

**SOCIOLOGY 419: Analysis of Formal Organizations**  
University of Hawai'i at Mānoa, Spring 2009

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**COURSE SYLLABUS**

**Lecture: TR 1:30-2:45pm**  
Room: TBA  
Dates: 01/12-05/15/2009  
Instructor: Quincy Edwards

Office hours: TBA  
Office location: Saunders 247  
Email: [quincy.edwards@hawaii.edu](mailto:quincy.edwards@hawaii.edu)  
Web: <http://www2.hawaii.edu/~qedwards/>

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1. *Classmate contact information:*

Name: \_\_\_\_\_  
email: \_\_\_\_\_  
Tel.: \_\_\_\_\_

2. *Classmate contact information:*

Name: \_\_\_\_\_  
email: \_\_\_\_\_  
Tel.: \_\_\_\_\_

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### **UH CATALOG COURSE DESCRIPTION**

***SOC 419 Analysis in Formal Organizations (3).*** Schools, hospitals, industries, prisons, and government agencies analyzed in terms of self-actualization, alienation, human relations, communication, leadership, organizational conflicts.  
***DS WI***

***NOTE:*** This course has been approved as writing-intensive (WI) and you will receive a WI credit upon successful completion of the course requirements.

### **INSTRUCTOR'S ADVICE TO STUDENTS**

This syllabus is different from many others. It is longer than some, more detailed than most. But most importantly, it is designed to help you successfully pass the course. Please keep this syllabus for reference during the course.

In the following pages there are many suggestions to you, but the most crucial one is this: get help as soon as you think you need it. Do not create an insurmountable "catch-up" problem for yourself. I offer generous office hours. If you need help, come see me.

Because the learning process is a cumulative one, it is imperative that students do not fall behind and, to this end, the following practices will be adopted:

1. Before each class, students may place their completed Suggestion/Question Forms (see page 11) at my lectern or, at any time, in my departmental mailbox.
2. Each assignment will be graded and individual feedback provided.
3. After each term examination, every student will be provided with an individual grading sheet that explains any deduction of points. Students are encouraged to meet with me independently to discuss their progress.
4. Generous office hours will be offered.
5. Students who make the requisite investment of time and effort in this course will be amply rewarded in their future advanced coursework.

### **INTRODUCTION**

In our post-industrial western society, formal organizations and bureaucracies affect our lives in limitless ways. They order our lives and fulfill our needs. Notwithstanding their immense influence, many people have only a minimal understanding of them. Therefore, the aim of this course is to impart a critical and rigorous understanding of organizations and organization behavior to underpin our understanding of the world around us.

*Analysis of Formal Organizations* is designed to lay the foundation for a thorough sociological understanding of organizations. We will look at the organizational phenomena across several levels of hierarchy while covering topics in organizational theory. We will focus on the diverse perspectives of various schools of organizational theorists, emphasizing their different insights of the same organizational phenomena. We will study the conceptual and evolutionary framework of organizations as it pertains to variation, selection, competition, and retention.

### **LEARNING OBJECTIVES**

The overall goals for this course are fourfold – namely, to:

1. Provide you with information on the founding, transformation, and disbanding of organizations.

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2. Suggest explanations for the pace of organizational evolution in modern societies.
3. Prepare you for your managerial, executive, and entrepreneurial careers.
4. Consider the public policy implications of the organizational revolution in America.

To accomplish such goals, this course will utilize a combination of lectures, readings, discussions, and writings. Lectures and readings will focus on the introduction of new material; discussions and writings will assist in comprehension of the material.

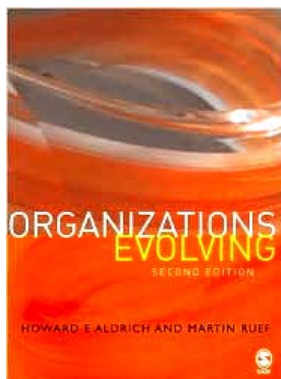
### **HOURS, MAIL BOX, AND EMAIL**

Office hours will be negotiated during the first class meeting. It is pointless to offer office hours when students cannot attend. Once office hours have been established, no appointment is necessary. I will be faithful to my office hours, but if I am delayed or temporarily in another office, I will leave a note on my door to that effect. If you would like an appointment with me outside regular office hours, arrangements can be made via email.

