Course Syllabus

Course Information

BUS 642
Administrative Strategy and Policy
Term & Year Autumn: August 13, 2018 – October 13, 2018
Credit Hours - 3

Instructor Information

Don Fritz, Ph.D.
Doane University

Don Fritz, co-founder of The FGR Group, is a change consultant with over twenty-six years of experience working with public and private organizations that are leading change. Additionally, Don has worked as a Classroom Teacher, Director of Professional Development, Administrator, and a National Trainer/Facilitator in the areas of organizational planning, effective educational practices, facilitation training, and program evaluation.

Contact Information

Office: Adjunct
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Phone: 402-570-6800

Communicating With the Instructor

This course uses a "three before me" policy for student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:
1. Course syllabus
2. Announcements in Blackboard
3. The Q & A discussion board

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor avoid answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question to the Q & A questions discussion board. Here your question can be answered for the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email or phone. My preference is that you will try to email me first. I will usually respond to email and phone messages from 8am to 5pm on weekdays, please allow 24 hours for me to respond.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance (contact information is listed below).

Course Catalog Description

A course that encourages student ability to think strategically and to provide an intellectual framework that enhances understanding of the MBA core program. The course focuses on relationships among the organization, its strategy, and its environment; why organizations choose certain businesses; which leadership strategies are successful; and how organizations can change in response to a dynamic environment. Models for strategic formulation, implementation, and control are developed that facilitate an integrated understanding of the courses that comprise the MBA curriculum.

Course Prerequisites

None

Course Textbook and Materials

Required

Strategy in Action: Marrying Planning, People, and Performance, Zweifel, T.D. and Borey, E.J., iHorizon, ISBN: 1491031107, ISBN 13: 9781491031100, 2013.

Learning Objectives

Course Objectives

At the completion of this course students will be able to:

1. Identify the Key Components of any organizational planning process and analyze Key Components of existing Strategic Plans;
2. Identify and/or develop implementation strategies that align with the Target Organization's Purpose and Strategic Plan;
3. Identify Policy implications (e.g. organizational business practices, human resources, organizational culture) and develop/revise specific policies that align to Strategic Plan;
4. Collect and analyze data that measures the success of specific policy and implementation strategies;
5. Identify and analyze key Leadership strategies to lead change in Target Organization.

Course Requirements

Online Course

This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet-based technologies.

Attendance Policy

You should plan to work on this course every day. This means that you must have a reliable and consistent internet connection throughout the duration of the course. It is strongly recommended that you not take any vacations during this course. This is a condensed, fast-paced course and it would be extremely difficult to catch up after a prolonged absence.

Course Preparation and Participation

Preparation for class means reading the assigned readings & reviewing all information required for that week. *Attendance* in an online course means logging into the Blackboard and on a regular basis and *participating* in the all of activities that are posted in the course.

Studying and Preparation Time

The course requires you to spend time preparing and completing assignments. A three-credit course requires 144 hours of student work. Therefore expect to spend approximately 18 hours a week preparing for and actively participating in this 8-week course.

Computer Requirements

Minimum computer requirements for the successful use of Blackboard:
http://www.doane.edu/about-doane/offices/its/help-and-support#min_requirements
Minimum computer requirements for success in this course:
- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Word processing software—Microsoft Word or Google Docs
- Webcam and mic

Other applications may be required, please refer to the course website for more information.

Email and Internet

You must have an active Doane University email account and access to the Internet. *All instructor correspondence will be sent to your Doane* University *email account.* Please plan on checking your Doane Gmail account regularly for course related messages.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at http://bb2.doane.edu

Campus Network or Blackboard Outage

When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by 11:59 pm CST).

Technical Support Contact Information

For technical assistance 24 hours a day, 7 days a week, please contact the Doane University Technology Office Help Desk:

> Phone: 402-826-8411
> Email: helpdesk@doane.edu
> Web: http://www.doane.edu/about-doane/offices/its/help-and-support

Instructional Strategies

The following instructional strategies will be utilized to accomplish the course outcomes: weekly summaries, mini-lectures; small and/or large group discussion via forums, case studies, readings (e.g. article review and book review), video ("Start with Why"), weekly assignments that are components of final leadership plan.

