Assignment 3: Learning Group Project

* **Weight** 30% of the final grade
* **Due** no later than 11:00 p.m. on Sunday of Units 2, 8, and 11

Objectives

Description

In this group project, students are expected to collect relevant (primary/secondary) data for the organization they have chosen for this project around the organizational design issues that they identified as important. Students will analyze their research and relate it to how the organization views its structure and how that structure supports (or fails to support) its values and objectives. Students should develop higher level linkages between what they discovered and what they have learned in the program, outlining the actions taken by their organizations to ensure that the elements of design support organizational needs and objectives. In addition, students should evaluate and criticize the organizational design and actions, and their impact, whether positive or negative, while recommending ways for improvement based on what they have learned.

The project will have four parts:

* Part 1: Forming Your Learning Group and Organization Selection (2%)
* Part 2: Collecting and Analyzing Data on Your Organization (8%)
* Part 3: Final Report (10%)
* Part 4: Presentation/Peer Evaluation (7%)

Presentations will be done in class for on-campus delivery mode, while recorded on Zoom and uploaded for online delivery mode.

Late Submission Policy

* This assignment is subject to the Late Submission penalty policy, namely 5% per day for three days.
* This page will close and will not allow further submissions after this Late Submission period has expired.
* In the event of an emergency preventing you from submitting within this time frame, special permission must be obtained from your instructor. Documentation substantiating emergency is required. In such a circumstance, if the extension is granted, the professor will reopen the submission function for you on an individual basis.
* Please do not email your submissions to your professor, either before or after the due date; all coursework should be submitted through the online course (Moodle).

Part 1: Forming Your Learning Group and Organization Selection

* **Weight**: 2% of the final grade
* **Due** no later than 11:00 p.m. on Sunday of Unit 2

Description

Your Learning Group Project will be a collaborative effort by the four (or sometimes three) members of your Learning Group. In Part 1, you will form your group (using the Learning Group Sign-Up Wiki and the Learning Group Project: Part 1 - Form Your Learning Group Forum), assign responsibilities for the work that you will need to accomplish, and select the organization you will research.

Instructions and Requirements

The Learning Group approach to collaboration in a group project assumes that each member of the group will be responsible for certain tasks of the project, but all the members of the group will be collectively responsible for its outcomes. In forming your Learning Group, you and your fellow members should complete the following:

1. Introduce yourselves to your fellow group members. This is done best face to face using a medium like Zoom or Teams Online Meetings. Discuss your interests and your present work. Complete the portion of the [Learning Team Agreement](https://courses.yorkvilleu.ca/iSpring/BBA/Common_Files/Learning_Team_Agreement.docx) with your name and contact information. In this step, select the person who will be the lead for Part 1.
2. Review the Learning Team Agreement. You will find the tasks that your group will achieve over the next six weeks. Also, notice that you will be graded on several of the parts of the project as well as its final report. Complete a Learning Team Agreement, including your designation of an overall group leader and a lead person for each part of the Learning Group Project.
3. Discuss the kind of organization you would like to research in the course. This can be a corporation, small business, or non-profit. It can be an organization that employs one of you or an organization with no direct connection to the group. The most important criterion for selecting an organization is availability of information.
4. Discuss among the group the kind of research activity that interests you the most. Are you interested in investigating a company or other organization through online resources? Would you prefer looking at academic resources in the YU online library? Do you consider yourself skilled in developing PowerPoint presentations? Are you good at structuring a research paper based on the course rubrics? All members of your group will engage in all these activities, but your collaboration will be improved by selecting a member of the group with the talents to lead each activity.
5. Select the organization you will research. Discuss why you think that this organization is a good one for this project. As a group, prepare a 250 word, double spaced, 12-point font description of the organization that your Learning Group chose to investigate, including your reason for selecting it. Submit this description as a deliverable for this unit.
6. Complete the Learning Team Agreement. Notice that each member of the group will be responsible for at least one part of the project’s development. Other members of the group are expected to support that group member as you complete that segment of the project. The leader of each part will evaluate fellow group members’ contributions. Submit your Learning Group Plan as a deliverable for this unit.
7. Submit your completed Learning Team Agreement and one-page organization description. Note: Your instructor may review your plan and return it to your group for revision.

