Colorado State University
GLOBAL CAMPUS

ORG100: Navigating Organizations and Change

Credit Hours: 3

Contact Hours: This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 14-20 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Course Description and Outcomes

Course Description:

This course provides an introduction to effective organizations and leadership models. Students will learn what constitutes organizational change, as well as a survey of current best practices in organizations. Students will also learn about current change management theories and how these theories impact individuals.

Course Overview:

As you embark on your educational journey, this class will provide you with the tools and resources to learn in an online forum. It will reduce learning anxiety by introducing the resources available to assist you, and it will encourage you to network with your instructor, certified trainer, and peers to understand and discuss the materials provided. You will conduct the Color Code online personality assessment to learn more about yourself and others and use these results to improve your communication skills.

With your peers, you will learn about organizational change, effective leadership needed to implement and manage change, historical theory, and current best practices to provide a solid foundation for application in the workplace. Through the discussion threads and assignments, you will be encouraged to utilize real life personal and professional experiences in order to enrich the discussions, make them relevant, and assist you and your peers to better understand and manage organization change management and conflict.

In this course we will also discuss how to utilize college resources, research techniques, and APA style to aid you with your collegiate writing. Most modules will contain a page or two that offers specific details on how to format and source your assignments per APA guidelines.

Course Learning Outcomes:

1. Describe the terms, concepts, and theories of organizational theory and how they relate to change in an organization.
2. Analyze an organizational issue and develop a solution based on current theory.
3. Evaluate the impact of organizational change on individuals.
4. Analyze alternative learning opportunities and create a cost-effective plan for completing alternative college credits.
5. Integrate reasoning, critical thinking, and college-level understanding of reading, writing and research into written communication.

Participation & Attendance

Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

Course Materials

Course Schedule

Due Dates
The Academic Week at CSU-Global begins on Monday and ends the following Sunday.
- Discussion Boards: The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- Opening Exercises: Take the opening exercise before reading each week's content to see which areas you will need to focus on. You may take these exercises as many times as you need. The opening exercises will not affect your final grade.
- Mastery Exercises: Students may access and retake mastery exercises through the last day of class until they achieve the scores they desire.
- Critical Thinking: Assignments are due Sunday at 11:59 p.m. MT.
- Live Classroom: Although participation is not required, Live Classroom sessions are held during Week 2 and Weeks 5 or 6. There are two total sessions.

Week #	Required Readings	Assignments
1	• Judge, W. (n.d.). Chapter 1: The strategic leader's new mandate. In *Focusing on organizational change* (1, 2-8). Retrieved from http://www.saylor.org/site/textbooks/Focusing%20on%20Organizational%20Change.pdf • Judge, W. (n.d.). Chapter 2: What is organizational capacity for change? In *Focusing on organizational change* (2, 13-25). Retrieved from http://www.saylor.org/site/textbooks/Focusing%20on%20Organizational%20Change.pdf • Learning Centre. (n.d.). *Orientation lecture series: Learning to learn – Developing critical thinking skills*. Retrieved from http://sydney.edu.au/stuserv/documents/learning_centre/critical.pdf • Stewart, E., Clegg, R., & Bailey, J. (2008). Organizational Change: *International Encyclopedia of Organizational Studies*, Vol. 3. Thousand Oaks, CA:SAGE Publications, pp. 1020-1025. Retrieved from https://csuglobal.idm.oclc.org/login?url=https://search-ebscohost-com.csuglobal.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=474479&site=ehost-live&ebv=EB&ppid=pp_1020	• Discussion (25 points) • Opening Exercise (0 points) • Mastery Exercise (10 points)
2	• Judge, W. (n.d.). OCC dimension 5: Systems thinking. In *Focusing on organizational change* (7, 80-92). Retrieved from http://www.saylor.org/site/textbooks/Focusing%20on%20Organizational%20Change.pdf • Ritzer, G., ed. (2007). Change management. In *Blackwell Encyclopedia of Sociology* (Vol. 2, pp.501-508).	• Discussion (25 points) • Opening Exercise (0 points)

