

Instructor Information

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Virtual Office Hours: By appointment.

Course Delivery Format

The course is a **Remote-Hybrid** course. The hybrid format of this course means that some Tuesdays we meet "live" via Zoom and the remainder of the weeks you will be completing learning activities asynchronously, online. Refer below for the Zoom session dates and the asynchronous session dates.

We will be utilizing this Canvas Learning Management System (LMS) to access learning materials, post announcements, submit Assignments, post to Discussion Forums, communicate via the Inbox feature, and take exams. Be sure to check this site frequently as there will be announcements and instructions.

Note: Whenever anything is posted to this site, you will automatically receive a notification to your **rutgers.edu** email account. Checking that email account frequently is highly recommended.

Asynchronous (not in real time) - there is no specific required time to log onto Canvas for the *asynchronous* class activities. You may log in at your convenience. However, as there are activities that have due dates, you will need to adhere to all the due dates. **Be sure to check the Canvas site daily** and complete any required assignments or readings.

Class Sessions

Below are the dates for the Remote Zoom and asynchronous/online sessions:

- **Via Zoom Class Sessions: Tuesdays, from 3:50 PM to 6:50 PM EST**
 - **September 10, 24**
 - **October 1, 8, 29**
 - **November 5, 19**
 - **December 3**
- **Asynchronous Forums (online) Class Dates (no live class sessions):**
 - **September 17**
 - **October 15, 22**
 - **November 12, 26**

- **For those students that are required to have In-Person sessions during the semester we will meet:**
 - **Sept 17**
 - **Nov 12**
 - **Dec 10**

How to Access Zoom

Virtual office hours are conducted through scheduled ZOOM meeting. If you have not activated your Rutgers ZOOM account, you will need to do so prior to class starts. Follow the steps below:

- Follow instructions on [Creating Rutgers ZOOM Account \(Links to an external site.\)](#)
- [Links to an external site.](#) Note: be sure to read what to do if you have an existing personal ZOOM account that uses your Rutgers email.
- Once you have activated your Rutgers ZOOM account you will then need to make sure your Canvas default email is in the format **netid@rutgers.edu**. Follow instructions on [How to check and set your Canvas Default Email](#) if needed. Then you can access the scheduled ZOOM class sessions.
- To access and join the scheduled class sessions, select the ZOOM tab from the left navigation menu, then select Join to join the scheduled session. If you are new to ZOOM, review the tutorials under [Course Tools Tutorials](#) or at [Rutgers ZOOM Homepage](#)
- [Links to an external site.](#)

ZOOM etiquettes:

- For audio clarity, mute your microphone when not speaking, unmute only when you are speaking.
- Allow for the brief delay that happens when a conversation from one speaker transitions to another. Be patient and allow the person to speak.
- You have the option to turn on/off your webcam.
- You can use the Chat box to ask questions, share your thoughts.

Special Needs Accommodations

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide [documentation \(https://ods.rutgers.edu/students/documentation-guidelines\)](https://ods.rutgers.edu/students/documentation-guidelines)

If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses

as possible. To begin this process, please complete the [Registration form on the ODS website \(https://ods.rutgers.edu/students/registration-form \(Links to an external site.\)\)](https://ods.rutgers.edu/students/registration-form).

Should you require my assistance in facilitating the process, I will be happy to do so. Just let me know. Below is the full contact information for the office of disability services:

Lucy Stone Hall, Livingston Campus, 54 Joyce Kilmer Avenue, Suite A145, Piscataway, NJ 08854-8045.

- E-mail Address: dsoffice@rci.rutgers.edu
- Phone: (848) 445-6800 • Fax: (732) 445-3388
- <https://ods.rutgers.edu>

Course Expectations & Requirements

This course will have a seminar format, including a combination of lectures, case studies, and discussion. All students are expected to attend each class prepared to discuss the readings.

Final grades will be based 1/3 on class participation and writing assignments, 1/3 mid-term exam, and 1/3 on a final exam.

Table shows the grading components and their percentage towards the final grade.

Grading Components	% Towards Final Grade
Class Participation, Writing Assignments, and Forums	33%
Mid-Term Exam	33%
Final Exam	33%

Course Materials

Readings

You **do not need to purchase** any textbook for this course.

All readings and other course materials including assignments, exams are posted and accessible in this Canvas course site under the Modules tab (left navigation menu) in their respective weekly **To Do** pages.

Class Participation

This class will be conducted seminar style and class participation is essential. You must read and think about the material before the seminar and be prepared to participate actively in small group and entire class discussions.

Writing Assignments & Forums

Writing Assignments

To assist in class participation, and help review for exams, students are required to write 7 short (1- 2 page) papers answering questions about the week's reading when we meet via Zoom. These papers summarize the main ideas and arguments from the readings each week, and relate them to previous readings/arguments and the course themes. You may include multiple readings in your summaries (you don't need 1-2 pages for each reading), but be clear and reference the readings and authors you are discussing in each section of your paper. The questions can be found each week under the **Modules section**. Papers are due by the beginning of class. If you are unable to attend class the paper must still be submitted. All assignments are submitted electronically through this Canvas site under their respective assignment submission portals listed in the Modules section.

