***Syllabus Note:*** *this syllabus is not a contract. It is subject to further change or revision, to best realize the educational goals of the course. Revisions will be announced in class or in course materials online with appropriate prior notice.*

**San José State University**
**Department of Anthropology**

# ORGS 101 People and Organizations

Section 01 (43478), Fall 2021

HYBRID (online + in-person instruction)

## Course and Contact Information

| | |
|---|---|
| Instructor: | Dr. Melissa Beresford |
| Office Location: | Clark Hall 402G |
| Email: | melissa.beresford@sjsu.edu |
| Office Hours: | Tu/Th 8:00 am – 9:00 am via Zoom (see departmental website for Zoom link) |
| Class Days/Time: | Tuesdays 10:45 am – 12 pm |
| Classroom | WSQ 004 |
| Prerequisites | Upper-division standing |

## SJSU Course Catalog Description:

Study of complex organizations in which people live their lives. Topics include organizational forms and functions; internal social and cultural dynamics; growth and change in material, social and symbolic environments; and ethical issues of organizational life.

## Detailed Course Description:

This course is designed to introduce students to the study of complex organizations in which people live their lives. Humans organize to get things done that cannot be done alone. Organizations take a variety of forms and they perform many functions, and it is difficult to imagine social life without them. The organizations of contemporary life are everywhere, and yet we often fail to pay explicit attention to them. This course provides a foundation for that "paying attention" through an interdisciplinary approach to seeing, understanding, and acting in organizations. We will draw upon many of the disciplines of the social sciences. While many contributions to the study of organizations come from management studies, our emphasis in this course will be a social scientific one. One of the major goals of this course is to understand the

different ways and perspectives through which social scientists and organizational leaders think about organizations. Topics include organizational forms and functions; internal social and cultural dynamics; organizational growth and change; and ethical issues of organizational life.

**Course Learning Outcomes:**
By the end of this course, students will be able to:

- Recognize different disciplinary and epistemological approaches to thinking about organizations and understanding organizations
- Understand how social scientists use field methods to collect data and study organizations
- Identify the variety of organizations that humans have created to achieve their goals
- Analyze the structures of organizations and how people function within them
- Know how environments affect organizations internally and externally at various scales of society (local, regional, global)
- Grasp how organizations reflect human values
- Articulate how personal experiences working within organizations reflect and differ from theoretical principles of organizational studies
- Comprehend how knowledge of organizational studies can be applied into careers across different sectors such as business, medicine, non-profit work, government, and education

**Course Format:**
This will take place in a hybrid course format. This means that we will meet in-person only once a week, and all other instruction will be delivered online in an asynchronous format. You are responsible for completing the online content in your own time by the outlined due dates on the course schedule. All of our lectures and content delivery will occur online, and we will use our in-person meetings for live class discussion of the online material. The online content is posted on our course Canvas site in modular format. There are 6 course modules. Each module contains a series of lectures, readings, and activities. In addition to the 6 course modules, there are three written assignments that require students to conduct guided research and analysis.

**Required Texts/Readings (Required):**

- All Readings for this course will be provided to you via our online Canvas platform

**Final Grades** (based on percentage of total possible points)

| *Grade* | *Percentage of Total Course Points* | *Assessment* |
|---|---|---|
| *A* | 92.5-100 | Excellent |
| *A minus* | 89.5-92.4 | Excellent |
| *B plus* | 87.5-89.4 | Good |
| *B* | 82.5-87.4 | Good |
| *B minus* | 79.5-82.4 | Good |
| *C plus* | 77.5-79.4 | Average |
| *C* | 69.5-77.4 | Average |
| *D* | 59.5-69.4 | Passing |
| *F* | Less than 59.5 | Failure |

Note on "rounding" grades: The grades here have already been "rounded up" – meaning, if you earn an 89.5, I round up to give you an A minus (rather than a B plus). Grades will not be rounded up further than what is already stated here.

*For your own protection, you should keep a copy of everything you hand in, and you should keep your graded assignments at least until grades are finalized at the end of the semester, and in the event you wish to contest any grades*.

