) Progress Exam 1 progress Exam 2 15% Team Case Analysis Final Exam TOTAL 10% 25% YOU must attend the lecture and discussion sections in which you are registered in order to receive participation and/or homework credit for those sessions.

Participation in Discussion Sessions: This part four grade will be based on effective contributions to each class discussion. This includes input that is relevant to the course content and the topic of discussion. Class participation is crucial in order to learn the concepts that are covered in the class. To display understanding of the material (in language that you as a student are comfortable with) shows that you are attending to the material and willing to engage in discussions about how you can effectively manage yourself and others, work effectively in teams, and lead organizations of the future.

Participation is weighted heavily because we view this class as an integrative and interactive learning experience. This structure requires a high level of engagement from students as well as faculty. Participation also comprises involvement in research activities. You can choose one of two options to fulfill this requirement. Please note that if you do not complete one of these two options, you will lose points for this part of your grade. Option 1: First, you can participate in research studies. To do this, you will attend sessions outside of class, conducted by researchers in MOOR at Marshall.

You will earn one credit for each separate study you complete; most sessions are no more than an hour long. You will need to obtain 4 credits during the semester in order to fulfill the research requirement. If you choose this option, please register for an account at <http://Marshall-moor.Sons-systems.Com/> (see instructions posted separately to Blackboard) no later than February 3, 2012. Those who do not register by this date will be required to complete Option 2. After you verify your account, you will need to check the site regularly to find open studies and sign yourself up for appointments.

Studies are scheduled throughout the semester, on various days and times. It's important that you complete your credit early; if you wait until the end of the semester, there may not be enough studies available. You are not guaranteed an available study spot. Please note: If you earn your first 3 credits by showing up to ALL of your scheduled sessions, on time, then you will earn your 4th credit “ free,” as a bonus. That is, the system is “ earn three, get one free”-again, provided that you show up to all three early sessions as scheduled and on time.

To receive full participation points, you must earn your first credit by March 9, 2012. Your other credits can be earned any time before April 27, 2011 (last day of classes). As a courtesy to the researcher and other students waiting for spots, please use the online system to cancel your appointment ASAP if you can't make it. Option 2: Your second way to complete the research requirement is to write 3 well- reasoned, 3-page research papers on topics prearranged with your discussion instructor.

Students must be aged 18 or older by February 17, 2012 in order to choose Option 1; otherwise, you will need to use Option 2. Papers must be turned in no later than April 27, 2012. IMPORTANT NOTES: (A) If you have already have a research study account from a past BALLAD 304 or BAJA 497 course, you will need to email the administrator from the website in order to request account reactivation. (B) If you are enrolled for Marketing BAJA 307, please make sure you visit the Marketing research study website your Marketing Professor has given you. Please see Marketing syllabus.

Each course has its own unique web address. Homework in Discussion Sessions: This portion of your grade will be assessed on both timely and complete submission of homework. Three individual assignments and one team homework assignment consisting of 1- to 2-page single-spaced answers to questions about a “ Case Incident” or “ Questions for Critical Thinking” will be due at the beginning of the discussion section on the dates as indicated in the course outline below. There will also be a Team Homework assignment, which is due in Week 8 during your discussion section.

Instructions for this Team Homework assignment will be posted on Blackboard. Please note: You must attend the entire discussion session to get credit for the homework. Having someone else hand in your homework when oh did not attend class constitutes an academic integrity violation for both parties and will be treated accordingly. Your discussion section instructor will provide you with additional details about homework expectations. Homework in Lecture Sessions: Part of the objective of this

course is to apply the concepts to real life experiences, both personal and professional.

To prepare for this discussion, you will write a one-page, single-spaced reflection essay relating the core concepts from the online lecture and textbook to a personal story, news article or other current event. Any specific prompt or question to consider will be posted on Blackboard. This assignment will be discussed and then submitted in lecture. Please note: You must attend the entire lecture session to get credit for the homework. Having someone else hand in your homework when you did not attend class constitutes an academic integrity violation for both parties and will be treated accordingly.

Your discussion section instructor will provide you with additional details about homework expectations. These assignments are expected to demonstrate an understanding of the material that was covered in the reading for that week, integrate material from the lecture and apply this material to an issue that is current within your working environment. Ideally, they are your reaction to this material, and display some deeper level of understanding than what has been presented. The course material is not static; you are expected to apply it in order to learn the value of the topics in the course.

Important: A hard copy (printed copy) of each assignment is expected when it is due in lecture or discussion. Assignments must include your discussion section number at the top to earn full credit. Email copies will not be accepted unless previously arranged with your discussion instructor. Any

special arrangements such as religious holidays, official school obligations or illness must be discussed with your discussion instructor prior to the date concerned, preferably in person.

