

**Course Number:** MSM 6400

**Course Title:** Managing Change

**Course Description:**

This course examines the role of change in organizations. A theoretical background in organization development will be introduced in tandem with practical skills and knowledge of change management. Students will define change, analyze factors that affect change, and learn how to effectively facilitate change in their organizations.

**Prerequisites:** MBA5000 or MSOL5000.

**Credit hours:** 3

**Learning Outcomes:**

Upon the successful completion of this course, students will be able to:

1. Identify and explain primary theories within the field of change management.
2. Explain the forces leading to change in today

**Indiana Tech**  
**College of Professional Studies MSM 6400 Managing Change**  
**Online Syllabus Course Content**

**Instructor Information**

Please see Professor Profile at the Blackboard instructional site.

**Course Schedule**

Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

**Online Course Policies**

All of the online courses taken by students are required to follow the policies posted online <https://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

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**Textbook**

Jick, T. & Peiperl, M. (2011). *Managing change: Cases and concepts* (3rd ed.). Boston, MA: McGraw Hill.

**Grading Events**

**Unless otherwise specified, all assignments must be submitted via Blackboard.**

1 Course Preparation Quiz	20 points
5 Weekly 2+ page papers @ 40 points/each	200 points
5 Weekly 3+ page case studies @ 60 points/each	300 points
10+ page Final Paper	200 points
5 Weekly Discussion Board Assignments @ 60 points/each	300 points

**Total Points** **1020 points**

**Grading Criteria**

1. Clarity of ideas.
2. Effective Application of Management Principles
3. Effective Introduction & Conclusion
4. Grammar and Mechanics---few surface errors
5. Utilizes subheading for clarity and transitional words or phrases to link paragraphs.
6. APA Citation Style required.
7. Work Cited Page required using APA Style
8. Meet Assignment deadlines

## Blackboard Discussions

One or more questions will be used for Blackboard Discussion Forums, and the questions will grow out of the reading for the week, and/or current topics that emerge. Before posting your answer, review the literature on the topic, in order to separate supported statements from opinion. By the due dates in the schedule, the student is required to make a *substantive* initial posting in response to the forum question (between 100 and 200 words—unless otherwise noted, not counting references). Start new thread for this and give it a unique title. In addition, each student is required to provide two *substantive* replies to the postings of two others.

**NOTE:** It is not appropriate to do all of your postings on one day (points will be deducted for this). The Discussion Board Forums are an essential part of the class and participation by all is a crucial component. *Follow APA style for in-text citations and references listed in your posts.*

## Grading Scale

The following grading scale will be used to assign a grade at the end of the course:

Percentage Achieved	Grade	Percentage Achieved	Grade
93% or above	A	80% or above	B-
90% or above	A-	77% or above	C+
87% or above	B+	70% or above	C
83% or above	B	Below 70%	F

## Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor's autonomy.

## Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is
  - in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade,
  - able to complete all of the remaining coursework within a session (5 weeks for a undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
  - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades are subject to approval by the designated university authority.

## Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor, and classmates, is by using the Send Email function from the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor sent to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to [OnlineSupport@IndianaTech.edu](mailto:OnlineSupport@IndianaTech.edu) with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.