



Sociology of Organizations: Soc 341.01W COURSE SYLLABUS: Fall, 2012

Instructor: Yvonne Villanueva-Russell (Associate Professor)
Office Location: Social Sciences 210
Office Hours: virtual office hours-- please contact me via email
Office Phone: please contact me via email
Office Fax: 903-886-5330
University Email Address: Yvonne.VRussell@tamuc.edu
Course Website: <http://online.tamu-commerce.edu>
Skype: yvrussell1

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required:

- 1] Morgan, Gareth. Images of Organizations. (updated edition). Thousand Oaks, CA: Pine Forge Press. ISBN: 978-1-4129-3979-9
- 2] Ritzer, George. 2012 The McDonaldization of Society (7th / 20th Anniversary edition). Thousand Oaks, CA: Pine Forge Press. ISBN: 978-1-4522-2669-9 **[be sure to purchase the correct edition of the book]**
- 3] Several articles posted as pdf files on eCollege

Course Description:

This course analyzes large-scale bureaucratic organizations. Topics covered within this class are (but not limited to): the characteristics of bureaucracy; the uses of power by organizations; the effectiveness of organizations; and the impact of organizations on societal change.

Student Learning Outcomes:

- 1) Exhibit comprehension of reading material through active participation in discussion boards.
- 2) Become acquainted with the sociological literature on organizations and demonstrate competence of sociological concepts that apply.
- 3) Demonstrate critical thinking skills of peer-reviewed literature in written work.

- 4) Understand the increasing scope and centrality of organizations and analyze the implications of this for social, economic and political life in an increasingly globalized world.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

There will be numerous articles and reading assignments during the semester. Students should get in the habit of taking detailed notes from their own interpretation of the reading assignments. Get in the habit of keeping a notebook next to your computer devoted only to our class. Articles and readings have been compiled from a variety of sources: sociological journals as well as the popular press. As students read these excerpts, ask yourself these questions:

- What does the title of the article have to do with the main argument or point of the reading?
- What are the main ideas or concepts that the author is defining or focusing upon?
- Are there possible alternatives to the explanations offered by the author?

I have tried to organize the class with assignments due at regular intervals and on regular days this semester. Discussion boards are open from Monday through 11:59PM on Thursday. Any quizzes or written assignments are due by 11:59PM on Monday evenings.

I have provided a description of the major assignments in the course, below:

A. Quizzes 3 @ 50 points each

Quizzes are designed to meet the following course objectives:

Become acquainted with the sociological literature on organizations and demonstrate competence of sociological concepts that apply.

There will be a total of four quizzes, of which you will **need to complete THREE** over the semester. Each quiz is worth a total of **50 points**. Students will be required to complete the quiz within a set period of time accessible through eCollege. You will receive an instant score on the multiple choice and true false questions, but will not be able to see the correct answers. Any short answer questions will be graded separately; with you score on these items added to your original grade manually by your professor. After all students have completed the quiz you will be able to go back into the quiz to see the questions you missed along with the correct answers.

Quizzes are open book & open notes, but will be timed. You will not be able to take and do well on the quiz without having read and studied the material first. Make sure that you are fully prepared and have done all the readings prior to logging on to attempt the quiz. Should you run out of time, **no additional minutes will be granted to you**, and you will have to accept the grade based on your work completed. If you find yourself continually referring to your notes or book during a quiz, this is an indication that you did not study nor comprehend the material well enough. You will need to be more diligent in your preparation before the next quiz.

THREE of your quiz grades will be used to calculate your final grade. If you complete more than three quizzes, the highest scores will be recorded. You may not use an additional quiz as extra credit in the course.

Any written work in this class is subject to turnitin review (including short answer questions on quizzes). Turnitin.com is a website that checks for plagiarism and generates an originality report that notes which parts of a paper appear unattributed to other student papers, internet sources or articles and books. Please make sure that you cite wherever appropriate. If you need help or advice on how to do this, please contact your professor.

If you lose Internet connectivity during the exam, log back in immediately and continue on with the exam. **Save your answers often** (every 5-10 minutes). If you experience any issues while taking the exam, you must contact the eCollege Helpdesk immediately so that your issue is documented with a helpdesk ticket number. Considerations regarding exam issues will be made by the instructor on an individual basis based on the documentation.

Policy for Reporting Problems with eCollege

Should students encounter eCollege-based problems while taking an online quiz, the following procedure **MUST** be followed.