6	• Hill, S. D., ed. (n.d.). Motivation and management theory. In *Encyclopedia of Management*. (7th ed., pp. 688-692). • MBTI Basics. (2015). Retrieved from http://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/	• Mastery Exercise (10 points) • Critical Thinking (60 points)
3	• Bauer, T. & Erdogan, B. (2015). The lean, mean, driving machine: The case of Toyota. In *Organizational behavior*, v2.0. (14). Retrieved from http://catalog.flatworldknowledge.com/bookhub/reader/27495?cid=#fwk-122425-ch14a_s01 • Barker, R., & Barker, S. (1996). An Adlerian approach to managing organizational change. *Individual Psychology: The Journal of Adlerian Theory, Research & Practice, 2*(52), 181-193 • Pharro, R. (2013, January). Managing change in an uncertain world. *Training Journal,* 37-41. • Russell, J. & Russell, L. (2006). Chapter 5 – Understanding and managing the emotional response to change. In *Change basics (*5). ASTD Press. Alexandria, VA.	• Discussion (25 points) • Opening Exercise (0 points) • Mastery Exercise (10 points) • Critical Thinking (70 points)
4	• Judge, W. (n.d.). Chapter 5: OCC dimension 3: Capable champions. In *Focusing on organizational change* (5, 55-67). Retrieved from http://www.saylor.org/site/textbooks/Focusing%20on%20Organizational%20Change.pdf • Judge, W. (n.d.). Chapter 6: OCC dimension 4: Involved midmanagement. In *Focusing on organizational change* (6, 68-79). Retrieved from http://www.saylor.org/site/textbooks/Focusing%20on%20Organizational%20Change.pdf • Lattimer, R. L. (2008). Transformational strategy and competitiveness. Competition Forum, 6(1), 5-14. • Purdue OWL. (2013). *APA style workshop*. Retrieved from http://owl.english.purdue.edu/owl/resources/664/1/ • Rath & Strong. (2009). Improving organizational flexibility by developing change leadership capabilities. Retrieved from http://www.rathstrong.com/WhitePaper/Improving-Organizational-Flexibility-by-Developing-Change-Leadership-Capabilities.aspx	• Discussion (25 points) • Opening Exercise (0 points) • Mastery Exercise (10 points) • Critical Thinking (70 points) • Live Classroom (0 points)
5	• Bauer, T. & Erdogan, B. (2015). Chapter 2. Managing demographic and cultural diversity. In *Organizational behavior, v2.0.* (2). Retrieved from http://catalog.flatworldknowledge.com/bookhub/reader/27495?cid=#fwk-122425-ch02 • Bauer, T. & Erdogan, B. (2015). Chapter 15. Organizational culture. In *Organizational behavior, v2.0.* (2). Retrieved from http://catalog.flatworldknowledge.com/bookhub/reader/27495?cid=#fwk-122425-ch15	• Discussion (25 points) • Opening Exercise (0 points) • Mastery Exercise (10 points) • Critical Thinking (70 points)
6	• Weisbord, M. (2015). *Six box model*. Retrieved from http://www.marvinweisbord.com/index.php/six-box-model/ • Smith, C. (2015). *The Congruence Model: Aligning the drivers of high performance.* Retrieved from http://www.mindtools.com/pages/article/newSTR_95.htm • Congalla, R. (2013, January 27). *Organizational diagnostic models*. Retrieved from http://www.slideshare.net/artistramakrishna/01-orgnl-change-models	• Discussion (25 points) • Opening Exercise (0 points)

