

**Course Number:** MSOL 5400

**Course Title:** Building Organizational Excellence

**Course Description:**

Achieving excellence in a variety of mission-critical dimensions is critical for all organizations in today's competitive global economy. A comprehensive review of well researched theories and practitioner models are presented in this course including issues related to knowledge management, quality management, innovation management and the development of high performing teams and cultures. The impact of positive psychology on organizational excellence and global perspective are also explored.

**Prerequisites:** None.

**Credit hours:** 3

**Learning Outcomes:**

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

1. Integrate concepts and models from organizational design and structure with the rapidly changing organizational world.
2. Understand and describe traditional organizational systems and apply principles to needs and problems.
3. Define and describe high performance cultures and high performance teams.
4. Understand, analyze, and demonstrate competency in knowledge management, innovation management, and quality management.
5. Synthesize and apply principles of positive psychology and organizational excellence.
6. Understand globalization, and infuse a global perspective with organizational excellence.

**Indiana Tech**  
*College of Professional Studies*  
**MSOL 5400 Building Organizational Excellence**  
**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 at <http://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**

Jones, G.R. (2013). *Organizational theory, design, and change* (7<sup>th</sup> ed.). Upper Saddle River, NJ: Pearson Education, Inc.

**Grading Events & Grading Criteria**

**All assignments must be submitted via Blackboard.**

Course Preparation Quiz 1 @ 10 pts each	10 points
Discussion Board 5 @ 40 pts each	200 points
Written assignment papers 5 @ 40 pts each	200 points
Final Paper	100 points
Total	510 points

Each of the first five modules has a reading assignment, a Discussion Board assignment, and a Written Assignment.

**Discussion Board Assignments:**

The format should contain the first question typed in bold, followed by the answer beneath it in regular type, then the next question in bold, followed by the answer beneath

it in regular type, and so on. The **primary post is should contain a minimum of 350 words**. APA format should be followed. In text citations must be used. Cite your text author (Jones, 2013). Conduct scholarly outside research. Use library databases such as Proquest and Ebsco Host. Study scholarly journal articles, studies, theses, dissertations, and research scholars. You may use the Harvard Business Review for articles. Include all these authors in your post. Cite continually throughout the entire post-in each answer of each question. Explore & examine, discuss & describe, compare & contrast, explain & analyze the core concepts involved in the question. Then apply your understanding by providing examples which illustrate your assessment and evaluation of the major principles from your present workplace, a previous workplace, or an appropriate environment which you have researched.

At a minimum, you should reply to two classmate comment posts and reply to all posts made by classmates to your primary post.

**Comment posts should substantive and should be at least 200 words in length.**

Follow APA format, cite your text authors and outside authors which you have researched. Apply the concepts and share your experiences. Give opinions which are substantiated. Avoid hearsay and conjecture. State what you believe and why you believe it. Follow Netiquette and be courteous and mannerly in the Discussion Board. Ask questions and challenge one another. Engage in high quality exchanges. Encourage back-and-forth conversations. Comment on a minimum of two classmate primary posts per module.

Replies should be made individually and uniquely to each person who comments on your primary post. These should be substantive and contain at least 100 words. As in the Primary Posts and Classmate Comment posts, replies should be written in a scholarly manner and should contain in-text citations of your text author (Jones, 2013) and other scholarly sources you have researched.

**Written Assignments:** (Worth a total of up to 40 points each-Title page up to 4 pts, In-text citations up to 4 pts, References and Reference page up to 4 pts., Format up to 4 pts.)

Follow APA format. Precede with a separate title page with APA running head and page numbers. Use Times New Roman, 12-pt. double space. Include centered, bolded subheadings. Follow with a separate page for References, with the word References centered and bolded. Follow APA for reference page.

Length should be minimum 3-4 pages for the body, plus the separate title page and reference page (that is a minimum of 5 total pages). Written assignments will be submitted to your instructor via the Blackboard link.

**Final Paper Assignment:** (Worth 100 points)

This is on a topic or combination of topics of your choosing taken from the main themes of the course (one to three main topics). Use APA, including separate title page and

reference page. Include subheadings, bolded and centered. Include subheadings for Introduction, Summary, and Conclusion. Avoid using long lists and bullet points. Write in the narrative form. Page length should be 10 pages (no less than 9 full pages, no more than 11 full pages), plus the title page and reference page (that is a minimum total of 11 pages). Develop the theme of your paper through research. Include at least 5 scholarly outside sources in addition to your text author (a **minimum** total of 5 sources).

Use Times New Roman, 12-point, 1" margins, double-spaced. Indent paragraphs per APA.

Separate instructions for the Final Assignment are included in Module Six tab.

Below is the code which will be used for Blackboard grade book for point deductions:

1 = Text author (Jones, 2013) not cited, not cited frequently enough, or cited incorrectly. You must use author's last name, year published, and page # for each comment taken directly or paraphrased from the book. Example: (Jones, 2013, p. 123).

2 = Outside research-quality or quantity. Not cited sufficiently (not enough outside research cited, not scholarly/reliable source), or cited incorrectly-Not per APA.

3 = Format of typing question exactly as given in bold, then answer beneath it in regular type, then the next question in bold, etc.

4 = Too brief - Needs to be expanded

5 = Did not make 2 substantive, unique classmate comments to others' primary posts.

6 = Did not make individual, unique replies to each classmate who commented on your primary post or did not make a substantive reply to each.

7 = Answer was wrong or did not fully answer the question.

8 = Did not follow directions

These number codes will be used in the Blackboard grade book. Any other point deductions will be spelled out specifically. Multiple points may be deducted for each category.

### **Grading Scale**

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

93% - 100% = A

90% - 92% = A-

86% - 89% = B+

83% - 85% = B

80% - 82% = B-

77% - 79% = C+

70% - 76% = C

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.