Instructor information:
Email: Benjamin.Brojakowski@angelo.edu
Telephone: (325) 486-6079
Office: Porter Henderson Library 306L

Office Hours:
MW 10:00 a.m. – 10:45 p.m.; 12:00 p.m. – 2:00 p.m.; By Appointment
TTH 9:30 a.m. – 10:30 a.m.; 12:30 p.m. – 1:45 p.m.; By Appointment
F 10:00 a.m. – 11:00 a.m.; By Appointment

Readings Required:

Course Description:
COMM 4371 focuses on the theoretical investigation and practical application of organizational communication principles. Studies will focus on information processing and problem solving within organizations. In class we will respectfully discuss organizational theories and concepts as well as case studies.

Student Learning Outcomes:
Develop an understanding of modern philosophies, theories, and methods of studying communication systems within organizations.

Challenge students to strengthen their communication skills by participating in workshops and class discussions.

Encourage students to apply communication strategies to their specific majors and career goals.

Practice decision-making and conflict-management processes as they relate to organizational communication.

Course Requirements (500 points):

Industry Research Paper = 150 points
Students will write a 7-10 page paper that includes scholarly research, interviewing, and interpretation of existing data. Students will seek to learn more about the profession they are most interested in after graduation. Students will find scholarly research about their desired career, they will interview at least one person already in that industry, and examine a job advertisement for that type of job. Students will include information about the structure of the job, norms and expectations of the job, and information from the semester that they found interesting to include.

Three (3) Case Studies – 100 points (25, 50, 25)
Students will complete worksheets related to a variety of organizational communication case studies. The case study projects will get more detailed and difficult as the semester progresses. The final case study will be a team project.

Cultural Comparison Storyboard = 100 points
Two students will choose competing organizations and collect data and research about them. This data may include
news stories, interviews, social media posts, advertisements, etc. Students will apply class concepts to the information they find and will present their work in a storyboard format that compares and contrasts the organizations.

**Final Exam = 100 points**

Students will demonstrate their mastery of the course material by completing one final exam. The exam will cover material from the textbook & assigned readings. In order to perform well on exams, it is important to complete the assigned readings and be an active participant in class discussions.

**Attendance/Weekly Journal = 50 points**

Students will be graded based on their weekly attendance and participation in short journal assignments. The following scale will be used to determine participation points:

- 50 points=Excellent
- 40 points=Good
- 30 points=average
- 20 points=fair
- 10 points=poor

**Course Grading**

A=500-450 points  B=449-400 points  C=399-350 points  D=349-300 points  F=299 points and below

**Course Policies**

1. **Attendance**

Regular attendance is required in this course. Attendance will be taken and counted beginning the first day of class. The student is allowed to miss 3 days (MWF) without penalty to the final grade. However, a student’s absence will result in a zero for all work/assignments completed on that day. Once a student misses more than the allotted absences mentioned above, points will be deducted from the student’s attendance grade. You will be counted absent if you are not present for the entire class. Three tardies (more than 10 minutes) will result in an absence.

To be considered excused for a class absence, the student must be excused through the school as they will be attending a school sponsored event. In these cases, it is the responsibility of the student to complete any assignments they will be missing prior to their departure. Please come talk to me as soon as you know you will be missing a class.

2. **Late Assignments**

Late work will receive a 20% point deduction every day that it is late (including weekends). If students are unable to submit their work on BlackBoard because of technology issues or because a deadline has passed, they should submit the work to me by email as soon as possible.

3. **Missed Exams**

   1. Contact me within 24 hours of the missed exam. If you are aware of your need to be absent prior to the exam, you should contact to me before missing the assignment.
   2. By the next class session you attend, provide documentation of your absence.
   3. I will view your documentation and make a final decision as to whether or not you are permitted to make up the exam.
   4. Make-up presentations will only be granted for documented absences.

4. **Academic Misconduct**

Plagiarism in your assignments will result in a zero for the assignment and the instructor may pursue additional measures. All assignments are to be the original composition of each student. Outside sources are required for each assignment with proper citing in a bibliography as required.