		• Mastery Exercise (10 points) • Critical Thinking (50 points)
7	• Judge, W. (n.d.). Chapter 8: OCC dimension 6: Communication systems. In *Focusing on organizational change* (8, 93-108). Retrieved from http://www.saylor.org/site/textbooks/Focusing%20on%20Organizational%20Change.pdf • Manktelo, J. (2015). *The McKinsey 7-S Framework: Ensuring that all parts of your organization work in harmony*. Retrieved from http://www.mindtools.com/pages/article/newSTR_91.htm • Roberts, D. & Levine, E. (2014, January 23). Employee surveys: A powerful driver for positive organizational change. *Employment Relations Today, 40*(4), 39-45. Retrieved from http://onlinelibrary.wiley.com/doi/10.1002/ert.21432/pdf • Stewart, D. (2004, April). The language of change: General semantics and Malcolm Gladwell's The Tipping Point. *ETC: A Review of General Semantics*, 61(1), 111-122.	• Discussion (25 points) • Opening Exercise (0 points) • Mastery Exercise (10 points) • ETS Proficiency Profile (50 points)
8	• Blumenthal, A. (2012). *Leadership for lasting change*. Public CIO, 10(1), 42-42. • Schmitz, G., & Becker, O. (n.d.) Case study: Why communication is key to successful change management. *Performance, 4*(3), 64-69. Retrieved from http://performance.ey.com/wp-content/uploads/downloads/2012/06/Performance-4.3-April-2012-Journal-v16-p6469.pdf • Wilverding, W. (2008). How leadership must change to meet the future. PriceWaterhouseCoopers connected thinking. Retrieved from https://www.pwc.com/us/en/people-management/assets/future-leadership-change.pdf	• Discussion (25 points) • Opening Exercise (0 points) • Mastery Exercise (10 points) • Portfolio (350 points)

Assignment Details

This course includes the following assignments/projects:

Module 1

REMINDER: REVIEW ETS PROFICIENCY PROFILE

This week, review the ETS Proficiency Assessment assignment in the Module 7 folder. You will receive 50 points for completing the assessment; this assignment will be reflected in your gradebook. ETS Proficiency Profile assesses four core skill areas—critical thinking, reading, writing, and mathematics—in a single, convenient 40-minute test. Note that since the assessment is conducted through ETS, in order to earn the 50 points, you will need to take a screenshot of your assessment completion page and submit it in the Module 7 folder in Schoology: ETS Proficiency Profile Assessment assignment. Once you complete the Proficiency Profile, you will see an option to email your instructor; make sure you complete this step so that you can earn credit. **You will need your instructor's email address prior to starting the assessment.**

CSU-Global uses the ETS Proficiency Profile to:
- Measure and document program effectiveness to meet requirements for accreditation and accountability.
- Assess student proficiency in core academic skill areas to identify strengths, weaknesses, and opportunities.
- Improve curriculum and instruction.

- Compare performance against programs at more than 400 institutions nationwide.
- Conduct trend analyses to evaluate program improvement efforts and overall learning outcomes.

You may complete the Proficiency Profile at any time between Weeks 3 and 7. If you have any questions regarding the ETS Proficiency Profile, visit http://www.ets.org/proficiencyprofile/about or ask your instructor.

PORTFOLIO PROJECT REMINDER

Review the Portfolio Project Description, which is accessible from the Week 8 **Assignments** page and the Portfolio Project Rubric, which can be accessed from the **Course Information** page. Decide whether you want to on Option #1 or Option #2. Be sure to work on this project throughout the term. Do not hesitate to use your instructor as a resource.

Module 2

CRITICAL THINKING (60 points)
Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Credible Internet Sources #1

For this assignment, find three credible articles via an internet search on the topic of *organizational change and systems theory*. For tips on using the internet, visit http://csuglobal.libguides.com/ORG100_web.

Complete the template linked in the assignment in the Module 2 folder. The template is based on the C.R.A.P. (Credibility, Reliability, Authority, and Purpose/Point of View) Test provided for you on Page 5 of the module.

Review the **Module 2 Critical Thinking Rubric** in the Module 2 folder for full details on how you will be graded on this assignment.

Option #2: Credible Internet Sources #2

For this assignment, find three credible articles via an internet search on the topic of *motivation*. For tips on using the internet, visit http://csuglobal.libguides.com/ORG100_web.

Complete the template in the assignment in the Module 2 folder. The template is based on the C.R.A.P. (Credibility, Reliability, Authority, and Purpose/Point of View) Test provided for you on Page 5 of the module.