**Course Requirements and Assignments:**

| **Assignment/Exam** | **Total Pts** | **% of Grade** |
|---|---|---|
| Syllabus Quiz | 10 | **3.5%** |
| 6 Reading Responses (10 points each) | 60 | **19.3%** |
| 6 Discussion Board Posts & Responses (10 points each) | 60 | **19.3%** |
| Writing Assignment #1 | 60 | **19.3%** |
| Writing Assignment #2 | 60 | **19.3%** |
| Final Writing Assignment #3 | 60 | **19.3%** |
| **Total Points Possible** | **310** | **100%** |

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week, or 9 hours per week for a 3 credit course) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica.

Final grades for the course will be assigned on the basis of the activities and assignments below. What is written below is a brief overview. ***Please refer to Canvas for due dates (on the course schedule) and detailed instructions for each assignment.*** These are brief descriptions of each assignment. Please refer to Canvas for more detailed instructions.

1. **Syllabus Quiz**
   Each student is required to read through this syllabus and complete a syllabus quiz (located on Canvas) before proceeding with the course material. You must receive an 80% or higher and you can repeat the quiz until you reach it up until the quiz due date.

1. **Reading Responses (60 points total, 20% of final grade)**
   Each module will have one reading response (6 total, 10 points each). Reading Response are short-answer quizzes. For each module, you will be given one short prompt. You will write one short paragraph (4-5 sentences). You must show engagement with the readings or lectures (with citations) to get full credit. You will be asked to critically think about materials from the readings and lectures, so you'll need to have thought about the course materials to pass. Reading Responses are graded pass/fail.

**2. In-person Class Discussion & Participation (60 points total, 20% of final grade)**

Each week (except for the weeks of our writing assignments), we will meet in-person for live in-class discussion and activities (see the In-Person Class Meeting Schedule at the end of this syllabus document). Our discussions and activities will be related to the current online module/lessons that you will be working on. The purpose of these meetings will be to hear from and learn from each other through active discussion. There will be 12 total in-person live class discussion and activity sections. Each activity/discussion will require you to complete an activity induvial, or a pre-discussion small group activity. Each of these activities will be worth 5 points (60 points total for all 12 sessions). To earn the 5 points for the days discussion/activity

**3. Writing Assignments (60% of final grade)**

There will be three writing assignments that will require you to reflect and do research on the organizations of which you are a part of in your own life. Each writing assignment will have two different prompts. You will choose ONE of the prompts to address. This paper should analyze your personal experiences/observations according to our class readings, lectures, and discussion on the assigned topic. There are multiple ways you could approach this type of analytical writing – e.g., comparing and contrasting your experience working in or being part of an organization against how organizational theorists understand organizations; using different organizational theories or perspectives presented in our readings to discern how your organization works; noting that your experiences exemplify one type of organizational theory, but arguing that a different organizational theory/approach might be better suited for your organization.

Below is a brief outline of each writing assignment. Please refer to the course Canvas site for detailed directions.

**Assignment #1: Organizational Mission & Goals <u>OR</u> Organizational Structure**

*Option 1:* What is the mission and purpose of your organization? What goals is your organization trying to achieve? How does your organization fit into society -- i.e., what role or service does it play in larger society (you can think in terms of San Jose, Silicon Valley, California, the U.S., or globally)?

*Option 2:* How is your organization structured? In describing the structure, pay specific attention to the complexity, formalization, and centralization of the structure. Contrast the formal structure with the informal structure as you observe it.

**Assignment #2: Organizational Leadership <u>OR</u> Organizational Culture**

*Option 1:* What is the style or approach of the leadership at your organization? How would you describe the different motivations of the various members of your organization (e.g., management, support staff, volunteers, clients, etc.) to adhere to the leadership and perform the work they do? How are tasks performed by employees and volunteers structured and accounted for by management? What are

the attitudes of employees and volunteers toward this structuring and accounting? How does the fulfillment (or lack thereof) affect their work and the effectiveness of the organization?

