

SOC 419
Analysis in Formal Organizations

Professor: RM. Haija, PhD
E-mail: RHAJIA@HAWAII.EDU
Office Hours: By appointment

Course Description and Goals: The purpose of this course is to examine formal organizations as social systems. In this, we will be addressing:

1. The theory of bureaucracy and administrative functions
2. The bases of authority communication systems and formal and non-formal structures.
3. Organizational development, trends, and relations with the social environment

Required Readings: The readings for this semester include two required texts and handouts which will be distributed in class.

Text: Organizations: Structures, Processes, and Outcomes, 9th edition, by Hall & Tolbert, ISBN: 013184970

Cheating and plagiarism are taken very seriously and are grounds for failure in this course. To plagiarize is to use another's words as your own, without proper attribution given to the original author.

Student Evaluation:

- | | |
|---|-----------------|
| 1. 10 Discussion Postings | 15 points total |
| 2. Book Review | 15 points |
| 3. Literature Review | 15 points |
| 4. Final Research Paper | 30 points |
| 5. Verbal one-on-one of Organizational Optimization | 25 points |

There are a total of 100 points in the class. Final grades will be determined using a +/- grading scale.

Student Learning Objectives

SOC 431

- SLO 1: Students will be able to evaluate sociological theories and use them to analyze and understand aspects of the social world through discussion questions which address current issues in organizational constraints and the utilization of organizations toward greater good or the exploitation of labor.
- SLO 2: Students will be able to collect, analyze, and interpret data, and draw valid conclusions from their analyses. Students are required to complete a final research paper that will include the the collection and analysis of qualitative and quantitative secondary data.
- SLO 3: Students will have clear and effective verbal and written communication skills. This course will require significant development in writing, some among classmates with the discussion board postings, and a verbal communication component with a discussion about organizational optimization one-on-one discussion with the instructor.

COURSE OUTLINE AND READINGS: (Schedule is subject to change)

<u>Day</u>	<u>Topic</u>	<u>Reading Assignment</u>
Week 1/2	Introduction Orgs as Rational Systems	TBA
Week 3/4	Orgs as Rational Systems Orgs as Open Systems	TBA
Week 4/5 Book Review Assignment Due	Relationships between Structures Different Orgs & Explanations	TBA
Week 5/6	Aspects & Problems of Orgs Goals of Orgs	TBA TBA
Week 7/8	Verbal Discussion	TBA
Week 9/10 Lit Review Writing Assignment	Power Leadership	TBA
Week 11 Week 12	Decision Making Communication	TBA
Week 13 Third Writing Assignment due Week 14	Organizations & their Environments General Environment	TBA
Week 15 Final Paper Due	Interorg/Org Effectiveness	TBA

SOME IMPORTANT ITEMS:

- **NO MAKE UPS FOR MISSED ASSIGNMENTS**
- **NO EXTRA CREDIT IS AVAILABLE FOR THIS COURSE UPON REQUEST**
- **NO GRADE NEGOTIATING**

Doing well in this class: In order to do well in this class, it is important that you do all required readings and submit all work in a timely manner.

It is critical that you do the readings. Doing the readings will help you to better understand lectures and focus your paper topics to the relevant areas that we have been covering.