Many routine administrative office matters, such as signing add-drop slips can be handled before or after class. You may leave messages or assignments in my mailbox in Saunders 247. Another means of communication (anonymously, if you wish) is by the suggestion form included at the end of the syllabus. Make a suggestion, bring about a complaint, or just remind me of something....

### **REQUIRED TEXTBOOK**

Aldrich, Howard E., and Martin Ruef. 2006. *Organizations Evolving*. 2<sup>nd</sup> edition. London: Sage Publications.



**Title:** Organizations Evolving  
**Edition:** 2  
**Hardcover:** 344 pages  
**Publisher:** Sage Publications Ltd. (March 3, 2006)  
**Language:** English  
**ISBN-10:** 1412910471  
**ISBN-13:** 978-1412910477  
**Product Dimensions:** 9.4 x 6.6 x 0.8 inches  
**Shipping Weight:** 1.3 pounds  
**List price:** \$55.95

UH Bookstore:	TBA
Amazon:	\$50.35
Barnes & Noble:	\$55.95 (Members, \$50.35)
Borders:	N/A
eCampus:	\$54.55 (eVIP, \$51.83)

### **COURSE READINGS**

Course Reader and optional textbooks: *Forthcoming*.

### **COURSE MATERIALS**

1. An active UHM email account that is checked regularly as there will be times when I will contact you individually or as a class.
2. A reliable computer with word processing software and internet access. (ITS labs are available throughout campus with generous hours of operation.)

### **MATERIALS ON RESERVE**

A copy of the course textbooks and course readers will be available at Sinclair Library with a two-hour loan period.

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### **ATTENDANCE POLICY**

Sometimes it is necessary to miss a class. If you must miss a class, please arrange with a classmate to borrow notes. I will not assume responsibility for providing lecture notes for missed classes.

Attendance will be taken at the beginning of each class. While attendance is not explicitly used in the calculation of your overall course grade, I am required to report excessive absences to your academic dean. The matter will then be left to the dean's discretion.

Having explained the attendance policy, please know that research has shown — and my experience confirms — that absenteeism is correlated with lower grades. This is especially true of this course as the knowledge is cumulative with each step building on the previous step. Inconsistent attendance will create insurmountable "catch-up" problems for the student.

In other words, absenteeism is counter-productive to your academic objectives and strongly discouraged. However, this course will come easily to anyone who attends all classes, participates in discussions, keeps up with the assignments, and gets help when needed.

### **COURSE DESIGN**

#### **1. Readings and Discussions**

Selected readings from journals and other publications will provide stimuli for class discussions, and in some cases, critiques and analyses. Therefore, you are expected to keep current with all assigned readings. It is imperative that readings be completed *prior* to the session in which they will be discussed.

#### **2. e-Learning**

To enhance scholarship, this course engages "blended learning" — the integration of virtual and traditional educational resources. It is imperative that students be attentive in both learning environments.

Discussions and e-learning will promote the ability to summarize, critique, synthesize, and evaluate the theoretical frame.

#### **3. Short Papers (2)**

This written assignment involves two papers, each of three pages, and each on a topic to be announced.

#### **4. Movie Papers (2)**

This written assignment involves two papers, each consisting of three pages and answering a question relating to movie excerpts shown during class discussions.

**WARNING:** Do NOT miss a movie! There are no movie "re-runs."

#### **5. Quick Quizzes (12)**

Twelve short quizzes will be administered during the course. Each of these quizzes will relate to the current readings and material discussed. The two lowest quiz scores will be dropped from the final calculation of grades.

**WARNING:** Do NOT miss a quiz! There are no make-up quizzes.

#### **6. Final Paper**

This written assignment will be an eight-page paper based on cumulative readings and discussions conducted throughout the course. Students are expected to submit drafts as part of an iterative writing process.

**METHOD OF EVALUATION: Assignments, Examinations and the Course Grading Criteria**

The overall grading structure of the course will consist of:

Attendance and Participation .....	10%
Movie Papers (2 x 10%).....	20%
Short Papers (2 x 10%).....	20%
Quizzes (10 x 2%) .....	20%
Final Paper.....	30%

This course employs a criterion grading system. Therefore, theoretically, everyone in the class could earn an "A". This helps to prevent students from being penalized in the event one or two students do exceptionally well. To assure a specific grade, consider the following scale:

93-100% = A	83-86.9% = B	73-76.9% = C	63-66.9% = D
90-92.9% = A-	80-82.9% = B-	70-72.9% = C-	60-62.9% = D-
87-89.9% = B+	77-79.9% = C+	67-69.9% = D+	<60 = F

