Course Introduction

This material is designed to give you a basic introduction to POLI 3260, Organization Theory. If you’re in the class on the first day, you’ll receive a paper copy.

In the introduction, you’ll find:

- 1. Course Objectives
- 2. Methods and Grading
- 3. Textbooks
- 4. Initial Readings
- 5. Additional Syllabus Components

- 1. COURSE OBJECTIVES -

This course will introduce students to the structure and functioning of governmental organizations with an emphasis on theories of administrative hierarchies and evaluation of bureaucracy. Upon successfully completing this course, the student will be able to:

- Identify major theoretical concepts concerning the behavior of public organizations.
- Identify principal authors of those concepts.
- Discuss those concepts.
- Apply the concepts in order to explain the behavior of actual public organizations.
- Critically evaluate the appropriateness of the concepts for such explanations.
Prerequisites for this course are POLI 3250 and POLI 1090 or POLI 1093 or POLI 1097.

POLI 3260 is structured in a “blended” format, so many of the "meetings" of the class will not take place in the physical classroom (look for the designation "Internet Lecture" on that particular day). These lectures can be accessed on Canvas from any location with any Internet connection at any time of day throughout the course. Questions related to them can be posted on the "Lecture Matters" discussion group of the class Canvas site.

Grading will be as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Date</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>Oct. 7 &amp; 9</td>
<td>20%</td>
</tr>
<tr>
<td>Test 2</td>
<td>Nov. 18 &amp; 20</td>
<td>20%</td>
</tr>
<tr>
<td>Brief Quizzes</td>
<td>TBA</td>
<td>30%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>Dec. 10</td>
<td>30%</td>
</tr>
</tbody>
</table>

**Tests and Quizzes**

The two tests and the final examination will be mixed objective-subjective and will cover both assigned readings, including any posted to Canvas, and in-class materials (including lectures, class discussion and any presentations by outside speakers). The final examination will be comprehensive. All tests and exams are to be on "blue books" purchased by the student.

The quizzes will be brief multiple-choice tests and will cover both assigned readings, including any posted to Canvas, and in-class materials (including lectures, class discussion and any presentations by outside speakers). They must be taken using “iclickers”. Thus, all students will need one; the “iclicker2” is especially recommended. Students taking a quiz without a clicker will lose 10 points on the quiz.

Clickers will also be needed for some lectures, so students should bring them to class every session.

**Discussion**

Class Discussion will not be explicitly graded for regular class days. However, all students are expected to come to class prepared to use the information in the readings assigned for that day. *Knowledgeable participation in general class discussion will be used to help decide cases of "borderline" final grades, both positively and negatively.* In the unfortunate event that I find large
numbers of students neglecting the readings to the point that reasonable class discussion of reading material becomes impossible, I reserve the right to institute "pop tests" that can impact up to 10% of student grades, with consequent readjustment of other grade factors.

    Students should also attend any sessions involving outside speakers. Failure to do so may result in a lower final grade.

    As an alternative to discussion in the physical classroom, students are also welcome to raise questions, make comments, or suggest relevant articles within the discussion groups on the course's Canvas Site. (see below). Details on this opportunity will be discussed in class.

Individual Meetings

    There will be three Individual Meetings throughout the course to give each student and the instructor the opportunity to review the student's goals and progress for the course. These meetings are not required, but each will add one extra point to the student's final grade. Make your appointment for these meetings at least 24 hours in advance using the “Collaboration” section of the Canvas site. The first of these meetings will be Monday September 16. (Students with a documentable conflict on that day may see me on my regular office hours through Sept. 5) The second and third assessments will be held later in the class.

Communication Matters

    It is a class requirement that students use the class Canvas Site or their A.U. e-mail accounts to communicate with each other and with the instructor. These methods provide students experience in modern electronic communications. Your primary source of e-mail (“message”) communication with the instructor should be through our class Canvas Site (see below). This site is similar to using professional electronic workgroups.

    The class Canvas Site is a center for course announcements and communications which allows students to pose discussion issues, post comments, share news materials, and raise questions outside the physical classroom. Check this site at least one day prior to each scheduled class meeting for announcements and relevant class readings; failure to do so is the sole responsibility of the student. This site is restricted to class members; access requires your standard Auburn IT user name and password. Informational materials posted to the Canvas site are just as much "fair game" for tests as standard lecture/reading/class discussion materials.

3. TEXTBOOKS -

    - Readings labeled with an asterisk (**) will be on reserve.

Textbooks will be available at J&M and J&M II. The "M" appearing below corresponds to the Morgan text, the "P" to the Perrow text.
- 4. INITIAL CLASS MEETINGS –

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Week of Aug. 21</strong></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>Course Organization, General Overview</td>
<td>M, Ch. 1, “Introduction,” 3-10.</td>
</tr>
<tr>
<td>Friday</td>
<td><strong>No Class Meeting</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Week of Aug. 26</strong></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>Organizations &amp; Theory 2</td>
<td>Harmon, Ch. 4, <em>Organization Theory for PA</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>“Theories and Theorizing,” 57-67.***</td>
</tr>
</tbody>
</table>

- 5. ADDITIONAL SYLLABUS COMPONENTS -

The other parts of this syllabus are listed below. If you are taking the class, you are responsible for reading **ALL** of them, as well as this introduction, and following their instructions.

**Are you reading this introduction on the Worldwide Web?** Simplicity itself. Use the links below to read each component. As you probably know already, that also means you can save them as a printed copy or files on your computer or USB drive.

**Are you reading a paper handout?** Then you can access this introduction--and its links to the other course components--through the Worldwide Web address "http://www.auburn.edu/~burnsma/POLI3260/intro.pdf”.

1. **Course Schedule.** Complete list of *all* the activities, required readings, etc., for each day of the semester. Consult this list before every class day. There is a lot of material to cover in this class, and it's much easier to keep up than to try to catch up later!
2. **About the Instructor.** Information about Mark Burns and his expectations for the class.
3. **My Office Hours**, contact information, etc.
4. **Additional Course Information** you need to be aware of.

You can quickly access components of the syllabus, as well as other useful links to course materials, through the [Course Hub](http://www.auburn.edu/~burnsma/POLI3260/hub.html).

On Alternative Modes of Organization

"Gangster? I'm no gangster. Gentlemen, all I do is provide services for people that needs 'em."

--attributed to Al Capone, Chicago "entrepreneur"

Have ideas for other information that should be included here? [Send your suggestions!](http://www.auburn.edu/~burnsma/POLI3260/hub.html)

**SYLLABUS INSTRUCTIONS FOR WEB REGISTRATION:**

You are required to purchase an i>clicker2 remote for in-class participation. i>clicker2 is a response system that allows you to participate in the quizzes for this class and any other clicker-related exercises in class.

In order to fully participate in class, you will need to register your i>clicker2 remote online within the first **two weeks** of class. You must have come to class at least once and voted on at least one question in order to complete this registration properly. I will pose the first sample question during the second week of class.

Once you have voted on a question in my class, go to [http://www.iclicker.com/registration](http://www.iclicker.com/registration).

(continued on next page)
Complete the fields with your first name, last name, student ID, and remote ID. Your student ID is your Auburn GID -- your Auburn email address without the @auburn.edu, i.e. xxx0001.

The remote ID is the series of numbers and sometimes letters found on the bottom of the back of your i>clicker2 remote and appears on the screen each time you turn on your i>clicker2. i>clicker2 will be used on the days of class designated for quizzes and on other days by previous class announcement.

If you registered your i>clicker for an earlier semester you will need to register again as the registration process has changed.