


COMM 277 201 SP20 >  Syllabus

Syllabus

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Syllabus/assignments

CMUN 277: Organizational Communication

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Office hours: T/Th 11:30-2:15 and by appointment

Course objectives:

You are surrounded by organizations in your daily lives. Some currently play a big role in your lives, (this university for instance) while others could be just over the horizon (a job upon graduation!).

Communication is a key component of how these organizations function and, in some cases, fail to function effectively. The purpose of the course is to expose students to organizational communication theories, terminology, and case studies.

Outcomes:

Students should be able to explain the different approaches to organizational communication.

Students should be able to apply theory to make quality decisions about organizational practices.

Required Reading:

Shockley-Zalabak, Pamela (2014). *Fundamentals of Organizational Communication Knowledge, Sensitivity, Skills, Values 9th Ed.* Pearson press.

Academic Dishonesty: (This comes from the SOC)

All Faculty are expected to require students to use legal and proper source attribution on assignments—whether written or media-driven.

Academic dishonesty of any kind will not be tolerated. Plagiarism in your work will result in a minimum of a failing grade for that assignment. The case may carry further sanctions from the School of Communication or the University, the most serious being permanent expulsion. Avoid turning in work that could be interpreted as plagiarism or academically dishonest (e.g., failing to properly credit a source or using someone else's ideas without clarifying that they are not yours). This is an academic community; being uninformed or naïve is not an acceptable excuse for not properly referencing your sources.

It is dishonest to:

- Turn in the same work for two classes;
- Turn in a paper you have not written yourself; or
- Copy from another student or use a “cheat sheet” during an exam.
- [This one is from me] Lie about an absence.
- The use or possession of an electronic device during an exam (cell phone, tablet, laptop, etc...). Turn them off and put them in your backpack or bag. DO NOT access them during the exam.

Course Description:

Students are required to read the assigned materials prior to the start of class. Lectures, discussions, and group activities will be based on the assigned readings. The instructor will also provide additional readings and information to facilitate the learning process.

Class Attendance Policy:

Your success in this course will heavily depend on your attendance and participation in the classroom. You are expected to be present for every meeting of the course. If you are unable to attend a class or will be late for a class, you must notify the instructor in advance of the absence. The instructor reserves the right to make judgment on accepting and/or making up assignments missed in the case of a missed class /assignment. Students must provide documentation in order for an absence to be excused. Students should contact the instructor well in advance if possible. Unexcused absences may result in failing the assignment/course. Exams and the assignments will be clarified during class time. Ask questions if you are unsure of expectations. I will transmit information about assignments during class time. All assignments are due at the start of class and must be typed. All readings should be completed prior to the class discussion.

Class time: NO COMPUTERS, cell phones, or other electronic devices are permitted without the permission of the instructor. No food.

Assignments:

Case studies- students must complete 10 of 12 for 10 points each. The studies are in the text. Students will type and turn in an executive summary (hard copy) and be prepared to discuss the case in class. Students should use a professional writing style.

Additional assignments- students will be required to:

- Compose and send e-mails 2@10pts each
- Compose and e-mail memos 2@10pts each
- Conduct an interview (hard copy) 40pts

Create a presentation/game 20pts

*All homework/assignments are the responsibility of the student.

*Students are responsible for checking Sakai to determine the dates and format of assignments.

*If students are unfamiliar with the proper approach to writing emails, memos, etc., they may need to do research on their own to complete assignments.

*All assignments must be grammatically and structurally correct.

*Late work will not be accepted without a documented, approved excuse as judged by the instructor.

*The instructor will not accept emailed work, unless it is a requirement of the assignment.

Exams:

Three exams worth 100 points each will be administered during the semester.

Grade Scale: 100-92 A 91-90 A- 89-88 B+ 87-82 B 81-80 B- 79-78 C+ 77-72 C 71-70 C- 69-68 D+ 67-60 D 59-0 F

Provisional Schedule:

January

14 Introduction

16 Chapter 1

21 Chapter 1 continued

23 Chapter 2

28 Chapter 2

30 Chapter 3

February

04 Chapter 3 continued

06 Chapter 4

11 Chapter 4

13 ****EXAM 1

18 Chapter 5

20 Chapter 6 **** E-mail #1 due

25 Chapter 6 continued

27 Chapter 7

March

- 10 Chapter 7 continued
- 12 Chapter 8 ****E-mail#2 due
- 17 *****Exam 2

- 19 No class

24 Chapter 9

- 26 Chapter 9 continued
- 31 Chapter 10 ***** Memo#1 due

April

- 02 Chapter 10 continued
- 07 Group assignment

- 09 Group assignment
- 14 Chapter 11 *****Memo#2 due
- 16 Chapter 11 continued
- 21 Presentations**** interview due

- 23 The review

May 2nd 4:15 p.m. Final Exam *****

Make-up case studies (You must note which assignment they are to replace to receive credit.):

Case studies 11 and 12

The following two case studies are due the last day of class:

"Dora Cartwright's Leadership Dilemma" pp. 443 and "The Internal Communications Dilemma" pp. 448.

Use the questions for discussion as a guide.

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