Review the **Module 2 Critical Thinking Rubric** in the Module 2 folder for full details on how you will be graded on this assignment.

Module 3

CRITICAL THINKING (70 points)
Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Benefits of Individual Self-Assessment Paper

For this assignment, write a paper describing the benefits of completing the Myers Briggs self-assessment to improve individual relationships within the workplace, using the required reading, MBTI Basics, from Module 2, as your resource. Demonstrate the paraphrasing, summary, and in-text citation skills learned in this module.

Organize your paper in the following manner:
- A title page
- An introductory paragraph
- A minimum of 3 paragraphs paraphrasing or summarizing the benefits of the self-assessment
- A minimum of 2 in-text citations. Cite these direct quotations in accordance with the *CSU-Global Guide to Writing & APA: In-Text Citations.*

- A concluding paragraph

Additional requirement:
1. Submit your final draft of the paper to Turnitin. Visit https://fileman.csuglobal.edu/portal/Library/TurnItIn%20Schoology%20Tutorial.pdf for instructions for using Turnitin.
2. Rewrite as needed based on your Turnitin score. Note that the CSU-Global requirement is that 70% of your paper represents your own thoughts, analysis, and paraphrasing. In other words, your Turnitin score should be no higher than 30%.
3. If you find that your score is above 30%, do some rewriting and submit again until you receive 30% or lower. Note that a 70% score indicates an appropriate balance of direct quotations and your own thoughts, analysis, summary, and paraphrasing.

Submit your paper in a single Word document to the Assignments page. Review the **Module 3 Critical Thinking Rubric** in the Module 3 folder for full details on how you will be graded on this assignment.

Option #2: Benefits of Team Self-Assessment Presentation

For this assignment, write a paper describing the benefits of completing the Myers Briggs self-assessment as a work team to improve team relationships, using the required reading, MBTI Basics, from Module 2, as your resource. Demonstrate the paraphrasing, summary, and in-text citation skills gained from this module lecture.

Organize your paper in the following manner:
- A title page
- An introductory paragraph
- A minimum of 3 paragraphs paraphrasing or summarizing the benefits of the self-assessment
- A minimum of 2 in-text citations. Cite these direct quotations in accordance with the *CSU-Global Guide to Writing & APA: In-Text Citations.*
- A concluding paragraph

Additional requirement:
- Submit your final draft of the paper to Turnitin. Visit https://fileman.csuglobal.edu/portal/Library/TurnItIn%20Schoology%20Tutorial.pdf for instructions for using Turnitin.
- Rewrite as needed based on your Turnitin score. Note that the CSU-Global requirement is that 70% of your paper represents your own thoughts, analysis, and paraphrasing. In other words, your Turnitin score should be no higher than 30%.
- If you find that your score is above 30%, do some rewriting and submit again until you receive 30% or lower. Note that a 70% score indicates an appropriate balance of direct quotations and your own thoughts, analysis, summary, and paraphrasing.

Submit your paper in a single Word document to the Assignments page. Review the **Module 3 Critical Thinking Rubric** in the Module 3 folder for full details on how you will be graded on this assignment.

REMINDER: ETS AVAILABLE
Starting this week, you may take the ETS Proficiency Profile Assessment. You have until Week 7. Review the instructions in the Module 7 folder, ETS Proficiency Profile assignment, for more information.

Module 4

CRITICAL THINKING (70 points)
Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Transformational Leadership

Review this week's required readings and the sections of the lecture that focus on transformational leadership. Write a paper explaining this concept to someone who is not familiar with it.

Organize your paper in the following manner:

- A title page
- An introductory paragraph
- A minimum of 3 paragraphs paraphrasing or summarizing what it means to be a transformational leader
- A minimum of 2 in-text citations
- A concluding paragraph
- A reference page listing your source in accordance with the *CSU-Global Guide to Writing & APA: Reference List*

Recommended:
- Submit your final draft of the paper to Turnitin. Visit https://fileman.csuglobal.edu/portal/Library/TurnItIn%20Schoology%20Tutorial.pdf for instructions for using Turnitin.
- Rewrite as needed based on your Turnitin score. Note that the CSU-Global requirement is that 70% of your paper represents your own thoughts, analysis, and paraphrasing. In other words, your Turnitin score should be no higher than 30%.
- If you find that your score is above 30%, do some rewriting and submit again until you receive 30% or lower. Note that a 70% score indicates an appropriate balance of direct quotations and your own thoughts, analysis, summary, and paraphrasing.