Evaluation and Feedback

Part 1: Forming Your Learning Group and Organization Selection will be marked in its entirety out of 100. The following rubric indicates the criteria students are to adhere to and their relative weights in the assignment overall.

|  |  |  |
| --- | --- | --- |
|  | **Activity/Competencies Demonstrated** | **% of Final Grade** |
| 1.  | Content (70%) |  |
|  | a. Completed and submitted the Learning Group Project Plan. | /20 |
|  | b. Each member of the Learning Group has accepted the responsibility to lead at least one part. | /15 |
|  | c. Prepared and submitted a description of the organization that the Learning Group will investigate. | /20 |
|  | d. Presented a rationale for selecting the Learning Group’s organization. | /15 |
| 2. | Communication (15%) |  |
|  | a. Uses language clearly and effectively | /5 |
|  | b. Information organized intelligently and holistically (i.e., not simply answers to questions) | /5 |
|  | c. Proper introduction and conclusion in the paper | /5 |
| 3. | Attention to Details (15%) |  |
|  | a. APA Formatting (title, headings, and references) | /10 |
|  | b. Spelling and grammar | /5 |
| Total | /100 |

Part 2: Collecting and Analyzing the Data on Your Organization

* **Weight**: 10% of the final grade
* **Due** no later than 11:00 p.m. on Sunday of Unit 8

Instructions and Requirements

In the research phase of your Learning Group Project, your group will consider the possible sources of information you will need to consider for preparing your report. It is important that you collect information from a variety of sources, including information from the organization, reports and articles from the popular press (like those most often found through Google), and academic sources, such as those found in monographs and juried articles in journals (which you will find in our Library and Google Scholar).

In this phase of the project, your group will review the information that you have collected and arrange it to explain how your organization views its structure and how that structure supports its values and contributes to meeting its objectives. In this part, you will organize your research and data collected around the organizational design issues in order to explain how they help (or fail to help) your organization to be successful.

As you proceed, you may find that you need to modify your plan. If your group finds that they need to modify Part 2 or 3 of your Learning Group Project Plan, you should document those changes and include them in the deliverables.

In the analysis phase, assemble the data that you found around the organization theory and design issues that you identified as important for your organization. Discuss the actions taken by your organizations to ensure that the elements of design support organizational needs and objectives. For example, an organization might choose to manage its interdependencies with supplier organizations by setting up a common inventory system so that suppliers can deliver appropriate goods on a just-in-time basis. Your report for Part 3 will describe these actions, the organizational design issues involved, and their impact, hopefully positive, on the organization. By Unit 8, submit a group paper of 2000-2500 words, double spaced, 12-point font, excluding title page and references, that reports the analysis of the research data you have collected.

Evaluation and Feedback

Part 2: Collecting and Analyzing the Data will be marked in its entirety out of 100. The following rubric indicates the criteria students are to adhere to and their relative weights in the assignment overall.

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| --- | --- |
| **Activity/Competencies Demonstrated** | **% of Final Grade** |
| **1.** | **Content (70%)** |  |
|  | a. Discussed the course organizational design issues that emerged from the research into the selected organization | /20 |
|  | b. Discussed how the analysis explains the organization’s design and structure. | /20 |
|  | c. Discussed the actions taken by your organizations to ensure that the elements of design support organizational needs and objectives | /15 |
|  | d. Referenced academic as well as non-academic sources. | /15 |
| **2.** | **Communication (15%)** |  |
|  | a. Uses language clearly and effectively | /5 |
|  | b. Information organized intelligently and holistically (i.e., not simply answers to questions) | /5 |
|  | c. Proper introduction and conclusion to paper | /5 |
| **3.** | **Attention to Detail (15%)** |  |
|  | a. APA Formatting (title, headings, and references) | /5 |
|  | b. Spelling and grammar | /5 |
|  | b. Any modification of the Learning Group Project Plan documented and reported | /5 |
| Total  | /100 |

Part 3: Final Report

* **Weight** 10% of the final grade
* **Due** no later than 11:00 p.m. on Sunday of Unit 11

Instructions and Requirements

In Part 3, your group will gather your research information and analysis conducted in part 2 to complete and submit your final paper. Be sure that your final paper includes a title page and references page that follow APA format.