**GENERAL INSTRUCTIONS FOR PREPARING ASSIGNMENTS**

Quality and clarity of content presented are grading criteria. All written assignments are to be typed in 10-point Arial or 11-point Times New Roman fonts, double-spaced, with all margins set at one inch. The grade for a paper will be based on:

1. Presentation Style
  - (a) Grammar (e.g., sentence structure, noun-verb agreement, consistent verb tense)
  - (b) Spelling and punctuation
  - (c) Correct citation (e.g., APA, Chicago, or MLA style). Each citation must be the result of an in-text reference with page number.
  - (d) Except for the title page, all pages are to be numbered consecutively at the top right-hand margin.
  - (e) All pages are to be stapled together before submission.
2. Organization
  - (a) Structure and format
  - (b) Logical sequencing and continuity of ideas
  - (c) Clarity of expression
  - (d) Conciseness.
3. Content

As indicated by specific paper assignment.

NOTE: Citation Guides and Style Manuals are available at:  
<http://library.manoa.hawaii.edu/research/tools/writing.html#style>

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**SCHEDULE OF READING ASSIGNMENTS AND EXAMINATIONS**

✓	ASSIGNMENT	CHAPTER	DATE
<input type="checkbox"/>	Chapter 1	Introduction and Themes	TBA
<input type="checkbox"/>		Course Reader #1	TBA
<input type="checkbox"/>	QUICK QUIZ #1		TBA
<input type="checkbox"/>	Chapter 2	The Evolutionary Approach	TBA
<input type="checkbox"/>		Course Reader #2	TBA
<input type="checkbox"/>	QUICK QUIZ #2		TBA
<input type="checkbox"/>	Chapter 3	How the Evolutionary Approach Relates to Other Approaches	TBA
<input type="checkbox"/>		Course Reader #3	TBA
<input type="checkbox"/>	QUICK QUIZ #3		TBA
<input type="checkbox"/>	SHORT PAPER #1	DUE	TBA
<input type="checkbox"/>	Chapter 4	Entrepreneurs and Emergence of New Organizations	TBA
<input type="checkbox"/>		Course Reader #4	TBA
<input type="checkbox"/>	QUICK QUIZ #4		TBA
<input type="checkbox"/>	Chapter 5	Organizational Boundaries	TBA
<input type="checkbox"/>		Course Reader #5	TBA
<input type="checkbox"/>	QUICK QUIZ #5		TBA
<input type="checkbox"/>	Chapter 6	Organizational Forms	TBA
<input type="checkbox"/>		Course Reader #6	TBA
<input type="checkbox"/>	QUICK QUIZ #6		TBA
<input type="checkbox"/>	MOVIE PAPER #1	DUE	TBA
<input type="checkbox"/>	Chapter 7	Organizational Transformation	TBA
<input type="checkbox"/>		Course Reader #7	TBA
<input type="checkbox"/>	QUICK QUIZ #7		TBA
<input type="checkbox"/>	Chapter 8	Organizations and Social Change	TBA
<input type="checkbox"/>		Course Reader #8	TBA
<input type="checkbox"/>	QUIZ #8		TBA
<input type="checkbox"/>	Chapter 9	Emergence of New Populations of Organizations	TBA
<input type="checkbox"/>		Course Reader #9	TBA
<input type="checkbox"/>	QUICK QUIZ #9		TBA

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<input type="checkbox"/>	SHORT PAPER #2	DUE (TBA)	
<input type="checkbox"/>	Chapter 10	Reproducing Populations: Foundings & Disbandings	TBA
<input type="checkbox"/>		Course Reader #10	TBA
<input type="checkbox"/>	QUICK QUIZ #10		TBA
<input type="checkbox"/>	Chapter 11	Community Evolution	TBA
<input type="checkbox"/>		Course Reader #11	TBA
<input type="checkbox"/>	QUICK QUIZ #11		TBA
<input type="checkbox"/>	Appendices	Research Design and Evolutionary Analysis	TBA
<input type="checkbox"/>		Course Reader #12	TBA
<input type="checkbox"/>	QUICK QUIZ #12		
<input type="checkbox"/>	MOVIE PAPER #2	DUE	TBA
<input type="checkbox"/>		Course Review	TBA
<input type="checkbox"/>	FINAL PAPER	DUE	TBA

ADHERENCE TO ALL DEADLINES IS IMPERATIVE. EXTENSIONS WILL NOT BE GIVEN.

