Comm 4371: Organizational Comm.

Spring 2018

Comm 4371: Course Description: The theoretical investigation and practical application of organizational communication principles. Studies will focus on information processing and problem solving within organizations.

Student Learning Objectives: The students will

- Participate in simulation games analyzing the meaning of these activities in written cases. (University Learning Goal #3. SPECIALIZED KNOWLEDGE Students will gain knowledge and skills appropriate both for their fields of study and to enter into the professional sector and/or graduate school. Students will demonstrate analytic skills that are appropriate to their fields of study and applicable to future careers; demonstrate competencies and achievements appropriate to their fields of study; and apply classroom learning in a combination of reflective practice and experiential education)

- Increase analytical ability regarding organizational structures, make judgments concerning case studies, and use problem-solving skills to suggest a solution for case study problems. (University Learning Goal #2. CORE SKILLS Students will become proficient in reading, writing, speaking, and listening. They will also develop quantitative literacy and technological fluency. Students will communicate information and ideas effectively)

Assignments: You will have the following graded assignments required for this class:

- Exams . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 60% total (all 3 averaged equally)
  - Exam 1 will cover Ch 1-5 & lecture
  - Exam 2 will cover Ch 6-11 & lecture
  - Exam 3 is the final Exam Comprehensive
- Case Study . . . . . . . . . . . . . . . . . . . . . . . . . . 20% total
  - The case studies will come from your textbook cases, or as assigned by Dr. Smith.
- Case Study Presentation . . . . . . 20% total

**Attendance/Participation:** Attendance is required in this course. You are allowed two absences without penalty on lecture days only. In order for us to play the simulations successfully, you MUST be here on Wednesdays to play the simulation games in class. Two (2) points will be deducted from your final grade for arriving late, leaving early, or missing class on test or simulation days. Regardless of attendance, you are responsible for class notes, handouts and deadlines. There are no make-ups. If you are absent on test days or when assignments are due, you will receive a zero for that grade. Please see the professor if there are some special circumstances. As always, official ASU student travel is excused with sponsor documentation.

**Honor Code Policy:** Violations of academic integrity are very serious matters and are clearly documented in the ASU Student Handbook. The work a student submits in a class is expected to be the student's own work and must be work completed for that particular class and assignment. Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own. This may include your own previous work. Plagiarism includes quoting or paraphrasing from other sources without acknowledging/citing the source of your information or presenting quoted material as your own words. You must be very clear about attribution of sources and you must know how to cite sources in a paper. Please see full Honor Code Policy at [http://www.angelo.edu/forms/pdf/Honor_Code.pdf](http://www.angelo.edu/forms/pdf/Honor_Code.pdf)

**Academic Disability Statement:** Angelo State University complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Dean of Student Life and Student Services at 942-2191. If you need disability accommodations in this class, please see me as soon as possible. For more information, please email Dallas.Swafford@angelo.edu

**Academic Advising:** Students in CMM are required to meet with a Faculty Advisor as soon as they are ready to declare a major. The Faculty Advisor will set up a degree plan, which must be signed by the student and the department chair. CMM majors who have questions about advising or declaring a major in the department, can call 486-6088.

**Grade Appeal Process.** As stated in Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see page 43-ff of the Student Handbook, accessed at: [http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf](http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf)

**Religious Holidays observance:** University Policy/Procedure Re: Religious Holidays

1. “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.
2. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.
3. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.
Syllabus for Comm 4371, Spring 2018

January 17: Introductions, Preview of the course, Chapter 1 lecture & discussion, ethics discussion. Play Where do you draw the Line?

January 22-24: Ch.2 lectures, intrapersonal & meta-cognition lectures & discussions. Play End of the Line

January 29-31: Ch 3 Theories lectures, power lecture & general discussion—Play Starpower

February 5-7: Ch 4 Lectures & some intercultural discussion Play Diversity Game

February 12-14: Ch 5 lectures, discussion of group processes. Play Principal Game

February 19-21: Discussion of Interviewing and interview skills. Prep for Exam 1. Wednesday: Exam 1 (Ch 1-5, Simulations, & Lectures)

February 26-28: Ch 6 lecture & discussion on Organizational theories. Play Bafa-Bafa

March 5-7: Continue Ch 7-8 lectures & discussion PLAY HI-FLI Fireworks

March 12-14: Spring Break!!! Drive Safely & return to us next week!

March 19-21: Ch 9-10 lectures & discussions, discussion of democratic leadership. They Shoot Marbles, Don’t they?

March 26-28: Ch 11-12 lectures & Discussion. Situations from What is No?

April 2-4: Hand out Case Studies and get students into groups on Monday. Course evaluation on Monday this week in class, review for Exam 2. Wednesday: Exam 2

April 9-11: Student panel work. Discussion of how to do student case study panel reports. Panel reports will be returned on the class period before your panel gives its report.

April 16-18: Student Panel work. Turn in all panel presentations on Wednesday. Panel presentations will be returned the class period before your group speaks.

April 23-25: First two panel presentations returned to students in Panel 1 & 2. Panels 1 & 2 speak Wednesday.

Dec 4-6: Panels 3 & 4 speak Monday. Panels 5 & 6 speak Wednesday. Wednesday: Review for Exam 3 (Final Exam)

Final Exam: Monday, May 7: 3:30-5:30 pm. Final Exam—closed book/notes, comprehensive.

Have a wonderful Summer Break!! Pax Vobiscum
(Peace be with you)