San José State University Department of Anthropology
ORGS 102 - Organizations, Inquiry, and Analysis
Section 01/80 (22767), Spring 2022

Course and Contact Information:

Instructor(s):	Prof. Danae G. Khorasani
Office Location:	Online
Email:	danae.khorasani@sjsu.edu
Office Hours:	Online Mondays from 12:00pm-1:00pm PT, and/or by appointment via Zoom https://sjsu.zoom.us/my/professor.khorasani
Class Days/Time:	SYNCHRONOUS OL, MW 10:30am-11:45am PT
Classroom:	SJSU Canvas http://sjsu.instructure.com
Zoom Classroom Link:	https://sjsu.zoom.us/my/professor.khorasani Personal Meeting ID: 664 654 1802
Prerequisites:	ORGS 101, Upper Division Standing or instructor permission
Scheduled Final Exam:	TBD

Canvas and MYSJSU Messaging:
Course materials such as syllabus, handouts, assignment instructions, etc. can be found on **Canvas Learning Management System** course website at: http://sjsu.instructure.com. As a student, you are responsible for regularly checking with the messaging system through Canvas (or other communication system as indicated by the professor) to learn of any updates.

Course Description:
Welcome to ORGS 102 - Organizations, Inquiry, and Analysis! This course is designed to introduce students to the study of complex organizations in which people live their lives from an anthropological perspective. This **online synchronous course** covers organizational studies, research, inquiry, and analysis in which we explore important questions about human organizational processes and behavior. Organizations form the foundation of how humans collectivize themselves to get things done that cannot be done alone. They take on a variety of forms, functions, and performatives within human society. As a core course in the interdisciplinary organizational studies major, ORGS 102 is designed to introduce students to concepts, methods and strategies of inquiry related to the study of organizations. Topics for this course include analysis of organizational forms and functions; research skills for understanding internal social and cultural dynamics; workflow, work, and the division of labor; bureaucracy; and ethical issues within organizational life. Students will leave this course with a better understanding of organizations and with a greater awareness of the methods needed to study them.

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.

Course Format:
This is a technology intensive, fully online synchronous course. Internet connectivity and access to a laptop/computer are required to participate in the classroom activities and submit assignments. All assignments must be uploaded to Canvas in appropriate formats, such as .doc or .docx and .pdf, for grading. Please save documents created in other formats to MS Word before submitting the assignment. Be aware that the mobile Canvas App does not include the full functionality of Canvas as seen on a computer and you will not be able to fully participate in the class if using the app only. *See University Policy F13-2 at http://www.sjsu.edu/senate/docs/F13-2.pdf for more details.*

Course Learning Outcomes (CLO):
After successfully completing this course, you will:
 CLO1. Demonstrate an understanding of research methods commonly used in studying organizations.
 CLO2. Identify the strengths and weaknesses of the various methods commonly used in researching organizations.
 CLO3. Apply organizational research methods to the study of key organizational issues, such as environments and resources, use of technology, decision-making, workflow, and symbol use.
 CLO4. Evaluate research methods applied in published studies of organizational behavior.
 CLO5. Demonstrate research skills in exploring organizational values, patterns, processes, and environments.
 CLO6. Articulate the ethical considerations organizational researchers face in their work.

Required Texts/Readings:

Textbook: Brewerton, Paul M., and Lynne J. Millward (2001). *Organizational Research Methods: A Guide for Students and Researchers*. London: Sage. ISBN 9780761971016.

This text is available online for FREE download as a .pdf here: https://u1lib.org/book/947127/9b4168

Available through the SJSU Dr. Martin Luther King Jr. Library here:
https://sjsu-primo.hosted.exlibrisgroup.com/permalink/f/1cue0e3/01CALS_ALMA51439210890002901

Purchase a printed copy here: https://www.amazon.com/Organizational-Research-Methods-Students-Researchers/dp/0761971017/ref=sr_1_1?keywords=Organizational+Research+Methods%3A+A+Guide+for+Students+and+Researcher&qid=1643002454&sr=8-1

Additional Readings:
Additional readings are available on Canvas as .pdf downloads. Readings from the textbook and supplementary materials will be assigned on a weekly basis and should be completed before the class session for which they are assigned. When reading, make sure to highlight important sections, take notes and write down your questions to share with the class.

Library Liaison:
The Anthropology Library Liaison is Silke Higgins, Silke.Higgins@sjsu.edu. Or visit the SJSU library website here: https://libguides.sjsu.edu/anthropology.