Course Assignments:

> **Read Textbook –** Weekly reading assignments.

> **Weekly Summary Activities –** Weekly summary activities are expected that are tied to the text (e.g. case studies, content applications).

> **Mini-Lectures –** Additional content is provided via mini-lectures. Students are expected to view the min-lectures and to apply the content.

> **Discussion Forums –** Weekly discussion forums require students to post and reflect on other student posts around a set of critical questions.

One Article Review – Student are expected to read one current professional article on leadership and leading change and write a two page review and application.

One Book Review - The student is expected to read one current book on leadership and leading change and write a two page review and application.

Final Project – Leadership Plan

Using an organization in which you are currently working or an organization that you are familiar with (Target Organization), develop a leadership plan to implement a strategic goal or change initiative for the Target Organization.

Format – Much of this Plan will be developed in class via a variety of classroom activities. Components of the Leadership Plan will be submitted each week throughout the course. Each section will be submitted in the Final Project Folder. I will review and comment as assigned. The Final Project should be compiled into a single document, using the Final Project Rubric as a guide. The Final Project can then be submitted in your Final Project Folder.

Note: Students may make modifications to the final project to make the assignment more relevant and to fit professional needs. Any modifications to the final project must be approved by the instructor.

Course Grading

Instructor Feedback

The instructor will grade and provide feedback on all assignments the day after the assignment is due (e.g. Thursday for Wednesday assignments; Sunday for Saturday assignments) or sooner as assignments are completed. The instructor will also provide a Weekly Summary of the course on Sunday to assist students in seeing the "big picture" of what is happening with the class as a whole. The Instructor will inform students in advance if this schedule changes.

Grades and Grading Scale
Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

A+	97-100%	B+	87-89.9%	C+	77-79.9%	D+	67-69.9%
A	93-96.9%	B	83-86.9%	C	73-76.9%	D	63-66.9%
A-	90-92.9%	B-	80-82.9%	C-	70-72.9%	D-	60-62.9%
						F	Below 60%

*See the requirements for the specific assignments on Blackboard.

Late or Missed Assignments
ALL assignments must be finished and turned in to complete the course. Unless the instructor is notified BEFORE the assignment is due and he or she provides an opportunity for the student to submit an assignment late, points may be taken off for a late assignment.

Submitting Assignments

All assignments, unless otherwise announced by the instructor, must be submitted via Blackboard. Each assignment will have a designated place for submission.

Drop and Add dates

If you feel it is necessary to withdraw from the course, please contact your advisor for full details on the types of withdrawals that are available and their procedures.

Subject to change notice

All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.

Academic Integrity

Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is manifested in various measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist[1]:

a.   Cheating
b.   Fabrication
c.   Facilitating academic dishonesty
d.   Plagiarism

For more information on academic integrity, please visit the website:
http://catalog.doane.edu/content.php?catoid=4&navoid=191

How to Succeed in this Course
- Check your Doane email regularly
- Log in to the course web site daily
- Communicate with your instructor
- Create a study schedule

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at Doane University facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Doane University staff coordinate transition from high schools and community colleges, in-service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all Doane University regarding disability policies, procedures, and accommodations.

Accessibility Services

Doane University Access/Services for Students with Disabilities http://www.doane.edu/disability-services

Contact Person: Angie Klasek Phone: 402.466.4774 Email: angie.klasek@doane.edu

Academic Support

Contact Person: Tere Francis Phone: 402.466.4774 Email: terese.francis@doane.edu

Student Services

http://www.doane.edu/gps/student-services

Student Conduct Statement

Students are required to adhere to the behavior standards listed in *Doane University Policy Manual.*

Appropriate behavior is defined by the instructor. This includes the number and length of individual messages online. Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate.

Student access to the course Send Email feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

Instructional Technology Accessibility and Privacy Policies

http://www.doane.edu/instructional-design-services/policies

Syllabus Disclaimer

The instructor views the course syllabus as an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes face-to-face, via email or in the course site Announcements. Please remember to check your Doane University email and the course site Announcements often.