AEC 6300
Methodology of Planned Change: Theory and Practice
Spring 2015, sections 173E and 174G; 3 Credits

Instructor:

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　　　-Office hours: available by appointment

Course Delivery:

This course is offered online. The e-learning system can be accessed by login on to http://lss.at.ufl.edu/ and clicking on "e-Learning in Canvas". When prompted, enter your Gatorlink ID and password. Each module will officially begin on the Monday of each week. The course web page can be accessed 24 hours a day and each student may complete the coursework at his or her own pace within this weekly timeframe. Hope Kelly, the e-Learning Coordinator, can assist you in registration, interfacing with the system, and understanding program requirements (hkelly@ufl.edu; 352-294-1998).

Course Description:

This course provides a comprehensive overview of theories, models, and processes related to planned and unplanned changes affecting individuals, organizations, and communities. Attention will be directed toward drivers and resistors of change, processes necessary for effective change, and the role of leadership in planned change.

Objectives:

Upon completion of this course, the student will know theory and practice of change and be prepared to implement a change project.

Course Organization:

This on-line course is designed to be a self-paced course supported and facilitated by the course instructor. The course homepage contains everything you will need to complete this course including: the syllabus, details for completion of every assignment, course information, and tools for communicating with the instructor and other students. All this information will be found in each weekly course module. Each course module (found on the course homepage) will generally contain: 1) a list of assigned readings from your required textbook or additional sources; 2) recorded lectures; and 3) information about assignments or discussion questions that are due that week (see: A note about on-line participation).

Class Dynamics:
The course instructor will monitor the online discussion forums and is available to answer any questions you have about the course material via the course e-mail system. Each week students are expected to complete the assigned reading, review any recorded lectures that might be posted, and submit the required assignment(s).

Required Textbook and Readings:
Students are expected to purchase the text (Available at the University of Florida Bookstores or at online providers):

- W. Warner Burke. 2010. Organization Change: Theory and Practice. Fourth Edition. Thousand Oaks, CA: SAGE Publications. ISBN: 978-1452257235

- Everett M. Rogers. 2003. Diffusion of Innovations. Fifth Edition. New York, NY: The Free Press. ISBN: 0743222091

Supplementary readings will be assigned. An electronic copy or web address will be provided within the weekly learning modules.

Assignments, Dates, and Grades:
*(**Full descriptions of each assignment are posted on the course website**)*

Activity/Assignment	Due Date	Total Point Value
Bio-sheet	01/09/15	30
Personal Change Diary	Biweekly	280
A Hot Cup of Culture	04/03/15	100
Creating a Campaign for Change	Multiple	250
Midterm	03/06/15	200
Discussion	Biweekly	140
Total Points		**1000**

Course Grading Scale

A	950-1000	**A-**	900-949	**B+**	860-899
B	830-859	**B-**	800-829	**C+**	760-799
C	730-759	**C-**	700-729	**D+**	660-699
D	630-659	**D-**	600-629	**E**	599 or less

Course Schedule

	Week	Topics	Readings	Due
1	01/06-01/09	Introduction to Change	Burke Ch. 1, Rogers Ch. 1.	Bio-sheet
2	01/12-01/16	Understanding Change	Burke Ch. 2 + reading(s)	
3	01/20-01/23	Research on Organizational Change	Burke Ch. 3, Rogers Ch. 5	Campaign for Change progress report # 1
4	01/26-01/30	Systems, Sustainable & Individual Change	Burke Ch. 4	
5	02/02-02/06	Nature of Change	Burke Ch. 5+ reading(s)	
6	02/09-02/13	Levels of Change	Burke Ch. 6; Rogers, Ch. 7 + reading(s)	
7	02/16-02/20	The change agent Power & Change	Rogers. Ch. 9 + reading(s)	Campaign for Change progress report # 2
8	02/23-02/27	***SPRING BREAK***		
9	03/02-03/06	Innovation in Organizations	Rogers. Ch. 10	**Midterm**
10	03/09-03/13	Organization Change	Burke Ch. 7 & 8	Campaign for Change progress report # 3
11	03/16-03/20	Causal Models of Change	Burke Ch. 9 &10	
12	03/23-03/27	Innovations and Their Consequences	Rogers. Ch. 6 & 11	
13	03/30-04/03	Culture and Change	Burke Ch. 11	A Hot Cup of Culture
14	04/06-04/10	Leadership and Organizational Change	Burke Ch. 13 & 14 + reading(s)	
15	04/13-04/17	Integration and Future Needs	Burke Ch. 15 + reading(s)	Campaign for Change: Change Consultants Handbook

A note about online participation:
Even though this course is being taught via distance, students are expected to be active participants in the class web-discussions and exercises. The course discussion board provides a venue to increase interaction and is used to replicate a traditional class discussion. In order to increase interaction between all parties within the course, students will be required to participate in discussion board forums. Students will post at least one comment and one response to each discussion forum and should also review the postings of others. Although points for this assignment are awarded based on student participation, not discussion content (i.e. there really are no right or wrong answers) please try to ensure your input and comments are both appropriate and applicable to the assigned discussion topic. Failure to be engaged in the sharing of ideas not only limits the value you gain from this course, but also that of others in the course.

To further enhance the learning experience, students can attend the online chat through the "chat room" icon located in the tools section of the course homepage. This additional activity most likely will enrich the process and will promote the co-construction of knowledge. Please make sure that you follow the same suggested online etiquette in the chat.

A note about written reports:
Cite all references using APA style format. APA (American Psychological Association) has a reference manual available at the University of Florida Library and they have information about writing and references on their website, which is http://www.apa.org/. The format to be used for papers is double-spacing; one-inch margins, and typed in 12-point font, unless otherwise noted. A consistent style is used for grading written papers. Primarily, show that you have learned and are able to apply the course material through your writing. In grading, the instructor looks for student's cognitive understanding and application of theories, principles, concepts, ideas, approaches that have been covered in readings and the course.

Lateness Policy:
A *10% per day* deduction will be assessed for assignments turned in late. Work more than a week late will *not* be accepted. This policy will be strictly enforced. All assignment and online discussion deadlines are *critical* for your individual success in this course and the success of the course overall. If you feel that you will be unable to meet these deadlines, you *must* communicate this to the course instructor *at least one day before the assignment or discussion posting is due*.

Grades and Grade Points
For information on current UF policies for assigning grade points, see
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Absences and Make-Up Work
Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*" You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: *"On my honor, I have neither given nor received unauthorized aid in doing this assignment.*"

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php.

Software Use:

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575,* **www.counseling.ufl.edu/cwc/**
  - Counseling Services
  - Groups and Workshops
  - Outreach and Consultation
  - Self-Help Library
  - Training Programs
  - Community Provider Database

- *Career Resource Center,* First Floor JWRU, 392-1601, **www.crc.ufl.edu/**

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation --- 0001 Reid Hall, 352-392-8565, **www.dso.ufl.edu/drc/**

Online Courses
Each online distance learning program has a process for, and will make every attempt to resolve, student complaints within its academic and administrative departments at the program level. See http://distance.ufl.edu/student-complaints for more details.

Disclaimer about syllabus:
Serious effort and consideration were used in formulating the syllabus presented by the instructor. While viewed as an educational contract between the instructor and student, unforeseen events may cause changes to the scheduling of assignments, readings, etc. The instructor reserves the right to make any changes deemed necessary to best fulfill the course objectives. Students registered for this course will be made aware of any changes in a timely fashion using reasonable means. This disclaimer does not abrogate any student rights as described by University rules and regulations.