*Option 2:* What are the cultural norms and values of your organizations? Are these norms and values formally or informally recognized (or both)? What are some processes, activities, or events that serve to ensure and support these norms and values? How do these norms and values align or support the mission and goals of your organization?

**Final Assignment #3: Organizational Power OR Organizational Ethics**
*Option 1:* Describe who exercises power and authority at your organization. Do different people have different kinds and degrees of power and authority? What kind of authority do they exercise? Are there other types of power exercised at your organization? How and by whom? Do different people exercise different kinds of power?

*Option 2:* Does your organization have a code of ethics for the work it performs? How does it ensure that that code of ethics is upheld? How do these ethics align with the mission and goals of your organization?

**Extra Credit**
There will be no extra credit opportunities assigned for this course.

**Incompletes**
A mark of "I" (incomplete) is given by the instructor when you have completed most of the course (at least 80% of coursework) and are otherwise doing acceptable work (have a passing grade) but are unable to complete the course because of illness or other conditions/circumstances beyond your control. You are required to arrange with the instructor for the completion of the course requirements.

**Late Assignments**
Students are responsible for knowing the course due dates (listed on course schedule located on Canvas), and for turning work in on time.

- If you need an accommodation/extension on course assignments for religious practices, please follow the university procedure to request an accommodation.
- If you have a personal or medical reason for requesting an extension on an activity or assignment, you must obtain written consent from the instructor in advance of the assignment due date. Requests for excuses must be written as an email to the instructor and approval must be obtained by an email reply. If you have a personal or medical emergency the precludes you from contacting the instructor in advance of the assignment due date, contact the instructor to discuss your situation as soon as you are able to.
- Discussion posts and Reading responses that are submitted late without instructor approval will not be accepted.

- Written assignments will be accepted up to 5 days late (including weekends) and will be docked 10% points (i.e. one letter grade) for each day that they are late on top of assigned grade. Students can request an extension without penalty only in cases of medical or personal emergencies/circumstances approved by the instructor.

*Please note:* If there is a system-wide outage when an assignment is due you will not be punished for not turning it in on time, but will be required to turn it in by the newly stated day and time.

**Discussions**
This course will rely heavy upon your thoughts and insights as we complete discussions

- Respect others' rights to hold opinions and beliefs that differ from your own. When you disagree, challenge or critique the idea, not the person.
- Listen/read carefully to what others are saying/writing even when you disagree. Comments that you make (asking for clarification, sharing critiques, expanding on a point, etc.) should reflect that you have paid attention to the person's comments.
- Support your statements. Use evidence and provide a rationale for your points.
- Recognize that we are all still learning. Be willing to change your perspective, and make space for others to do the same.

**University Policies Applicable to All SJSU Courses**
Please go to http://www.sjsu.edu/gup/syllabusinfo/ to review university policies, procedures, and resources that are applicable to all SJSU courses. These include the following:

- General expectations, rights, and responsibilities of students
- Workload and credit hour requirements
- Attendance and participation policies
- Expectations for timely feedback class assignments
- Accommodations to students' religious holidays
- Dropping and adding courses
- Consent for recording of class and public sharing of instructor material
- Academic integrity
- Campus policy in compliance with the American Disabilities Act
- Student technology resources
- SJSU Peer Connections (tutoring services)
- SJSU Writing Center
- SJSU Counseling and Psychological Services

## Schedule of Readings, Assignments, & In-Person Class Meetings

The Course Schedule of daily assignments, readings, activities, and due date can be found on the Course Canvas site. This schedule is subject to change in order to meet the goals of the course. Students should regularly check the course Canvas site and their SJSU email accounts for updates.

