



DOANE

UNIVERSITY

SYLLABUS

Course Title	Managing Change
Course Number	BUS 20
Number of Credits	3
Course Dates	Aug 13- Oct 13
Instructor	Randy Blair
Email Address	randy.blair@doane.edu
Office Hours/Availability	By appointment
Phone Number	308-380-4566 for voice and text
Textbook Information: (e.g. title, edition, publisher, ISBN)	Managing Change, 7 th Ed., Bernard Burnes, Pearson Education Limited (2017), ISBN 129215604X
Additional Course Materials	N/A
Course Description	A course examining the processes of innovation and transformation as leadership activities that focus on planned, purposeful, and consciously directed change. Students develop the confidence to act as initiators of change and the ability to envision and choose effective paths of change. Through exploration of theories of change, technology, organizational behavior, and human behavior, students develop skills and knowledge that enable them to respond creatively and effectively to a diverse range of situations and minimize the organizational and human stress created by a change effort.
Program Outcomes	Graduates will demonstrate an understanding of ethical theories and practice and apply to their own leadership identity and decision making while analyzing and applying prominent theories of change leadership when addressing organizational issues and problems.

Course Learning Outcomes/Objectives	<ul style="list-style-type: none"> • Develop an understanding of power and self-interest, the driving forces behind change. • Illustrate the difference between incremental change and deep change. • Understand the personal change that is needed to move from manager to change leader. • Outline the process of transition and the impact that a leader can have. • Construct a framework for successfully leading change in organizations. • Evaluate your own levels of emotional intelligence and develop a plan for growth. • Create your own story of self-deception.
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
Week 1	The aspects of change		Reflection paper on personal response to change	Week 3 by 6 p.m.
Week 2	The obstacles to change within organizations		Brief on personal experience with “push back” to change in organizations	Week 4 by 6 p.m.
Week 3	Understanding and using Emotional Intelligence in the organization		Personal development plan	Week 6 by 6 p.m.
Week 4	Change management			
Week 5	Change leadership		Reflection paper on learned concepts	Week 8 by 6 p.m.
Week 7	Personal change in the organizational context			

Week 8	Embracing change			

Grading Assessments

Type of Assessment	Points	Total possible cumulative points
Reflection paper on personal response to change	30 points	30
Brief on observations of organizational responses to change	20 points	50
Personal development plan	20 points	70
Reflection paper on new concepts learned about handling change within the organization	30 points	100

Grade Scale (Grade scale will be program specific. Please check with the applicable Program Director for this information.)

A=90%-100%

B= 80-90%

C= 70-80%

D= 60-70%

F= 59% or below

Participation Policy	<p>A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is a requirement for this course. Participation in class discussions is an integral part of your grade.</p> <p>Missing two classes will result in a reduction of your overall grade by one letter. Missing three classes will result in failure of the course. What you learn in this class is directly related to your level of participation. Each student is responsible for all work missed regardless of the reason for the absence. There is no such thing as an automatic excuse from any segment of academic endeavor, nor is there an automatic extension of due date for assigned work. A student is expected to contact instructors before an absence occurs to receive the next assignment or make-up assignment.</p>
Study Time	<p>Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.</p>
Late Work	<p>Unless the instructor was notified ahead of a due date and received approval, a student will be penalized for completing coursework late. The penalty is a 15% reduction for every day late. Coursework more than one week late will not be accepted. <u>All due times are Central Standard Time (CST).</u></p> <p>All assignments are due as assigned. Assignments submitted within one week past the due date will receive a minimum grade reduction of 20%. NO assignment will be accepted more than one week past the due date.</p>

Submitting Assignments	Unless otherwise indicated, all assignments will be submitted, graded, and returned via Blackboard.
Communication Policy including Assignment Feedback	All assignments will be graded and returned within one week of receipt.
Academic Integrity Policy	New University policy will be added once finalized.
Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support
Disability Services	https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Chris Brady at chris.brady@doane.edu or 402-467-9031 for assistance.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.