Course Requirements and Assignments:
The assignments for this course are designed to meet learning objectives and familiarize students with methodological approaches to studying organizations. 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 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities. Your final grade will be determined by your participation and performance on a number of assignments as outlined below. All of the assignments together **total to 300 points.**

Overview of Course Assignments and Total Points:
Overall participation grade, 20 points
Eight (8) Reading Check Quizzes, 8 x 6 = 48 points
Four (4) Discussion Posts & Comment, 4 x 24 = 96 points
One (1) Final Project, 80 points
One (1) Final Exam: Online TBD, 56 points
        Total: 300 points

1. Overall participation grade - Students are expected to participate in classroom Zoom group discussions and/or in activities that will be introduced in lecture or on Canvas. Student engagement with their peers and with the course will be evaluated at the end of the semester by an overall participation grade. This assignment is **worth 20 points.**

2. Reading Quizzes – eight (8) bi-weekly (every other week, alternating weeks) reading-check quizzes will be available online through Canvas and based on the assigned lectures & readings. The quizzes are brief and will be **approximately 3-6 questions each quiz**. A single quiz question is worth between 1 to 2 points, depending on difficulty. These quizzes are designed to check that students have completed the readings and reviewed the materials. Quizzes will be available on Canvas for the entire assigned week. Quizzes are graded and **worth 6 points each, for a total of 48 points.**
  ▪ Quizzes are **due by 11:59pm PT on the Friday of the week it is assigned**.

3. Discussion Posts & Thoughtful Comment – To practice organizational inquiry and analysis, students will be given four (4) scenario discussion prompts. These prompts will require students to apply what they've learned from readings and lecture to design research, analyze organizational trends and data, and develop solutions for fictitious organizations and scenarios. This assignment is graded and **worth 24 points each post, for a total of 96 points**.

Discussion Post #1 - Introduction post
Discussion Post #2 - Journal or Conference Paper Review post
Discussion Post #3 - Scenario 1: Ethics/Work Environment
Discussion Post #4 - Scenario 2: Teamwork/Team Dynamics

Discussion posts should be **between 350-450 words** in a typed response to the assignment prompt and any additional readings, video, or audio media. Discussion post questions, rubric and requirements can be found in course modules on Canvas. Please do not exceed 500 words per post.
  ▪ These discussion posts should be **well-crafted, miniature essays that directly respond to the prompt scenario**. To receive full credit for your discussion, the posts must meet the minimum word requirements, demonstrate critical evaluation of the topic and be relevant to the questions/scenarios.
  ▪ As part of this assignment, you are also expected to post **at least one (1) thoughtful comment** (no word count) to discussion posts made by another classmate during the week that discussion posts are due. Your response is part of the discussion post grade. Students are encouraged to post as many times as they would like, but additional responses beyond the first comment will not count towards your grade.

- **Discussion posts and responses** should be posted by **11:59pm PT on the Friday of the week it is due,** unless otherwise stated.

4. Final Project - Lessons from the Field: Students will complete independent fieldwork exercises to learn about an organization of interest. Due to COVID-19, fieldwork should be conducted remotely when possible, and these exercises will require planning, coordination, and networking. Lessons from the Field will challenge students to develop and practice research skills while learning about a real organization and its components (i.e. environment, stakeholders, goals/products, systems, resources, culture, practices, etc.), and adhering to ethical and privacy concerns. The instructor will provide guidance to students throughout the fieldwork process, and students will brainstorm ideas for overcoming any barriers and challenges that arise in discussions. **This final project is graded and worth 80 points total**.

- **Proposal and Agreement Statement** (10 points): For this assignment, students should identify a real-world local organization or company to observe as the subject of their final project. Proposals should include a summary about the organization, your reason for choosing the organization and the specific administrative area(s) of interest. The proposal should be approximately 2-3 pages double-spaced or 600-650 words. Along with the proposal, students should submit a draft research "letter of agreement" between themselves and a representative from the organization/company. A rubric for this assignment will be posted in course modules.
- **Background Research Report** (10 points): Early in the semester, students will select an organization and conduct background research on that organization. Students will report what they've learned and work toward gaining access for further fieldwork activities. The background research report should be approximately 2-3 pages double-spaced or 600-650 words. Along with the background research report, students should obtain a signed copy of the "letter of agreement" with the organization/company from the previous assignment.
- **Meeting Observation** (10 points): Students will remotely observe a meeting held by the organization. Students will take field notes from the meeting and submit a report of their findings. The meeting report should be approximately 2-3 pages double-spaced or 600-650 words.
- **Interview** (20 points): Students will develop an interview guide and conduct a semi-structured interview with a representative of the organization to expand upon their knowledge of the organization, presenting ideas for further research or intervention. Students will report a summary of the interview with key quotations. The interview report should be approximately 3 pages double-spaced or 650-750 words.
- **Written Report** (30 points): Students will submit a final written report of their fieldwork experience at the end of the semester as their final project. This report must include a summation of the previous assignments as well as a proposed analysis for areas of intervention at the organizational level using key concepts from the course. The interview report should be approximately 5 pages double-spaced or 1,250 words. A works cited page should include references to scholarly materials with at least 3-4 citations.