- Students must report the problem to the help desk. You may reach the helpdesk at helpdesk@online.tamuc.org or 1-866-656-5511
- Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
- Once a helpdesk ticket number is in your possession, students should Email me to advise me of the problem and to provide me with the helpdesk ticket number
- At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Personal computer/access problems are not a legitimate excuse for filing a ticket with the helpdesk. I strongly encourage you to check for compatibility of your browser BEFORE the course begins and to take the eCollege tutorial offered for students who may require some extra assistance in navigating the eCollege platform. ONLY eCollege-based problems are legitimate.

Makeup Quizzes

Makeup quizzes will NOT be given, and the instructor will not extend the due date of this assignment.

A. Book Review 1 @ 50 points

The book review has been designed to meet the following course objective:

Demonstrate critical thinking skills of peer-reviewed literature in written work.

We will be reading the book The McDonaldization of Society at the beginning of the semester. Upon completion of the book, student will be asked to write a book review that

provides a synopsis, analysis and critique of the book. This assignment will be **worth 50 points**. More detailed instructions can be found on our eCollege website.

Any written work in this class is subject to turnitin review. Turnitin.com is a website that checks for plagiarism and generates an originality report that notes which parts of a paper appear unattributed to other student papers, internet sources or articles and books. Please make sure that you cite wherever appropriate. If you need help or advice on how to do this, please contact your professor.

Written work should be submitted as an attachment, and saved as either a word document (doc) or in rich text format (.rtf) document.

*****Please save your book review with the following title: Last Name _ Book Review.doc**

Your assignment will be graded according the following rubric:

Criteria	Your Points	Possible Points
Synopsis of book, relating McDonaldization to Weber's concept of rationalization		10 pts
McDonaldization applied to some org, behavior or element of society		10 pts
Examples provided accurately tied to relevant concepts from book		5 pts
Evaluation of book: Is McD positive or negative?		13 pts
Evidence of critical thinking		5 pts
Grammar, editing, proofreading, organization		2 pts
Professor's overall impression		5 pts
YOUR SCORE		50POINTS

Late written work

All late assignments will receive a 10% deduction in points. Students cannot turn in an assignment more than three days after the assignments original due date.

A. Discussion Boards 6 @ 20 points each

Discussion boards have been designed to meet the following course objective:

Exhibit comprehension of reading material through active participation in discussion boards.

*****There will be 6 discussion board assignments over the course of the semester. You are required to participate in any FOUR of them.**

Because we will not interact face-to-face in the traditional classroom format, we will try to simulate this experience by using eCollege discussion boards. Each week you will be assigned a number of readings. After completing this, students will need to post comments to a question posted by the professor. It is expected that students will thoughtfully reflect on the discussion that ensues, and

reply back to comments posted by other students. Here are some ground rules for our discussion boards:

- 1) **There are no minimums or maximums on how much or how little you post on the discussion boards. The goal is to achieve quantity & quality. I am striving for us to have a *genuine conversation* on the boards this semester.** You may post a new question, start a new thread, or simply respond to other students. For this to happen, we need a couple of guidelines: post or reply, and then ***follow-up***. You will not achieve full points by just logging on in the last hour of the last day and posting a couple of random comments on others' posts. Ideally, you'll post something, check back in a few hours and check-in again over the course of several days to interact, reply, respond and comment on what others have said on a single thread. **You don't always have to post a new topic or start a new thread.** You should aim to contribute meaningfully and engage in actual reciprocal interaction, extending a thread to its maximum.
- 2) This discussion will take place within a set timeframe. After the deadline, your professor may post some summary comments of the discussion, highlighting the themes and questions that have emerged. Discussion boards cannot be made up. If you miss out, there is no way to makeup these points.
- 3) Students should feel free to honestly post and defend their opinions, but should be tolerant of other students who express views that are contrary to their own. Discussion boards are places where *dialogue* occurs. They are not a debate that is to be "won" or places where "conversion" takes place. Feel free to explore differences in view points, but do not allow these conflicts to escalate into personal attacks. Please do *not* play devil's advocate or pretend to take a stance that is not genuine or authentically held.
- 4) Full, complete sentences are required. Do not use jargon, abbreviations, or acronyms. So, no "LOL," "SMH," "IMHO" or "BTW," please.
- 5) **IMPORTANT:** Demonstrate your "sociological imagination" by integrating relevant theories and concepts to help explain, support and defend the arguments you plan to make. **You will usually need to draw upon the articles for support. Be sure to CITE appropriately.**
- 6) Spell-check your posts. You may want to draft your response in Microsoft Word, spell-check it, then cut and paste it into the discussion board on eCollege. You will not be able to go back and edit your post once it has been submitted to eCollege.