## ONLINE SCHEDULE

| Week | Course Module | Readings | Activities | Due Date (submit on Canvas; all assignments and activities **due at 11:59 pm** on the due date) |
|---|---|---|---|---|
| 0<br>*8/19-8/20* | **Course Introduction**<br>Read the syllabus, check out the course platform | None | Syllabus Quiz | **Mon. Aug 23** |
| | **MODULE 1: FOUNDATIONS** | | | |
| 1<br>*8/23* | What are Organizations? | Tolbert & Hall, Ch.1<br><br>Taylor: "The Principles of scientific management" | | |
| 2<br>*8/30* | How can we study organizations? | McGreegor: "The Human Side of Enterprise" | Module 1 Reading Response Quiz | **Fri. Sept 3** |
| | **MODULE 2: SOCIOLOGY** | | | |
| 3<br>*9/6* | How are organizations structured? | Tolbert & Hall, Ch. 3: Organizational structure | | |
| 4<br>*9/13* | How are organizations shaped by their environment? | Tolbert & Hall Ch. 8: Conceptions of Environment | Module 2 Reading Response Quiz | **Fri. Sept 17** |
| 5<br>*9/20* | **Writing Assignment #1:** | | | **Fri. Sept 24** |
| | **MODULE 3: PSYCHOLOGY** | | | |
| 6<br>*9/27* | How are humans motivated to behave in organizations? | Tolbert & Hall Ch. 6: Decision-making<br><br>Maslow: The Theory of Human Motivation | | |
| 7<br>*10/4* | How are organizations led? | Tolbert & Hall Ch. 5: Leadership | Module 3 Reading Response Quiz | **Fri. Oct 8** |
| | **MODULE 4: CULTURE** | | | |
| 8<br>*10/11* | How does culture affect organizations? | Sackman: "Uncovering Culture in Organizations" | | |
| 9<br>*10/18* | How do people's norms and values affect organizations? | Weissner "Leveling the Hunter: Constraints on the Status Quest in Foraging Societies" | Module 4 Reading Response Quiz | **Fri. Oct 22** |

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|---|---|---|---|---|
| 10<br>*10/25* | **Writing Assignment # 2** | | | **Fri. Oct 29** |
| | **MODULE 5: POWER** | | | |
| 11<br>*11/1* | What are the bases of power in organizations? | Tolbert and Hall Ch. 4: Power and Power Outcomes | | |
| 12<br>*11/8* | How do people exercise authority in organizations? | Salancik and Pfeffer: "Who Gets Power – And How They Hold Onto It" | Module 5 Reading Response Quiz | **Fri. Nov 12** |
| | **MODULE 6: INTERACTIONS** | | | |
| 13<br>11/15 | How do people communicate in organizations? | Tolbert and Hall Ch. 7: Communication | | |
| 14<br>*11/22* | What are organizational ethics? | Simms: "The Institutionalization of Organizational Ethics" | Module 6 Reading Response Quiz | **Fri. Dec 3** |
| 15<br>*11/29* | | | | |
| | **FINAL ASSIGNMENT** | | | |
| 16<br>*12/6-12/10* | **Writing Assignment #3** | | | **Fri. Dec 10** |

## IN-PERSON CLASS MEETING SCHEDULE

| Week | Date | Class Module | Discussion Topic |
|---|---|---|---|
| 1 | Aug 24 | Foundations | Class Introductions |
| 2 | Aug 31 | Foundations | Defining & Studying Organizations |
| 3 | Sept 7 | Sociology | Organizational Structure |
| 4 | Sept 14 | Sociology | Organizational Environments |
| 5 | Sept 21 | Writing Assignment #1 | No in-person meeting – work on writing assignment |
| 6 | Sept 28 | Psychology | Organizational Behavior |
| 7 | Oct 5 | Psychology | Organizational Leadership |
| 8 | Oct 12 | Culture | Organizations &Worldviews |
| 9 | Oct 19 | Culture | Organizations, Norms, & Values |
| 10 | Oct 26 | Writing Assignment #2 | No in-person meeting – work on writing assignment |
| 11 | Nov 2 | Power | Power in Organizations |
| 12 | Nov 9 | Power | Authority in Organizations |
| 13 | Nov 16 | Interactions | Organizational Communication |
| 14 | Nov 23 | Interactions | No in-person meeting – Class Discussion To Take Place Online<br><br>Synthesizing Organizational Perspectives |
| 15 | Nov 30 | Writing Assignment #3 | No in-person meeting – work on writing assignment |