Progress Exams and Final Exams: These exams consist of multiple choice and true/false questions as well as short essays about the material covered in the course. Sample questions for the progress exam will be posted on the course website a week prior to the exam. The progress exams will take place during your lecture time on the date specified in the course outline (room TEA). Make-up progress exams will not be permitted. The final exam will take place on the date and time assigned for the lecture session time slot in the University final exam schedule (room TAB).

If you have another final exam scheduled for the same time as the final exam for this course, you must let your discussion instructor know about the conflict at least 3 weeks prior to the final exam. **Team Case Analysis Project:** This team project gives you the opportunity to demonstrate your ability to apply concepts from the course to analyze organizational problems and develop appropriate solutions. The case will be available at the bookstore mid-semester. Your read on the case analysis is a “team grade” that will be assigned equally to all members of the team.

Please note: If you do not participate fully in team meetings and tasks, you will not receive the team grade but be assigned an individual grade that is lower than the team grade. Your participation portion of the course grade may also be lowered due to poor participation in the project. This may also constitute an academic integrity violation and will be treated accordingly.

The case analysis should be 8-10 typed pages, double-spaced using 12-point font. The cases will be graded according to the following criteria:
Develop a complete mastery of the facts in the case.

It is essential to sort out those facts that are pertinent and discard those that are irrelevant. Develop a clear mental picture of the situation being studied. Describe the relevant facts and then add to them assumptions that are reasonable given the circumstances. A case rarely provides perfect information. There is no need to summarize or restate the case in a separate section of the paper; rather, use the important facts to support your arguments throughout the paper. * Clarify the problem and diagnose its' causes. You need to determine the key problem or issue in the case.

Sometimes the problem may be clear, but other times it may be quite obscure. Learning to ask the right questions and to analyze a situation is one of the most important skills of management. It is in this section where you will apply organization behavior theories to understand the causes underlying the problem. The theories serve as diagnostic models pointing to possible causes of organizational problems. * Identify alternative courses of action and assess them. Usually there are several possible solutions to a problem situation.

Identify the critical differences and the 'pros and cons' of each option. The analytical phase of evaluating each alternative is the foundation for effective decision-making. * Decide on a course of action. Often one factor must be balanced against another, adjustments made for uncertainty, and full recognition given to difficulties of implementing the chosen course of action.

Check your decision from several angles and defend it clearly in your paper. Academic Integrity USC seeks to maintain an optimal learning environment.

General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. Campus, the Student Guidebook, contains the Student Conduct Code in Section 1 1. 00, while the recommended sanctions are located in Appendix A. [Http://www. USC.](http://www.usc.edu/dept/obfuscations/CAMPUS/gob/)

[Du/dept/obfuscations/CAMPUS/gob/](http://www.usc.edu/dept/obfuscations/CAMPUS/gob/) The use of unauthorized material or technology, communication with fellow students during an examination, attempting to benefit from the work of another student, and similar behavior that defeats the intent Of an examination or other course work is unacceptable and will be treated accordingly. Other integrity violations include handing in someone else's homework assignment for them when they did not attend class or claiming credit for words or thoughts that are not your own which includes having your name appear on a team project/paper when you did not fully participate in completion of the project/paper.

Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review should there be any suspicion of academic dishonesty. The Review process can be found at: [http:// www. USC.](http://www.usc.edu/student-affairs/SACS/) Failure to adhere to the academic conduct standards set forth by these guidelines and our programs will not be tolerated by the ISIS Marshall community and can lead to dismissal. Students <https://assignbuster.com/buad-assignment/>

with Disabilities Any student requesting academic accommodations based on special needs is required to register with Disability Services and Programs (ADS) each semester.

A letter of verification for approved accommodations can be obtained from ADS. Please be sure the letter is delivered to your discussion instructor at least two weeks prior to the midterm exam. ADS is located in SST u 301 and is open 8: 30 a. M. – 5: 00 p. M. , Monday through Friday. The phone number for ADS is (213)740-0776. Statement on Technology Use Please note that computer laptop use is not allowed during the discussion and lecture sessions. It is far more important to participate than to take detailed notes. A few hand-written notes will suffice.

After each discussion and lecture session, you may want to take some time to reflect on the learning experience and type up whatever notes seem useful. All communication devices such as cell phones, Blackberries, pads, etc. Capable of sending and or receiving electronic communication and all entertainment devices such as pods or other MPH players are to be turned off and kept off throughout the class session. Receiving or sending communication or entertainment during class disrupts the learning environment and is rude to those around you.

Instructors may deny Participation/Contribution points to students misusing technology during class. We invite you to “ Be Here, Be Present! ” to create an engaging learning community. Emergency preparedness/Course Continuity In case of emergency, and travel to campus is difficult, USC executive adhering will announce an electronic way for instructors to teach

students in their residence halls or homes using a combination of Blackboard, teleconferencing, and other technologies. Instructors will be prepared to assign students a “ Plan B” project that can be completed at a distance.