Submit your paper in a single Word document to the Module 4 folder, in the assignment area. Review the **Module 4 Critical Thinking Rubric** in the Module 4 folder for full details on how you will be graded on this assignment.

Option #2: Organizational Flexibility

Review this week's required readings and the sections of the lecture that focus on organizational flexibility. Write a paper explaining this concept to someone who is not familiar with it.

Organize your paper in the following manner:
- A title page
- An introductory paragraph
- A minimum of 3 paragraphs paraphrasing or summarizing what comprises organizational flexibility
- A minimum of 2 in-text citations
- A concluding paragraph
- A reference page listing your source in accordance with the *CSU-Global Guide to Writing & APA: Reference List*

Recommended:
- Submit your final draft of the paper to Turnitin. Visit https://fileman.csuglobal.edu/portal/Library/TurnItIn%20Schoology%20Tutorial.pdf for instructions for using Turnitin.
- Rewrite as needed based on your Turnitin score. Note that the CSU-Global requirement is that 70% of your paper represents your own thoughts, analysis, and paraphrasing. In other words, your Turnitin score should be no higher than 30%.
- If you find that your score is above 30%, do some rewriting and submit again until you receive 30% or lower. Note that a 70% score indicates an appropriate balance of direct quotations and your own thoughts, analysis, summary, and paraphrasing.

Submit your paper in a single Word document to the Module 4 folder, in the assignment area. Review the **Module 4 Critical Thinking Rubric** in the Module 4 folder for full details on how you will be graded on this assignment.

Module 5

CRITICAL THINKING (70 points)
Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Positive Organizational Culture
For this assignment, you will write a short paper about positive organizational culture. First read the following articles on positive organizational culture:

- Campbell, J. W. (2015). Identification and performance management: An assessment of change-oriented behavior in public organizations. *Public Personnel Management*, *44*(1), 46-69. doi:10.1177/0091026014549473

- Sharif, M., & Scandura, T. (2014). Do perceptions of ethical conduct matter during organizational change? Ethical leadership and employee involvement. *Journal of Business Ethics*, *124*(2), 185-196. doi:10.1007/s10551-013-1869-x

Next, paraphrase and summarize what you have read in order to answer this question:
- What is the importance of a positive organizational culture to the success of the organization?

    Organize your paper in the following manner:

- A title page
- An introductory paragraph
- A minimum of 3 paragraphs paraphrasing or summarizing the importance of a positive organizational culture to the success of an organization
- A minimum of 2 in-text citations. Cite these direct quotations in accordance with the *CSU-Global Guide to Writing & APA: In-Text Citations*
- A concluding paragraph
- A reference page listing your source in accordance with the *CSU-Global Guide to Writing & APA: Reference List*

Use the APA Template Word document (linked in the assignment in the Module 5 folder) that is formatted for you in the style you will use for all of your assignments at CSU-Global. Simply replace the informational placeholders with your own information. Write directly into this template and save it as your own paper.

To see exactly what a paper looks like when the APA Template is used, review the sample paper available at https://portal.csuglobal.edu/fileman/files/portal/Library/library-Does-Your-Paper-Look-Like-This-Sample-Paper.pdf. Your paper should be very similar to that one in format.