7) Here are the essentials for our discussion boards this semester:

Cardinal Rules- OBEY!!!	Try NOT to:	Try to:
Wikipedia cannot be used as a credible source of information	Do not rely on personal experiences as your “proof”	Take a firm stance & defend it
The Bible cannot be used as an academic source of information	Do not rely on overly-psychological or psychoanalytical explanations	Pose a question to take the discussion deeper
Do NOT call people “crazy”	Do not give us more to read-summarize and provide a link to a website for those who are curious, instead	Engage in reciprocal interaction with other students within a single thread
Do NOT attribute deviance to the whims of individuals in which patterns cannot be deciphered	Do not post overly-long or overly-complex responses	Give us something new to think about
Do NOT simply say “I agree” with someone’s post (send them a private email, instead)	Do not wait until the last day to post. Do no post only on one day at one sitting.	Cite whenever appropriate

8) Discussion board grades will be decided on the following rubric:

Grading rubric- discussion boards

Criteria	Possible Points	Your Points
Did student post more than once, and on more than on one day at one sitting?	3	
Did student make a genuine attempt to engage in ongoing conversation within a single thread?	4	
Did student contribute and add something original & valuable to the discussion	6	
Did student integrate facts and information grounded in the readings	6	
Did student put comments in sociological context rather than personal opinion	3	
Was the student collegial and professional in interactions with fellow students?	3	
Proper grammar and citations used throughout	3	
SCORE	28 points	points

Important Notes:

*****Each discussion board is with worth 28 points.**

*****There will be 6 discussion board assignments over the course of the semester. You are required to participate in only FOUR of them.**

***If students complete more than four discussion boards, only the highest scores will be recorded.**

*****Discussion board assignments CANNOT be made up.**

*****Additional discussion boards CANNOT be used as extra credit.**

Any written work in this class is subject to turnitin review (including posts on discussion boards). Turnitin.com is a website that checks for plagiarism and generates an originality report that notes which parts of a paper appear unattributed to other student papers, internet sources or articles and books. Please make sure that you cite wherever appropriate. If you need help or advice on how to do this, please contact your professor. See document sharing for guidelines on how to cite. **Students who plagiarize will receive a zero on the assignment in question.**

A. Final Essay 1 @ 50 points

The final essay has been designed to meet the following course objective:

Understand the increasing scope and centrality of organizations and analyze the implications of this for social, economic and political life in an increasingly globalized world.

In lieu of the quiz that is normally scheduled at the end of each unit, a short writing assignment will be used in its place during finals week. This assignment will consist of composing a short essay (1-2 pages in length) that summarizes the topic of the last week while also reflecting on the major themes covered in the course. The assignment will be **worth 50 points**.

Any written work in this class is subject to turnitin review (including posts on discussion boards). Turnitin.com is a website that checks for plagiarism and generates an originality report that notes which parts of a paper appear unattributed to other student papers, internet sources or articles and books. Please make sure that you cite wherever appropriate. If you need help or advice on how to do this, please contact your professor.

Written work should be submitted as an attachment, and saved as either a word document (doc) or in rich text format (rtf). **Please save your file like so:**
last name_Final Essay.doc

Grading

The grading scale used for individual assignments will be:

Individual Tests and Papers

- A 90 – 100%
- B 80 – 89%
- C 70 – 79%
- D 60 – 69%
- F 59% and below

A total of 362 points are attainable in this course. The breakdown of points is as follows:

Book Review	= 50 points
3 Quizzes @ 50 points each	= 150 points
4 Discussion Boards @28 points each	= 112 points
Final Essay	= 50 points
Total points in class	= 362 points

→ **Final grades** in the course will be calculated using the following scale:

- A 325 - 362 points**
- B 289 – 324 points**
- C 253 – 288 points**
- D 217 – 254 points**
- F 216 points and below**

Grades of Incomplete:

I do not assign grades of incomplete in this course. Your grade will assigned based on the points you have earned from all completed work at that time. It is your responsibility to finish assignments prior to their due dates or to make alternate arrangements for their completion. Do not assume I can or will extend due dates or course requirements for your individual needs or preferences.