Asynchronous Online Threaded Discussion Forums

The forums offer a asynchronous complement to the synchronous sessions on 4 weeks when we do not meet via Zoom. You will be required to do the readings but instead of participating in a virtual class discussion, you will respond to questions, and start your own questions on the forum. Of great importance in an online learning environment is the opportunity for students to discuss course topics with each other. Students are required to communicate their insights and thoughts pertaining to reading and listening assignments, while learning from one another in the process.

In general, it is expected that students will engage in the 4 forums **at least three times during each asynchronous week**. Forums include instructor- generated questions and student-to-student interaction. The 4 Forums are asynchronous. This means students are required to participate within a given time frame of 7 days – **Tuesday to Tuesday**. Students can respond to the Forum questions at anytime during the day or night during that time period.

This is an interactive class – you need to keep current in the reading and forums so that you can interact with others in the class. To do well you need to participate in virtual class discussions, in the forums, and hand in the written questions on the readings on the day that they are due. All students are expected to attend classes and participate in Forums.

Norms

- Read and think about all of the assigned readings before each class.
- Participate actively, thoughtfully, and respectfully – listen and engage appropriately.
- Be ready to begin class on time. Some lateness is inevitable but it is disruptive so please keep it to a minimum.
- Minimize absences – this is a seminar that depends on participation. If you must miss class please call or email me in advance.
- Turn all cell phones off prior to the start of class.

- You may use personal computers, but only for class work – not for checking email or social media.
- Turn in the exams when they are due.

Course Topics & Schedule

- [Week 1 - Via Zoom \(Tuesday, September 10\): Introduction](#)
- [Week 2 - Asynchronous \(Tuesday, September 17\): The US Auto Industry and the Rise of Lean Production](#)
- [Week 3 - Via Zoom \(Tuesday, September 24\): The Division of Labor and Scientific Management](#)
- [Week 4 - Via Zoom \(Tuesday, October 1\): Quality Management and Technology](#)
- [Week 5 - Via Zoom \(Tuesday, October 8\): Industrial Democracy: Participation and Representation](#)
- [Week 6 - Asynchronous \(Tuesday, October 15\): Mid-Term Exam](#)
- [Week 7 - Asynchronous \(October 22\): Socio-Technical Systems](#)
- [Week 8 - Via Zoom \(Tuesday, October 29\): Stakeholders Organizations and Governance Arrangements](#)
- [Week 9 - Via Zoom \(Tuesday, November 5\): Co-Determination and Works Councils in Europe](#)
- [Week 10 - Asynchronous \(Tuesday, November 12\): Network Organizations](#)
- [Week 11 - Via Zoom \(Tuesday, November 19\): Knowledge Work](#)
- [Week 12 - Asynchronous \(Tuesday, November 26\): The Collaborative Organization](#)
- [Week 13 - Via Zoom \(Tuesday, December 3\): Diffusion and Work in the 21st Century](#)
- [Week 14 - Asynchronous \(Tuesday, December 10\): Final Exam](#)

Technical Support

If you are new to Canvas or need a refresher tutorial, visit:

- [Getting Started In Canvas for Students](#)
- [Student Resources - Canvas](#)
- [Links to an external site.](#)

[S \(Links to an external site.\)](#) If you need technical assistance at any time during the course or to report a problem with Canvas:

- Contact [Canvas Help Desk](#)
- [Links to an external site.](#), 833-648-4357, help@oit.rutgers.edu.
- Refer to the [Canvas Student Tutorial](#)[Links to an external site.](#)
- View tutorials at [Course Tools Tutorials](#) (in the Modules section)

Student Support Services

- [Rutgers Student Support Services](#)
- [Student Health & Wellness Services](#)
- [Registrar's Office](#)
- [Rutgers Dean of Students - Student Affairs](#)

Computer and other Technology Requirements

- Access to the internet
- Reliable computer
- Headphones/Headsets (optional)
- Webcam - optional
- Microsoft Word
- [Basic Computer Specifications for Canvas \(Links to an external site.\)](#)

For convenience, you can also download/install the Canvas Student App for Android or iOS devices. Follow the instruction on the respective app centers:

- [Canvas Student App for Android \(Links to an external site.\)](#)
- [Canvas Student App for iOS](#)

Academic Integrity

The conduct of all students is governed by the [Rutgers University Academic Integrity Policy](#). Be sure to review and abide by the policy.

TurnItIn Statement

Students (You) agree that by taking this course all required papers may be subject to submission for textual similarity review to **Turnitin.com** (via Canvas Assignments Portal) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the [Usage Policy \(Links to an external site.\)](#) posted on the Turnitin.com site.

If you do not agree please contact me immediately.

Student Responsibilities

- Keep track of assignment due dates
- Check your Rutgers email, and this Canvas site for updates, announcements on a regular basis (at least once a week prior to and after class)
- Review [course tools tutorials](#) (Canvas, Zoom) to ensure you can navigate the course site effectively and that you can join in Zoom
- In case of computer failure, have a back up plan to access this course site
- Back up your documents to an external device (USB, hard drive)