Additional requirements:
- Your paper should be 2-3 pages in length, in addition to the title and reference pages.
- Submit your paper to Smarthinking for feedback.
  NOTE: Smarthinking has a 24-hour turnaround time. For that reason, it is recommended that you submit your paper no later than Friday evening before midnight. It will be returned to you by midnight on Saturday, and that will leave you all day on Sunday to make revisions based on the comments you receive.
- Your final submission to the Module 5 folder, assignments area should include the following in this order:
  o Your final paper
  o Following the final paper, in the same document, copy and paste the marked-up version of the draft you submitted to Smarthinking

Recommended:
- Submit your final draft of the paper to Turnitin. Visit https://fileman.csuglobal.edu/portal/Library/TurnItIn%20Schoology%20Tutorial.pdf for instructions for using Turnitin.
- Rewrite as needed based on your Turnitin score. Note that the CSU-Global requirement is that 70% of your paper represents your own thoughts, analysis, and paraphrasing. In other words, your Turnitin score should be no higher than 30%.
- If you find that your score is above 30%, do some rewriting and submit again until you receive 30% or lower. Note that a 70% score indicates an appropriate balance of direct quotations and your own thoughts, analysis, summary, and paraphrasing.

Submit your paper in a single Word document to the Assignments page. Review the **Module 5 Critical Thinking Rubric** in the Module 5 folder for full details on how you will be graded on this assignment.

Option #2: Diversity in the Workplace

For this assignment, you will write a paper about diversity in the workplace. First read the following articles on diversity in the workplace:

- Fitzsimmons, S. R. (2013). Multicultural employees: A framework for understanding how they contribute to organizations. *Academy of Management Review*, *38*(4), 525-549. doi:10.5465/amr.2011.0234

- Kurtulus, F. A. (2011). What types of diversity benefit workers? Empirical evidence on the effects of co-worker dissimilarity on the performance of employees. *Industrial Relations*, *50*(4), 678-712. doi:10.1111/j.1468-232X.2011.00657.x

Next, paraphrase and summarize what you have read in order to answer this question:
- What is the importance of a diverse workforce to the success of the organization?

Organize your paper in the following manner:
- A title page
- An introductory paragraph
- A minimum of 3 paragraphs paraphrasing or summarizing the importance of a diverse workforce to the success of an organization
- A minimum of 2 in-text citations. Cite these direct quotations in accordance with the *CSU-Global Guide to Writing & APA: In-Text Citations*
- A concluding paragraph
- A reference page listing your source in accordance with the *CSU-Global Guide to Writing & APA: Reference List*

Use the APA Template Word document (linked in the assignment in the Module 5 folder), which is formatted for you in the style you will use for all of your assignments at CSU-Global. Simply replace the informational placeholders with your own information. Write directly into this template and save it as your own paper.

To see exactly what a paper looks like when the APA Template is used, review the sample paper available at https://portal.csuglobal.edu/fileman/files/portal/Library/library-Does-Your-Paper-Look-Like-This-Sample-Paper.pdf. Your paper should be very similar to this one in format.

Additional requirements:
- Your paper should be 2-3 pages in length in addition to the title and reference pages that you must include.
- Submit your paper to Smarthinking for feedback.
  NOTE: Smarthinking has a 24-hour turnaround time. For that reason, it is recommended that you submit your paper no later than Friday evening before midnight. It will be returned to you by midnight on Saturday, and that will leave you all day on Sunday to make revisions based on the comments you receive.
- Your final submission to the Assignments page should include the following in this order:
  o Your final paper
  o Following the final paper, in the same document, copy and paste the marked-up version of the draft you submitted to Smarthinking

Recommended:
- Submit your final draft of the paper to Turnitin. Visit https://fileman.csuglobal.edu/portal/Library/TurnItIn%20Schoology%20Tutorial.pdf for instructions for using Turnitin.
- Rewrite as needed based on your Turnitin score. Note that the CSU-Global requirement is that 70% of your paper represents your own thoughts, analysis, and paraphrasing. In other words, your Turnitin score should be no higher than 30%.
- If you find that your score is above 30%, do some rewriting and submit again until you receive 30% or lower. Note that a 70% score indicates an appropriate balance of direct quotations and your own thoughts, analysis, summary, and paraphrasing.

Submit your paper in a single Word document to the Module 5 folder, in the assignments area. Review the **Module 5 Critical Thinking Rubric** in the Module 5 folder for full details on how you will be graded on this assignment.