5. Final Examination:
The Final Exam will utilize multiple choice and short essay response questions to assess your mastery of key topics in organizational studies. The exam will be based on the readings, materials, and lectures from the course and will be administered online through Canvas.

- The Final is graded and worth 56 points.
- *See University Policy S06-4 (http://www.sjsu.edu/senate/docs/S06-4.pdf) states that "Faculty members are required to have a culminating activity for their courses, which can include a final examination, a final research paper or project, a final creative work or performance, a final portfolio of work, or other appropriate assignment."*

Grading Information:

As stated earlier, this course is graded out of 300 points, which will be converted to a traditional grading scale with associated letter grades (e.g. roughly 70-72 = C-, 73-76 = C, and 77-79 = C+), please see table below and *University Grading System Policy F18-5* (*http://www.sjsu.edu/senate/docs/F18-5.pdf*).

A	B	C	D	F
97-100% = A plus 93-96% = A 90-92% = A minus	87-89% = B plus 83-86% = B 80-82% = B minus	77-79% = C plus 73-76% = C 70-72% = C minus	67-69% = D plus 63-66% = D 60-62% = D minus	Below 60% = F

Grading Information for GE/100W:
- This course must be passed with a C- or better as a CSU graduation requirement.
- *More guidelines on grading information and class attendance can be found from the following university policies:*
- *University Syllabus Policy S16-9* (http://www.sjsu.edu/senate/docs/S16-9.pdf)
- *University Attendance and Participation Policy F15-12* (*http://www.sjsu.edu/senate/docs/F15-12.pdf*)
- *University Grading System Policy F18-5* (http://www.sjsu.edu/senate/docs/F18-5.pdf)

Late Assignments and Papers:
Late assignments/papers will only be accepted with **grade penalty** up to 2 days past the assignment due date, unless a genuine emergency arrives with documentation, or you have received an extension from the instructor in advance. If you are having trouble getting assignments submitted on time, you should discuss your situation with the instructor.

Incompletes:
Incompletes will be granted only if the professor has been notified in a timely manner and has approved. Students with missing major assignments (over 50 points) will receive a WU (unauthorized withdrawal). **No work will be accepted after the final.**

Extra Credit:
Extra credit may be offered at the instructor's discretion.

Classroom Protocol:
Because this is a synchronous, online course, attendance twice a week in the virtual classroom is expected. Participation will be part of your final grade; this includes your participation in the online forums as part of your discussion grade. When participating online, make sure to practice netiquette when replying to others. Purposefully inflammatory, hateful, sexist, racist and anti-black statements will not be tolerated. Group study before the midterm and final is encouraged. Weekly lecture videos with slides will be available for viewing asynchronously through the Canvas course modules.

Covid-19:
If you or an immediate family member contracts Covid-19, please notify the instructor **as soon as possible** and accommodations will be made for your situation.

Consent for Recording of Class and Public Sharing of Instructor Material:
University Policy S12-7 (http://www.sjsu.edu/senate/docs/S12-7.pdf), requires students to obtain instructor's permission to electronically or digitally record the course:
"Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share, or upload instructor generated

material for this course such as exam questions, lecture notes, or homework solutions without instructor consent."

University Policies:
Per University Policy S16-9 *(http://www.sjsu.edu/senate/docs/S16-9.pdf)*, relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on the Office of Graduate and Undergraduate Programs' Syllabus Information web page at http://www.sjsu.edu/gup/syllabusinfo/.

ORGS 102 - Organizations, Inquiry & Analysis, Spring 2022 Course Schedule

This schedule is subject to change with fair notice. Notifications will be made online through Canvas announcements.