I do not drop students from my courses. If you feel Sociology 341 is not the course for you, please take the necessary steps to remove yourself from this class. Simply not participating or logging on, in hopes that I will remedy the situation for you will not occur. You are responsible for the consequences stemming from either coming to class, or not coming to class. [Student may submit a “drop request” through MyLeo.]

Important dates:

Last Day to Drop: November 1, 2012

Last Day to Withdraw from the semester: November 30, 2012

A Note about final grades:

Final grades are assigned on the 90, 80, 70% scale noted above. These percentages and their corresponding grades are firm. That is, if your final average is a 68% you have earned a “D.” Let me spare you the conversation that inevitably follows: No, I cannot and will not round your grade up to a 70% or a “C.” Students often protest this act, saying they were “only 2 points shy of a passing grade.” This is not exactly correct. In truth, they were 2 percentage points away from the next grade, amounting to being 8 raw points off. This is the equivalent of an entire grade difference on a major test. Percentage points and raw points are two very different things.

Extra Credit and Curving:

From this syllabus it is very clear as to the number of assignments and the possible points to be attained in the course. It is your responsibility to read, listen and comprehend the material presented. If you do not understand a concept or issue, please ask me to clarify. It is important for you to be consistently diligent in your efforts throughout the semester.

I have never and will never curve the grades of a class to conform to an artificial bell curve or other objective or subjective standard, so requests to do so will fall on deaf ears. That means that it is the students’ responsibility to prepare for the exams, to make sure that they have acquired all information possible through attending lectures and doing the readings, and that they perform to the best of their abilities on the exams. I will assist the class by means of lectures, and discussions, but I do not intend to manipulate your test score, drop a test score or inflate your test scores so that it will be more to your liking. An improvement of grades will come

from *your* studying efforts, and not from your instructor's generosity in grade, so please do not expect or ask for more, or extra points in this course.

TECHNOLOGY REQUIREMENTS

The following hardware and software are necessary in order to use eCollege:

You will need the ability to open Adobe Acrobat files (.pdf), PowerPoint files (.ppt) and Word files (.doc)

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you **perform a "Browser Test" prior to the start of your course**. To launch a browser test, login to eCollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

For those of you who are not familiar with eCollege, I suggest you take the tutorial offered online. Should you have any questions, feel free to contact the folks in Technology Services.

ACCESS AND NAVIGATION

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamuc.edu/login.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc-commerce.edu.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

All communication with your professor will need to be done virtually this semester. You may email me at any time of the day at: Yvonne.VRussell@tamuc.edu. I will be teaching the course from Auckland, New Zealand, which is 17 hours ahead of CST in the United States. I will make every effort to answer your questions expediently and definitely within 24 hours.

Alternately, students can speak with me via instant message, or even "face to face" via Skype. [You can download the FREE program at: <http://www.skype.com/intl/en-us/get-skype/>] My username on this system is "[yvrussell1](#)." Feel free to add me as a contact, or if you are unfamiliar with Skype, set up an account, email me your username and I will send you a contact request.

If you wish to speak face to face, you will need a webcam, and a headset with microphone (your computer may have a built-in webcam and microphone). Generally, I will be available to chat via Skype **after 3PM** (CST), which is 8:00AM New Zealand time. It is advisable that you email me in advance and let me know the approximate time you would like to chat.

In case of emergency, you may leave word for me through the Sociology & Criminal Justice department, who can forward your message to me: 903-886-5332.

Check your MyLeo email account regularly for announcements about our class!!!

Technical Support:

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

🔗 **Chat Support:** Click on 'Live Support' on the tool bar within your course to chat with an eCollege Representative.

🔗 **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.

→🔗 **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.

🔗 **Help:** Click on the 'Help' button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc...)

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Attendance & Participation:

This is an online class. Although attendance will not be taken, it is crucial that you regularly visit the eCollege website and work independently to keep up with reading assignments. Regularly check your MyLeo email account for notifications about our class, too. I have designed the course with assignments due on set days each week, to help you get into a rhythm.

Academic Honesty:

Academic honesty is fundamental to the activities and principles of a university. All members of the academic community must work to provide an environment in which each student has the opportunity to be evaluated fairly on the basis of his/her own performance. University regulations regarding academic dishonesty will be strictly enforced. **At a minimum, any student found to be in violation of academic honesty policies will receive a zero on the exam or assignment involved.** ALL instance of academic dishonesty will be reported to both the Department Head as well as the Dean of the College of Arts and Sciences. These offices may also wish to evaluate the case and decide punishment independent of this professor's actions. In short, cheating, plagiarizing and engaging in unethical student behavior carries a high price for such short-term rewards—don't do it!