Module 6

CRITICAL THINKING (50 points)

This week you have one assignment option only.

Options #1 and #2: Annotated Bibliography

Your assignment this week is to complete an annotated bibliography for your portfolio project.

First, review the Annotated Bibliography Example (linked in the assignment in the Module 6 folder) so that you have a model to work from. Then, download and save the Annotated Bibliography Template (also linked in the assignment). The template provides you with an explanation for how to write the bibliography as well as a template to work from.

Requirements:
- Include a minimum of six sources in your bibliography.
- You may include assigned readings for this course for some of your sources.
- Three of your sources must be taken from the CSU-Global library and must NOT be assigned readings.

Submit your paper in a single Word document to the Assignments area in the Module 6 folder. Review the **Module 6 Critical Thinking Rubric** in the Module 6 folder for full details on how you will be graded on this assignment.

PORTFOLIO PROJECT REMINDER

Options #1 and #2:

This week as part of your Critical Thinking Assignment (see the description in the Module 6 folder) you will complete an annotated bibliography of the sources you will be using in your Portfolio Project.

Although not required, you may submit your revised draft of your project along with your annotated bibliography to your instructor via email for feedback.

Module 7

PORTFOLIO PROJECT REMINDER

Options #1 and #2:

As you continue working on your Portfolio Project, select the change models that you will apply to your case study. These models can be gleaned from your textbook, the Module content, and from your own research. Selecting the model(s) that you will implement in your final portfolio will help you narrow down the references that you will be using for your project and, if necessary, help you focus your research in a new direction. Draft the portion of your paper that addresses the appropriate organizational change model and its expected impact on correcting the failed change.

Update your previous draft with this new information. Revise your reference list to include only the references that you will be citing in your project. Create your title page and a properly formatted reference page.

ETS PROFICIENCY PROFILE ASSESSMENT (50 points)

Take the ETS Proficiency Profile before midnight of Week 7. The ETS Proficiency Profile is a 36-question exam that measures critical thinking, reading, writing, and mathematics. You will not receive a grade for how you do on the exam, but will receive 50 points for completing it. The purpose of this exercise is to provide data to CSU-Global that will help improve courses, curriculum, and instructional practices.

A couple of tips before you get started:

1. Make sure to allow at least 40 minutes to complete the exam.
2. Remember to use your CSU-Global email (first.last@csuglobal.edu) address when/if prompted.
3. Have your CSU-Global student six-digit ID number (not SSN) ready.

4. The session number for the exam is: 74863-8586279.
5. When you are finished with the exam, you have the option to email your test completion acknowledgment to someone. You may email yourself and take a screenshot of the email. Then submit it to the Module 7 folder, to the assignment submission area, to show that you have completed the exam. (Alternately, after you exit the test you will receive an email from ETS with a link to a URL that lets you set up an account for no fee to retrieve your results. You can set up an account with ETS and submit your score report to the Module 7 folder, in the assignment area, to show you have completed the exam.)
6. Visit the assignment in the Module 7 folder to click on the link there to download detailed instructions for completing the exam.

When you are ready, access the exam by following this URL: http://proficiencyprofile.ets.org

Module 8

PORTFOLIO (350 points)
Choose one of the following two Portfolio Projects to complete this week. Do not do both projects. Identify your project choice in the title of your submission.

Option #1: Positive Organizational Change

For the Portfolio Project, identify an organization that you are familiar with. It may be the organization you are working with now or another organization of interest to you.

Imagine you have been hired as a reporter to write about ONE positive change the organization has made recently. You are to present your findings in a paper.

In this assignment:
- Provide a brief description of the organization.
- Identify the change the organization made recently.
- Describe the change model you feel was used (or should have been used) and explain your reasoning.
- Describe the specific actions the leader took to implement the change. Do these actions represent those of a transformational leader? Why or why not?
- Explain the impact the change had on the organization itself and the individuals within the organization.