Your final report should have an overview of the organization that you have investigated, including a discussion for your selection of this organization and why it demonstrates the issues of organization design that you discussed. You should review the issues of design and structure that you have deemed important and present your research that illustrates those issues in your organization. The report should also discuss how the theories of organization design operate in your organization to consciously (or perhaps unconsciously) contribute to or detract from the success of your organization’s strategy. You may wish to provide some recommendations to your organization in light of your research.

By Unit 11, submit a group paper of 2000-2500 words, double spaced, 12-point font, excluding title page and references, that reports your research.

Evaluation and Feedback

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|  | **Final Report****Activity/Competencies Demonstrated** | **% of Final****Grade** |
| 1. | Content (60%) |  |
|  | a. Discussed the course organizational design issues that emerged from the research into the selected organization | /20 |
|  | b. Any modification of the Learning Group Project Plan documented and reported | /10 |
|  | c. Referenced academic as well as non-academic sources. | /15 |
|  | d. Discussed how the analysis explains the organization’s design and structure. | /15 |
| 2. | Communication (25%) |  |
|  | a. Uses language clearly and effectively | /10 |
|  | b. Information organized intelligently and holistically (i.e., not simply answers to questions) | /10 |
|  | c. Proper introduction and conclusion to paper | /5 |
| 3. | Attention to Detail (15%) |  |
|  | a. APA Formatting (title, headings, and references) | /10 |
|  | b. Spelling and grammar | /5 |
| Total | /100 |

Part 4: Presentation/Peer Evaluation

* **Weight** 8% of the final grade
* **Due** no later than 11:00 p.m. on Sunday of Unit 11

Instructions and Requirements

The last part of the Learning Group Project consists of 2 pieces:

1. First, your group will prepare a presentation of your research.
2. Second, teams will complete and submit a [Peer Evaluation Form](https://courses.yorkvilleu.ca/iSpring/BBA/Common_Files/Peer_Evaluation_Form.docx).
3. Each student has the opportunity to assess his/her teammates on preparation, participation, interpersonal relations, and collaboration. You also have the opportunity to reflect on your learning outcomes from the group experience.
4. While not graded themselves, these forms, affiliated with the Group Project, will provide objective and anonymous assessment of the contributions of your peers in that group project. The results of this assessment may inform part of the individual grade each member of the group will receive, depending on the result and subsequent review by the professor. It is only seen by the instructor.

Prepare a presentation of your research consisting of **no more than 10 slides and no more than 10 minutes of video/audio presentation.** Your presentation slides should be in PowerPoint format using that or similar application. Your video/audio presentation should be part of your PowerPoint or you can present the slides and audio through another means, such as a recorded Zoom presentation. If you would like to share your presentation from One Drive, click [here](https://courses.yorkvilleu.ca/iSpring/BBA/Common_Files/Sharing_Presentations_from_OneDrive.docx) for details.

Evaluation and Feedback

Part 4: Project Presentation will be marked in its entirety out of 100. The following rubrics indicate the criteria students are to adhere to and their relative weights in the assignment overall.

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| --- | --- | --- |
|  | **PowerPoint Presentation****Activity/Competencies Demonstrated** | **% of Final Grade** |
| 1. | Content (60%) |  |
|  | a. PowerPoint follows the structure of the Learning Group’s report. | /15 |
|  | b. Presentation is engaging, catching the interest of peers, with all members of the learning group participating in the presentation. | /10 |
|  | c. Presentation uses its medium presenting graphics, audio, video, and animation as appropriate. | /10 |
|  | d. Presentation supports the choice of company presented. | /10 |
|  | e. Presentation supports the conclusion(s) of the written report. | /15 |
| 2. | Communication (25%) |  |
|  | a. Uses language clearly and effectively | /10 |
|  | b. Information organized intelligently and holistically (i.e., not simply answers to questions) | /10 |
|  | c. Proper introduction and conclusion to paper | /5 |
| 3. | Attention to Detail (15%) |   |
|  | a. APA Formatting (title, headings, and references) | /10 |
|  | b. Spelling and grammar | /5 |
| Total | /100 |