**Organizational Theory and Behavior**

**Institute of Human Resource Management**

**National Sun Yat-Sen University**

**Professor J. Theodore Repa**

**Assignments**

The explicit intent of this course is to study the processes of organizations within the classroom setting. In order to facilitate the systematic forces that impinge upon organizations several different assignments will be required for the course. Each class member will be responsible for developing a team project, making a presentation, evaluating personal learning, doing individual reading, and participating in class. In order to maximize your learning in the course, attendance is a must. These individual and joint efforts will be reported on in the following ways:

A. Team Project

Each team, consisting of up to nine members, will be responsible for designing a case study for improving the management of an organization of their choice. The team should act like a management consulting firm hired to make recommendations to improve the organization. The case study assignment should demonstrate some of the principles of management necessary for planned, organizational change. The specific Team Assignment is as follows:

1. Develop a case study for improving an organization. A sample format is:

* Executive summary including a list of major recommendations
* Introduction
* Description of case including problems, history, setting, actors, and organizational chart
* Analysis of case with recommendations from at least four different perspectives or lens
* An integration section
* PERT chart, using Microsoft Project or the equivalent, demonstrating the team’s plan to complete the assignment on time.

2. The Formation of Team Assignment, to be completed by each team member and sent to me via email, is as follows:

* List the names of your team members.
* Identify the liaison person.
* Identify the strengths and weaknesses of each team member including you.
* Predict the success of the team on a 1-7 scale; 1 being low and 7 being high.
* Give a rationale for your prediction.

Keep a copy of the Formation of Team Assignment so you can use it when you turn in the Evaluation of the Team Assignment towards the end of the semester. Each team member should email the completed assignments by the beginning of the third class.

3. The liaison will be the instructor's contact person on the team. Only the liaison must keep a journal of all team meetings and hand it in via email in accordance with the due dates listed below. The journal entry should be written on a computer and communicated to me at my email address. Each entry should have the following information at a minimum:

* Date of the meeting
* Team members in attendance
* Agenda items
* What went well
* What went poorly
* Questions for the instructor
* Additional comments

4. The Evaluation of the Team Assignment is as follows:

Each team member should evaluate how well the team completed the team assignment. That evaluation should include a letter grade you think the team earned on this assignment, a letter grade you earned on the team assignment and a rationale for each of the two grades. Additionally, the evaluation should compare your final evaluation with your initial prediction on how well the team would perform. No evaluation form will be handed out for this assignment. This completed assignment should be emailed to me by the due date. The due dates for each of these assignments are listed under the heading “Course Content/Progress/Documents.”

B. Individual Presentation

Each person will be responsible for providing the instructor with a video of a ten minute presentation to a simulated board of directors. The video is due at the seventeenth class and will be evaluated by the instructor on presentation skills using the Presentation of Self and Data Critique Form. Students should also evaluate their own video presentation using the Presentation of Self and Data Critique Form handed out the first day of class.

C. Reading Assignments

Each person is responsible for the assigned reading. The reading is designed to complement the material presented in class, but will not duplicate it. Supplemental readings may be suggested from time to time for those who want to explore a given topic in more depth.

D. Final Examination

A final examination consisting of a written analysis of a case study will be given on the last day of class.