Your project should synthesize ideas you have been introduced to throughout the course and incorporate what you have learned from the required readings and the additional research you complete.

Use the APA Template Word document (linked in the assignment in the Module 8 folder), which is formatted in the style required for all of your assignments at CSU-Global. Simply replace the informational placeholders with your own information. Write directly into this template and save it as your own paper.

To see exactly what a paper looks like when the APA Template is used, review the sample paper at https://portal.csuglobal.edu/fileman/files/portal/Library/library-Does-Your-Paper-Look-Like-This-Sample-Paper.pdf. Your paper should be very similar to this one in format.

Your final paper must be 5-7 pages long. Incorporate the sources you identified in the annotated bibliography in the Module 6 Critical Thinking Assignment (see the Module 6 folder for a complete description of that assignment). Format your paper according to the *CSU-Global Guide to Writing and APA Requirements*.

Follow the format and standards provided in the APA Template and sample paper.

Recommended:

- Submit a final draft of your paper to Turnitin and Smarthinking and revise accordingly.
- Submit your paper in a single Word document to the Assignments page.
- Review the **Portfolio Project Rubric** in the Module 8 folder for full details on how you will be graded on this assignment.

Option #2: Negative Organizational Change

For the Portfolio Project, identify an organization that you are familiar with. It may be the organization you are working with now or another organization of interest to you.

Imagine you have been hired as a reporter to write about ONE negative change the organization has made recently. You are to present your findings in a paper.

In this assignment:

- Provide a brief description of the organization.
- Identify the change the organization made recently.
- Describe the change model you feel was used (or should have been used) and why.
- Describe the specific actions the leader took to implement the change. Do these actions represent those of a transformational leader? Why or why not?
- Explain the impact the change had on the organization itself and the individuals within the organization.

Your project should synthesize ideas you have been introduced to throughout the course and should incorporate what you have learned from the required readings and the additional research you complete.

Use the APA Template Word document (linked in the assignment in the Module 8 folder), which is formatted for you in the style you will use for all of your assignments at CSU-Global. Simply replace the informational placeholders with your own information. Write directly into this template and save it as your own paper.

To see exactly what a paper looks like when the APA Template is used, review the sample paper at https://portal.csuglobal.edu/fileman/files/portal/Library/library-Does-Your-Paper-Look-Like-This-Sample-Paper.pdf.

Your final paper must be 5-7 pages long, incorporate the sources you identified in the annotated in the Module 6 Critical Thinking Assignment, and be formatted according to the *CSU-Global Guide to Writing and APA Requirements*.

Follow the format and standards provided in the APA Template and sample paper.

Recommended:

- Submit a final draft of your paper to Turnitin and Smarthinking and revise accordingly.
- Submit your paper in a single Word document to the Module 8 folder, assignments area.
- Review the **Portfolio Project Rubric** in the Module 8 folder for full details on how you will be graded on this assignment.

Course Policies

Course Grading

20% Discussion Participation
0%   Opening Exercises
0%   Live Classroom
8%   Mastery Exercises
37% Critical Thinking Assignments
35% Final Portfolio Paper

Grading Scale and Policies

A	95.0 – 100
A-	90.0 – 94.9
B+	86.7 – 89.9
B	83.3 – 86.6
B-	80.0 – 83.2
C+	75.0 – 79.9
C	70.0 – 74.9
D	60.0 – 69.9

F	59.9 or below

In-Classroom Policies
For information on late work and incomplete grade policies, please refer to our **In-Classroom Student Policies and Guidelines** or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

Academic Integrity
Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /re-purposing your own work (see *CSU-Global Guide to Writing and APA Requirements* for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

Citing Sources with APA Style
All students are expected to follow the *CSU-Global Guide to Writing and APA Requirements* when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the "APA Guide & Resources" link. A link to this document should also be provided within most assignment descriptions on your course's Assignments page.

Disability Services Statement
CSU–Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email ada@CSUGlobal.edu for additional information to coordinate reasonable accommodations for students with documented disabilities.

Netiquette
Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom.

If you have concerns about something that has been said, please let your instructor know.