



# DOANE UNIVERSITY SYLLABUS

<b>Course Title</b>	Managing Change
<b>Course Number</b>	BUS 620
<b>Number of Credits</b>	3
<b>Course Dates</b>	Spring 19 (March 12th to May 7 <sup>th</sup> , 2019)
<b>Instructor</b>	Steve Rathman
<b>Email Address</b>	steven.rathman@doane.edu
<b>Office Hours/Availability</b>	Available 30 minutes prior to class start time. To schedule an appointment outside of this time please text or call for appointment.
<b>Phone Number</b>	308-380-1092 (call or text)
<b>Textbook Information: (e.g. title, edition, publisher, ISBN)</b>	Black, J. S. (2014). <i>It Starts With One: Changing Individuals Changes Organizations, 3<sup>rd</sup> Edition</i> . Pearson Publishing. ISBN# 9780133407303.
<b>Additional Course Materials</b>	Presentation materials will be provided as part of the class.
<b>Course Description</b>	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.
<b>Program Outcomes</b>	<p>Graduates will demonstrate an understanding of ethical theories and practice and apply to their own leadership identity and decision making.</p> <p>Graduates will analyze and apply prominent theories of leadership when addressing organizational issues and problems.</p>

<b>Course Learning Outcomes/Objectives</b>	<ul style="list-style-type: none"> <li>• Select change theories as they relate to the organization</li> <li>• Design leadership activities required to enact sustainable change</li> <li>• Summarize innovative change processes relevant to today's organizations</li> <li>• Predict human behaviors related to change in organizations</li> <li>• Develop plans for executing effective change in an organization</li> </ul>
<b>Technology Requirements</b>	<a href="https://www.doane.edu/faq/minimum-computer-requirements">https://www.doane.edu/faq/minimum-computer-requirements</a>

## Course Schedule

<b>Week or Module</b>	<b>Topic</b>	<b>Content</b>	<b>Assessments</b>	<b>Learning Outcomes</b>
1 3-12-19	Setting the Scene: Leading Organizational Change	Course Syllabus and Schedule  Business today: The need for change, creativity and innovation	1. Self Introduction 2. Chapters 1 3. Class Participation	Outcome # 1, 2, 3, 4 & 5
2 3-19-19	Change Barrier #1: Failure to See	Theories and practices of organizational change	1. Chapters 2 2. Class Participation	Outcome # 1, 2, 3, 4 & 5
3 3-26-19	Solutions and Tools for Breaking Through Barrier #1	Helping people see the need.	1. Chapter 3 2. Group Discussion	Outcome # 1, 2, 3, 4 & 5
4 4-2-19	Barrier #2: Failure to Move & Solutions and Tools for Breaking Barrier #2	Helping People to Make the Move	1. Chapter 4 & 5 2. Iconic Personality Presentations	Outcome # 1, 2, 3, 4 & 5
5 4-9-19	Barrier #3: Failure to Finish & Solutions and Tools for Breaking Barrier #3	Helping People Fight Through the Finish	1. Chapter 6 & 7 2. Iconic Personality Presentations	Outcome # 1, 2, 3, 4 & 5
6 4-16-19	Practical Application	Movie: Money ball	1. Film Study Paper	Outcome # 1, 2, 3, 4 & 5

7 4-23-19	Pulling it all Together	Change Assessment Tool	1. Chapter 8 2. Iconic Personality presentations 2. Film Study Review	Outcome # 1, 2, 3, 4 & 5
8 4-30-19	Moving Forward	Getting Ahead of the Change Curve  Course wrap-up	1. Chapter 9 2. Iconic Personality Presentations	Outcome # 1, 2, 3, 4, 5

### Term Assignments:

**In class discussions & activities:** Prior to each class you will have a reading assignment. We will spend the first part of class discussing the reading. You are expected to engage in the discussion. In addition, there will be in class activities assigned by the instructor. You are expected to be prepared for and to engage in the class activities.

**Film Study Paper:** Films are an excellent way to analyze the topics being studied because they allow for the practical application of the material. We will watch one full length film during the term and you are required to write an analytical paper about what you see in the movie as it relates to the topic being studied. The purpose of this paper is for you to learn to apply the course ideas to the world around you. Your paper should contain core concepts or ideas from the course.

**Iconic Personality Research Paper:** Research an iconic personality whose leadership and vision helped them serve as a change agent that impacted the future of their organization and/or industry.

**Iconic Personality Presentation:** Present research findings to the class using the standard presentation format provided in class.

### Grading Assessments

Type of Assessment	Points	Total possible points
Class/Group Discussion & Participation	5	40
Film Study	60	60
Iconic Personality Paper	50	50
Iconic Personality Presentation	50	50
		<b>Total: 200 Points</b>

### Grade Scale

A=93%-100% A-=90%-92% B+= 88%-89% B= 83%-87% B-=80%-82% C= 70-80% D= 60-70% F= 59% or below

<b>Participation Policy</b>	<p>A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.</p> <p>Students are required to complete all assignments on time. Response engagement is included in each assignment. If students do not attend class, they cannot respond to classmates in class discussion. This lack of engagement will impact students' grades.</p>
<b>Study Time</b>	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.
<b>Late Work</b>	All assignments are expected to be turned in by the stated time. Any extensions will be approved at the discretion of the instructor. Failure to make arrangement prior to the due date may result in points being deducted from the assignment, including up to no points awarded for the particular assignment.
<b>Submitting Assignments</b>	In-Class or via Doane email
<b>Communication Policy including Assignment Feedback</b>	The syllabus contains my email and cell phone number. I typically respond to any inquires as soon as possible. If you do not receive a response within 24 hours, please try again. Assignments are graded on a weekly basis and will be returned the following class period.
<b>Academic Integrity Policy</b>	The Doane Academic Integrity Policy, updated in AUTM 2018, will be followed in this course.
<b>Academic Support</b>	<p>Please contact <a href="mailto:academicsupport@doane.edu">academicsupport@doane.edu</a></p> <p><a href="https://www.doane.edu/graduate-and-adult/academic-support">https://www.doane.edu/graduate-and-adult/academic-support</a></p>
<b>Disability Services</b>	<p><a href="https://www.doane.edu/disability-services">https://www.doane.edu/disability-services</a></p> <p>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 <a href="mailto:chris.brady@doane.edu">chris.brady@doane.edu</a> or 402-467-9031 for assistance.</p>
<b>Military Services</b>	<a href="https://www.doane.edu/graduate-and-adult/military">https://www.doane.edu/graduate-and-adult/military</a>
<b>Anti-Harassment Policy</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452</a>
<b>Grade Appeal Process</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238</a>
<b>Credit Hour Definition</b>	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.
<b>Syllabus Changes</b>	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.