**COURSE CALENDAR**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>JAN</b>				1	2	3
4	5	6	7	8	9	10
11	12	13 1 <sup>st</sup> Class Meeting	14	15	16	17
18	19 Holiday ML King Day	20	21	22	23	24
25	26	27	28	29	30	31

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>FEB</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 <b>Holiday</b> <i>Presidents' Day</i>	17	18	19	20	21
22	23	24	25	26	27	28

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>MAR</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 <b>Holiday</b>	24 <b>Holiday</b>	25 <b>Holiday</b>	26 <i>Kūhio Day</i>	27 <b>Holiday</b>	28
29	30	31				



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Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>APR</b>			1	2	3	4
5	6	7	8	9	10 <i>Holiday Good Friday</i>	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>MAY</b>					1	2
3	4	5	6 <i>Last Day of Instruction</i>	7	8	9
10	11 <i>Final Exams</i>	12 <i>Final Exams</i>	13 <i>Final Exams</i>	14 <i>Final Exams</i>	15 <i>Final Exams</i>	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**IMPORTANT REGISTRATION AND WITHDRAWAL DEADLINE INFORMATION**

- 01/21/2009    Last day to register. Last day to receive 100% refund  
02/02/2009    Last day to drop (No "W" on transcript). Last day to receive 50% refund.  
03/13/2009    Last day to withdraw from class ("W" on transcript).

**KOKUA FOR STUDENTS WITH DISABILITIES**

Any students who feel they may need an accommodation based on the impact of a disability are invited to contact me privately. I will be happy to work with you and the KOKUA Program (Office for Students with Disabilities) to ensure reasonable accommodations in my course. KOKUA may be reached at:

*Queen Lili'uokalani Center for Student Services 013  
2600 Campus Road,  
Honolulu, HI 96822*

*Hours:    Monday-Friday, 7:45am-4:30pm  
Tel.:     (808) 956-7511 (V/T) or (808) 956-7612 (V/T)  
Fax:     (808) 956-8093  
Email:    [kokua@hawaii.edu](mailto:kokua@hawaii.edu)  
Website: <http://www.hawaii.edu/kokua/>*

The KOKUA Program — *Kahi O Ka Ulu'Ana* ("The Place of Growing") — is the primary campus unit responsible for providing academic access services to students with disabilities toward equal opportunity. Creating equal access is a shared responsibility of students, faculty, KOKUA, and the entire campus community. KOKUA is administratively situated in the Office of Student Equity, Excellence, & Diversity within the Division of Student Affairs.

**IMPORTANT NOTE CONCERNING STUDENT CONDUCT**

Students are required to abide by the University of Hawai'i at Mānoa Student Conduct Code. Note that "the University of Hawai'i at Mānoa exists for the pursuit of knowledge through teaching, learning, and research conducted in an atmosphere of physical and intellectual freedom. Moreover, members of the UH academic community are committed to engage in teaching, learning, research, and community service and to assist one another in the creation and maintenance of an environment which supports these activities. It is therefore the policy of the University that members of the academic community may not violate the rights of one another nor disrupt the basic activities of the institution (as provided in section 1-4, chapter 1 of the Board of Regents' Bylaws and Policies [Part D]). Students who are disruptive are, consequently, subject to a variety of academically related penalties which may include reprimand, probation, restitution, suspension or expulsion."  
(<http://www.manoa.hawaii.edu/students/conduct/>).

Furthermore, recognize that the code prohibits all forms of scholastic dishonesty, including cheating, plagiarism, and falsification or misrepresentation of experimental data. The code covers all written and oral examinations, term papers, creative works, assigned computer related work, and any other academic work done at the University of Hawai'i. Any violation of the student code will be reported.

Any further questions regarding the Conduct Code should be addressed to the Office of the Dean of Students, Bachman Annex 10, phone V/TT (808) 956-3290.

**Disclaimer:** If circumstances change, the instructor reserves the right to alter, modify, amend, or otherwise change the syllabus. No changes are anticipated at this time, but if changes do become necessary, students will be notified in writing.

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**STUDENT SUGGESTION AND QUESTION FORM**

This form may be completed at any time during the course and left at my lectern before class or in my mailbox.

I HAVE THE FOLLOWING SUGGESTION/QUESTION:

PLEASE ANSWER ME (CHECK ONE):

- In class (if time permits).
- Through my email at: \_\_\_\_\_
- No answer is required.

NAME (optional): \_\_\_\_\_