Course Schedule:

Week/Module	Date	Topics, Readings, Assignments, Deadlines
1	01/26 - 01/28/22	***Introduction to the Course*** Read: Chapter 1, "Introduction" from the Brewerton & Millward Textbook DUE: Discussion Post #1 and Week 1 Syllabus Quiz **Wednesday is the first day of instruction**
2	01/31- 02/04	***Review of Organizational Studies*** Read: Hall and Tolbert - Chapter 1, "The Nature of Organizations" (on Canvas) Optional: "Leading Innovation" article by MIT's Prof. Budden and Prof. Fiona Murray (on Canvas) DUE: Start thinking about your final research project
3	02/07 - 02/11	***Introduction to Organizational Inquiry - What is work?*** Read: Chapter 2, "Applying Social Science to the Real World" from the Brewerton & Millward Textbook "The Ox, The Slave and The Worker" article by Richard H. Thompson (on Canvas) DUE: Select an organization for your final research project and Week 3 Reading Quiz
4	02/14 - 02/18	***Bureaucracy and Stupidity - Why study it?*** Read: Chapter from *The Utopia of Rules* by David Graeber (on Canvas) DUE: Proposal Statement and Draft Agreement
5	02/21 – 02/25	***What is a Bullshit Job? Foundations and Concepts*** Read: Chapter 3, "Starting Off the Research Process" from your Textbook Chapter from *Bullshit Jobs: A Theory* by David Graeber (on Canvas) DUE: Discussion Post #2 and Week 5 Reading Quiz
6	02/28- 03/04	***Open Systems & System Components*** Read: "Open Systems Models" pp. 27-53 by Harrison (on Canvas) DUE: Background Research Report & Signed Letter of Agreement
7	03/07 - 03/11	***Access, Buy-In and Power*** Read: Chapter 4, "Obtaining & Using Access to an Organization" from your Textbook "Organizational Commitment" article by Randall B. Brown (on Canvas) DUE: Week 7 Reading Quiz
8	03/14 - 03/18	***Project Design & Working with Humans Research Subjects*** Read: Chapter 5, "Project Design" from your Textbook "An Anthropologically Based Consulting Firm" chapter by *Crain and Tashima* (on Canvas) DUE: Meeting Observation Report
9	03/21 - 03/25	***Ethics in Organizational Research*** Read: Ethics and Practicing Anthropology – Pragmatic, Practical, and Principled Lenora Bohren and Linda Whiteford "Human Subjects Protection and Cultural Anthropology" article by Stuart Plattner (on Canvas)

Week/Module	Date	Topics, Readings, Assignments, Deadlines
		DUE: Discussion Post #3 and Week 9 Reading Quiz *Guest speaker*
10	03/28 - 04/01	**Spring Break** ** March 31st is Cesar Chavez Day**
11	04/04 - 04/08	***Designing Surveys and Qualitative Methods*** Read: "Qualitative and Quantitative Analysis," pp. 337-340 by Bernard (on Canvas) "The Hawthorn Effect" article by Coombs and Smith (on Canvas) DUE: Week 11 Reading Quiz
12	04/11 – 04/15	***Data Collection Methods*** Read: Brewerton & Millward - Chapter 6, "Methods of Data Collection" Brewerton & Millward, Chapter 7, "Sampling Considerations" DUE: Work on Final Project, schedule interview *Guest speaker*
13	04/18 - 04/22	***More Data Collection Methods*** Read: Bernard Chapter 8, "Interviewing I: Unstructured and Semistructured," pp. 156-172 (on Canvas) Q-method study: "Understanding young immigrant Chinese consumers' freshness perceptions of orange juices" by Zhang et al. (on Canvas) DUE: Week 13 Reading Quiz
14	04/25 - 04/29	***Performance in Organizations*** Read: Brewerton & Millward, Chapter 8, "Assessing Performance in Organizations" DUE: Discussion Post #4
15	05/02 - 05/06	***Data Analysis and Reporting Findings*** Read: Brewerton & Millward, Chapter 9, "Data Analysis" Brewerton & Millward, Chapter 10, "Reporting Research Findings" DUE: Interview Report
16	05/09 - 05/13	***Practical Considerations & Review*** Read: Yagoda, "The Cognitive Biases Tricking Your Brain" (on Canvas) **Review for Final Exam and prepare Final Written Report ** DUE: Work on Final Project and Week 16 Review Quiz
Final Exam 17-18	05/16 - 05/20	**May 16th is last day of instruction** **No readings** DUE: Final Written Report DUE: Final Exam date TBD