*****If in doubt, check with your professor on citing procedures, format and style. See notes above about the use of turnitin.com in this class.**

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for

reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Student Conduct

As stated in the Student Handbook: “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct, for more information). Please refer to the section on discussion boards about expected behaviors in these forums.

COURSE OUTLINE / CALENDAR

Reading & writing assignments are scheduled tentatively at this time. They may be changed, but advanced notice will be given in class. You are expected to read the assigned material prior to its discussion in class.

Print off this course outline and post near your computer for reference through the semester

	Date	Topic	Reading	Assignment
Week 1	August 27- August 29 (M-W)	Introductory Remarks	None	1] Introduce yourself in the ungraded discussion board by Wednesday, August 29 th 2] Review PowerPoint
		What is a complex organization and why bother to study them?	None	
	August 29- 31 (W-F)	Characteristics of Bureaucracy: Max Weber	“Bureaucracy and Legitimate Authority” posted on eCollege	Review PowerPoint

	Date	Topic	Reading	Assignment
Week 2	September 3-6 (M-TH)	Organizations as Machines	Images of Orgs book: Chapter 2, pp. 11-31	
		Organizations as Machines	"Principles of Scientific Management" posted on eCollege	Post in Discussion Board by 11:59PM on Thursday, September 6th
	September 7-10 (F-M)			QUIZ Complete Quiz by 11:59PM on Monday, September 10 th .
Week 3	September 10-14 (M-F)	McDonaldization of Society	McDonaldization book: Chapters 1 & 2	
Week 4	September 17-21 (M-F)	McDonaldization of Society	McDonaldization book: Chapter 3	Post in Discussion board by 11:59PM on Thursday, September 27th
Week 5	September 24-27 (M-TH)	McDonaldization of Society	McDonaldization book: Chapter 4	
Week 6	October 1-5 (M-F)	McDonaldization of Society	McDonaldization book: Chapter 5	Post in Discussion board by 11:59PM on Thursday, October 11th
Week 7	October 8-11 (M-TH)	McDonaldization of Society	McDonaldization book: Chapter 6	
				McDonaldization Book Review Due Submit as a word document to the dropbox no later than 11:59PM on Monday, October 15 th

	Date	Topic	Reading	Assignment
Week 8	October 15-19 (M-F)	Organizations as Natural Systems	<u>Images of Orgs</u> book: Chapter 3, pp. 33-49	Review Powerpoint Lecture
Week 9	October 22-25 (M-TH)	Organizations as Natural Systems	1) <u>Images of Orgs</u> book: Chapter 3, pp. 59-69 2) "The Human Side of Enterprise" posted on ecollege	Post in Discussion board by 11:59PM on Thursday, October 25th
	October 26-October 29 th (F-M)			QUIZ Complete Quiz by 11:59PM on Monday, October 29th
Week 10	October 29-November 2 (M-F)	Organizational Culture	<u>Images of Organizations</u> book: chapter 5	Review Powerpoint Lecture
Week 11	November 5-8 (M-TH)	Organizational Culture	"Inside a Japanese Transplant" posted on eCollege	Post in Discussion board by 11:59PM on Thursday, November 8th
	November 9-November 12 (F-M)			QUIZ Complete Quiz by 11:59PM on Monday, November 12th
Week 12	November 12-16 (M-F)	Organizational Conflict	<u>Images of Organization</u> book, Chapter 6, pp. 166-206	Review Powerpoint lecture

	Date	Topic	Reading	Assignment
Week 13 & 14	November 19-29 (M-TH)	Organizational Conflict: Gender & Race	“Men and Women of the Corporation” on eCollege “Black Mobility in White Corporations” on eCollege	Post in Discussion board by 11:59PM on Thursday, November 29th
	November 30-December 3 (F-M)			QUIZ Complete Quiz by 11:59PM on December 3rd
Week 15	December 3-7 (M-F)	Organizations as Domination	1) <u>Images of Organization</u> book, Chapter 9, pp. 316-333 2) “Multinational Corporations, The Politics of the World Economy and Their Effects on Women’s Health in the Developing World.” Posted on eCollege	Review PowerPoint lecture
Week 16	December 7-10 (F-M)			FINAL ESSAY Submit to dropbox by 11:59PM on Monday, December 10th