

Communication 240: Introduction to Organizational Communication

Professor: Chris Sadler
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Office: CAC 320
Hours: MWR: 11-12/T 10-11
and by appointment

Required Texts: Organizational Communication, by Gerald M. Goldhaber, 6th edition.
Organizational Communication: Approaches and Process, by Katherine Miller, 4rd edition.

DATE	Topic	Readings
9\2	Introduction to Course and Communication	---
9\9	Org. Theories: Perspectives and Classical Theory	G-1&M-2
9\14	Human Relations	M-3
9\16	Human Resource Management/Climate	---
9\21	Systems theory/ <i>Set up Organizations</i>	M-4
9\23	Systems theory/Organizational Structure	---
9\28	Catch-up day\Comm week visits	---
9\30	Small Group Communication in Organizations	G-7
10\5	Verbal and Nonverbal Communication in Organizations	G-4& G: 179-81
10\7	Dyadic Communication	G-6
10\12	Catch-up/ <i>Group Day</i>	---
10\14	Diversity and Organizations	M-12
10\19	Catch-up/ <i>Group Day</i>	---
10\21	Catch-up/ <i>Group Day</i>	---
10\26	Review for Exam/ <i>Group Day</i>	---
10\28	EXAMINATION #1	---
11\2	Introduction to Socialization/ <i>Group Day</i>	M-7
11\4	Socialization/Goal Setting Theory	---
11\9	Group Day (may be split into two ½ days)	---
11\11	Workplace Communication and Technology	M-13
11\16	Writing Organizational Reports	---
11\18	Methods used to Study Organizations	G-10
11\23	Presentation Day	---
11\25	Debriefing	---
11\30	Introduction to Organizational Culture	M-5
12\2	Organizational Culture	---
12\7	Conflict in Organizations	M-9
12\9	Organizational Change/ Paper Due	M-10
12\14	Review for final exam	---

Final Exam: Wed, 12/16, 12:30-1:45

Course Objective

The objective of this course is to introduce you to the concepts that help us understand how people work together. This class divides itself into two distinct sections to accomplish two major objectives in the course. The first half of the semester is spent covering information that helps you to understand how people communicate in organizations. The second part of the semester focuses on an in-class organization where you are asked to apply/use what you have learned in the first half of the semester. Also, following the completion of the in-class project, you will be asked to write a paper analyzing what worked and did not work in your organization in class (through class concepts). Thus this class focuses both on the information you need to know to survive in the organizational world and also test whether you can apply that information in a real-life setting.

Grading:

Midterm exam	125pts.	>465 A	>385 C+	<330 F
Final exam	125pts.	>450 A-	>365 C	
Group Prsnt.	50pts.	>435 B+	>350 C-	
<u>Final Paper</u>	<u>200pts.</u>	>415 B	>340 D+	
Total Points:	500pts.	>400 B-	>330 D	

1. Attendance is expected for this course. I have found through previous semesters that people who consistently miss class discussions do poorly on both the exam and the paper assignment. Attendance is especially important for your group project...if you consistently miss your group meetings your group members have the option of lowering your group presentation grade (see #2 below).

2. A group member who fails to adequately participate in their group can receive a grade lower than the other group members receive for the group presentation. However, this lower grade will only occur if (1) the other group members agree on the need for the grade reduction, (2) the person who is not participating is told by the group they are considering such an action (and thus given adequate time to change their behavior), and (3) that I as the instructor of the course am informed that the group is considering asking for a group member to receive a lower grade than other group members. This option, used at my discretion, is to keep a member of group who fails to participate in the group from being rewarded for the group's efforts. Also, obviously, a person who does not fully participate in their group will have a difficult time writing the final paper—and will thus see their class grade affected in their paper grade as well.

3. People who have been determined to have engaged in plagiarism will receive a failing grade for the course and will be subject to other appropriate academic misconduct sanctions. Plagiarism is when you use someone else's ideas without properly citing them as the source. It is your responsibility to know what constitutes plagiarism. Make sure you reference the handout on plagiarism included with this syllabus to assure yourself that you understand what constitutes plagiarism in this course.

4. All assignments must be completed to receive a passing grade in this course. Late assignments will have 10% deducted from the grade immediately with 5% deducted for each additional day the assignment is late. For example, a paper due in an eight o'clock class is due that day at 8:00 am. Any papers handed in past that time are considered one day late and will receive an automatic deduction of 10%. Any papers handed in past 8:00 the next day will have their grade reduced by 15% and so on. Late papers must be handed in at the main Communication Office (on the 2nd floor) and dated by an office staff person—so that I know the time the paper was handed in. You may also hand the paper to me personally. Papers simply left under my door will be considered handed in “late” when I see them, which may mean more points may taken off than are necessary.

5. ****People who hand in papers late without contacting me personally before the deadline will have an additional 10% deducted from their grade in addition to normal deductions for late assignments. You may contact me in person or by leaving a message on my phone prior to the assignment deadline to notify me that a paper will be handed in late (e-mails are not accepted as prior notification). Papers are due in hard copy (e-mailed papers are not accepted).**

6. Midterm and final exams will be given at the time scheduled. No exceptions will be made for students who have made “other plans” such as parents buying airline tickets during finals week, people accepting a job that starts during/prior to finals week, etc. Be sure to plan your schedule around the final exam time. Students who miss a scheduled exam, if allowed to make-up the exam, will have 20% deducted from their test grade.

7. Borderline grades will be adjusted based on overall attendance, class participation, and overall consistency of grades.

8. Students in my classes are not allowed to use cell phones during class for text messaging etc. Laptop computers are also not allowed (with appropriate exceptions) since they are a distraction for others. It is important for people to be engaged in class content and discussion (just as in the job world during meetings, presentations, etc.).

9. A person discovered to be “texting” or looking at their cell phone during class will receive one “warning.” The second time the same student is discovered texting/using their cell phone during class that person will receive a ½ grade deduction from their final grade for the course. The third offense results in a full letter grade deduction, the fourth 1 and ½ grade deduction, etc.

10. The grading in this course will be based on the following criteria. A grade of "D" will be given for work which was adequately prepared but did not show a good understanding of the material to be learned for that assignment. A grade of "C" will be given for work which shows a good understanding of the material, references specific ideas from course/text, and is what I consider to be competent work. A grade of "B" will be given for work which shows a good understanding of the material and also does a good job of

comparing ideas to one another, adds critical thought and evaluation to exam answers/papers, and references often specific course/text concepts. A grade of "A" is given for outstanding work which shows a complex understanding of ideas as shown through referencing specific ideas in the course and text, provides excellent discussion of a variety of ideas, compares and contrast ideas with each other, and adds a good level of critical thought and commentary to test answers/papers. An "A+" is possible, and will be given to extra exceptional efforts and work (which may help boost your overall grade in the course). I have examples of "A" work from previous semesters for you to examine so can determine what constitutes "A" work.

11. Always feel free to come to my office to speak about grades, problems, advise on resumes and cover letters, etc. There may be times I am not available for office hours due to an unexpected meeting etc., so be sure to speak with me about times I might be available during the day when you are thinking of coming in.