INDIANA TECH

Course Syllabus Cover Page – Spring 2021

Course Number: OL 4900

Course Title: Organizational Leadership Capstone

Course Description:

A format of synthesis is implemented, bringing together the concepts and processes of the prior studies within the organizational leadership program. Emphasis is placed on viewing the organizational from a strategic management and integrated problem-solving perspective.

Prerequisites: OL 4100.

Credit hours: 3

Learning Outcomes:

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

1. Explain the unique characteristics of four organization development interventions.
2. Explain the process of organization development from problem identification through problem research and analysis to intervention design.
3. Apply the organization development process by preparing and presenting both verbally and in writing a complete organization development proposal.
4. Synthesize the various dimensions of organization development.

OL 4900 Organizational Leadership Capstone
Online Course Syllabus 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.

Textbook
Cummings, T. & Worley, C. (2001). *Essentials of organization development and change*. Cincinnati: South-Western College Publishing.

Grading Events & Grading Criteria
Unless otherwise specified, all assignments must be submitted via Blackboard.

The course is divided into 5 modules, each one week in duration. Each module requires students to prepare a weekly assignment towards their final paper (final due at the end of module 5), and to post answers to Module Questions on the Discussion Board.

Assignment/Event	Points Available
Course Preparation Quiz	20
Weekly Question Assignment (4 x 100pts)	400
Weekly Submissions Toward Final Paper (4 x 100pts)	400
Final Paper	200
Total	**1020**

Discussion Board Posts
Each student is required to make an *initial and at least one response post* to the discussion board for modules 1-4. The dates for posts are identified in the course schedule.

To receive full credit (100 points) for the discussion board posts (questions), students must provide a timely, substantial, and insightful post. The post should provide clear connections to real-life situations or a clear connection to content discussed in the text. Please provide the class with new ideas that will stimulate conversation. The post should be free of grammatical and stylistic errors and please cite sources using APA format guidelines.

Grading Criteria for Papers

No evidence of effort and/or research	0–59 points
Little effort or flaws in thinking/presentation	60-69 points
Adequate/minimum standards of research and presentation	70-79 points
Research is well done with few omissions and good presentation	80-89 points
Research exceeds expectations and very few errors in presentation	90-100 points

Grading Scale

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

Points Achieved	Grade	Points Achieved	Grade	Points Achieved	Grade
930 or above	A	800 or above	B-	700 or above	C-
900 or above	A-	770 or above	C+	600 or above	D
870 or above	B+	730 or above	C	Below 600	F
830 or above	B				

Final Course Paper Outline

I. Title Page and Table of Contents

II. Executive Summary - typically written last

III. Situation Analysis
- Company Background - historical and up-to-date information
- External Environment - opportunities and threats in the market

- Internal Environment - weaknesses and strengths within the organization

IV. Background of the Problem
- History of the Problem
- Issues and Symptoms of the Problem – provide data as available
- Problem Definition

V. Research on the Problem
- Literature Review and Information from other Organizations
- Problem evaluation and analysis approaches ○ Primary research question ○ Research methodology and instrument(s) ○ Findings (compilation of the data in an organized form) ○ Conclusions (interpretation of the compiled data) ○ Project Implications

VI. Intervention Alternatives
- Pros and Cons of two to three Alternative Interventions

VII. Intervention Design and Implementation
- Recommended Course of Action with a Timetable

VIII. Evaluation and Follow-up Strategy
- Methods for evaluating Success
- Need for additional data

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 o 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 an undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
  - able to provide documentation to substantiate the need for extra time in the event that the session's normal length 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 and deadlines 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 (or 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 that 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 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.