5. **Class Etiquette**
Please be a courteous student and peer.

Laptops and tablets are encouraged for in-class activities and note taking. If any student uses this technology for non-class activities, he/she will lose all attendance and participation points for the day. If any student is disciplined for using this technology inappropriately two times throughout the semester, they will lose the ability to use their laptops and tablets in class for the remainder of the semester.

Students may not use Snapchat, Instagram, Facebook, or any other social media outlet to post pictures or videos of other students or their performance in the classroom. Failure to comply with this rule will result in failure for the semester.

6. 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/cstudent/documents/pdf/Student_Handbook.pdf

7. Disability Statement

The Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting:

Mrs. Dallas Swafford, Director of Student Development
325-942-2047 office or 325-942-2211 Fax
dallas.swafford@angelo.edu
University Center, Suite 112B

8. Religious Holiday Observance

A. “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.

B. 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.

C. 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.

9. Language

Under no circumstance will racist, sexist, homophobic, or any other type of oppressive language be tolerated in COMM 4371. Please think before you speak and use your language carefully. I reserve the right to ask you to leave class with no credit for attendance if your language crosses this boundary.

We must respect one another’s opinions, even when we disagree with them. This is not to say that debate is unwelcome. Rather, I expect healthy, reasoned, thoughtful debate that in all ways respects and values the individual person. Be prepared to provide and support your arguments.

10. Social Media
I do not communicate with students on social media. All of my active social media accounts are set to private and I will not accept/request social media connections with students.

11. Title IX Statement

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022 E-Mail: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325- 942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942- 2171). For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.

12. COVID-19 Class Procedures

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.
<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter Readings</th>
<th>Assignments</th>
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| **1** Week of Aug. 17 | Introduction to Course; Course Syllabus  
Chapter 1 | Sunday 8-23-20 (BlackBoard)  
Sign Up: Cultural Comparison Project  
Attendance Activity Due |
| **2** Week of Aug. 24 | Chapter 1  
Chapter 2 | Sunday 8-30-20  
Journal #1 Due |
| **3** Week of Aug. 31 | Chapter 3  
Case Study #1 Workshop | Sunday 9-6-20  
Journal #2 Due |
| **4** Week of Sept. 7 | Chapter 4 | Sunday 9-13-20  
Journal #3 Due  
C Case Study #1 Due |
| **5** Week of Sept. 14 | Chapter 5  
Collaborate Review Workshop | Sunday 9-20-20  
Journal #4 Due |
| **6** Week of Sept. 21 | Chapter 6 | Sunday 9-27-20  
Journal #5 Due |
| **7** Week of Sept. 28 | Chapter 8  
Collaborate Workshop | Schedule Flexible for Conference “Travel” |
| **8** Week of Oct. 5 | Chapter 7  
Case Study #2 Workshop | Sunday 10-11-20  
Journal #7 Due |
| **9** Week of Oct. 12 | Workshop Week | Sunday 10-18-20  
Journal #8 Due  
Case Study #2 Due |
| **10** Week of Oct. 19 | Chapter 9 | Sunday 10-25-20  
Journal #9 Due |
| **11** Week of Oct. 26 | Chapter 10 | Sunday 11-1-20  
Journal #10 Due |
| **12** Week of Nov. 2 | No Class:  
Nov. 3 Election Day – Go Vote  
Cultural Comparison StoryBoard Presentations | Sunday 11-8-20  
Journal #11 Due  
C Cultural Comparison StoryBoard Due |
| **13** Week of Nov. 9 | Cultural Comparison StoryBoard Presentations  
Case Study & Industry Research Paper Workshops  
*Nov. 10 – LAST DAY TO DROP CLASS OR WITHDRAW FROM UNIVERSITY | Sunday 11-15-20  
Case Study #3 Due |
| **14** Week of Nov. 16 | Final Exam Review | Sunday 11-20-20  
Industry Research Paper Due |
| **FINAL EXAM** | Saturday, November 21, 1:00 – 3:00 p.m. | Final Exam |