

COMM 4371: Organizational Communication

Instructor: Dr. Leslie Y. Rodriguez

Fall 2021

Instructor Information

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Office: Library B306C

Office Hours: Mon/Wed: 12 pm-2:00 pm; Tues/Thur: 11 am- 12:15 pm, 2:00 -3:30 pm; by appointment (email to schedule)

Readings

Required: Organizational Communication: Balancing Creativity and Constraint - 8th edition; ISBN13: 9781319052348

Course Description

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

Course Requirements: (total = 1000 points)

- Case Studies/Activities and Workshop Days 12 @25 pts = 300 points
- Exam 1 -100 points
- Exam 2 -100 points
- Final Exam -100 points (If you have an A in the class with all assignments added except Final, you are exempt from taking final exam)
- Glassdoor Project – 200 points
- Project Presentation -100 points
- Project Peer Grade – 50 points
- Participation = 50 points
 - 50= Did not miss class, participated in all class discussions
 - 40= Missed Class 1-3 Times, participated in most class discussions
 - 30=Missed Class 4-6 Times, participated in some class discussions
 - 20= Missed Class more than 6-7 times, rarely participated in class discussion
 - 0= Missed class 8 or more times

General Course Requirements

- Each student is required to take three exams over material covered in class and in the text. These tests may include multiple-choice, true-false, short answer, and essay questions. (see info on final exam exemption)
- Each student is required to participate in several case studies, activities, and group work throughout the semester. Students who are not present on these days will receive a 0 for the day. Students who are present and actively participate will receive 25 points for the day. Students will not be awarded their 25 points if they did not prepare any assignment that was given for that day, but still came to class.
- Each student is required to work in groups to complete a course project, which requires them to analyze the structure of an organization. Specifics of this project will be provided in a Handout.
- All groups are required to prepare and present a 20-25 minute presentation discussing the results and recommendations contained in their project.
- You are expected to keep up with your assignments and to be prepared to discuss the material in class. You are awarded points in your participation grade for attending and actively discussing in class.

- Students are required to sign-up for Glassdoor to access company reviews. (sign up using your school account to avoid having to give a review)

Course Grading Based on the Following Point System

The following grading scale will be used: A=1000-900 B=899-800 C=799-700 D=699-600 F<600

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 4 in-class sessions without penalty to the **final grade**. However, a student's absence will result in a zero for all work/assignments completed on that day if not for an excused reason, which is verified by the instructor. Once a student misses 4 classes, two (2) points will be deducted from the student's FINAL average for each additional absence. You will be counted absent if you are not present for the entire class. Three tardies (5 or more minutes late) will result in an absence. To be considered excused for a class absence, the student must be excused through the school or provide the instructor proper documentation for the absence. ***Please also see how your attendance affects your Participation Grade under Course Requirements.***

2. Missed Presentation

If you are not present when your group is scheduled to present and you do not have a legitimate reason for being absent (i.e., hospitalization, funeral of close family member), YOU WILL RECEIVE A ZERO for that presentation. Only if an absence is excused through the school or the instructor will a student be allowed to make up the presentation. If you have a legitimate reason for missing, YOU ARE REQUIRED TO MAKE UP YOUR PRESENTATION BY YOURSELF THE DAY THAT YOU RETURN. This means that you must have your documentation legitimizing your absence and your material ready. You will be FIRST to present on the day that you return. However, if you do not have a legitimate reason, remember course policy states: YOU WILL RECEIVE A "0" AS YOUR PRESENTATION GRADE.

3. Late Tests

If you miss a test due to an excused absence (i.e., hospitalization, funeral of close family member), you must make the test up within a reasonable length (no more than one week, desirably less.) All arrangements for making up work should be made prior to the absence, if possible, and is the student's responsibility. A typed, signed and dated explanation must be given to the instructor upon returning to class. If the instructor notes that the absence as unexcused, the student will NOT have an opportunity to take the missed exam; as such, the student will receive a zero for the missed exam. Please remember, if you will be absent due to a university function, you are required to complete your work before you leave.

4. Academic Misconduct

******Cheating on an exam or plagiarism on any assignment will result in an F in the course regardless of a student's numerical average. ******

5. Class Etiquette

Please be a courteous student and peer. TEXTING IN CLASS IS NOT ALLOWED. You will be counted absent and will receive a zero for any work for that day is caught texting in class. I will not announce this in class, I will only note my records accordingly.

6. Dress Requirement

Appropriate dress is required for presentations. Specific requirements will be announced by the instructor prior to your chapter presentation.

7. 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

******Cheating on an exam or plagiarism on any assignment will result in an F in the course regardless of a student's numerical average. ******

8. 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

9. 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.

10. Title IX at Angelo State University

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.

Director of Title IX Compliance/Title IX Coordinator

Mayer Administration Building, Room 210

325-942-2022

michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the *University Health Clinic and Counseling Center at 325-942-2173* or the *ASU Crisis Helpline at 325-486-6345*.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

11. Students are required to complete the ASU Wellness Check before coming to class. Please be prepared to show your "badge".

*Tentative Schedule – COMM 4371 Organizational Communication, Fall 2021

August 24: Overview of syllabus, discussion of course requirements

August 26: Discussion of Course Project/ Assign Groups

August 31: Chapter 2: Defining Organizational Communication

September 2: Case Studies and Activities

September 7: Chapter 3: Three Early Perspectives on Organizations & Communication

September 9: Case Studies and Activities

September 14: Chapter 4: The Systems Perspective on Organizations & Communication

September 16: Review for Exam 1 Quiz (Bring 50 printed Glassdoor reviews to Class with you)

September 21: Exam 1 – Chapters 2-4

September 23: Project Workshop

September 28: Chapter 5: Cultural Studies of Organizations and Communication

September 30: Project Workshop

October 5: Chapter 6: Critical Approaches to Organizations & Communication

October 7: Case Studies & Activities

October 12: Chapter 7: Identity & Differences in Organizational Life

October 14: NO CLASS – Texas Speech Communication Association (TSCA) Conference, Study for Exam

October 19: Exam 2- Chapters 5-7

October 21: Case Studies & Activities

October 26: Chapter 8: Teams & Networks: Communication & Collaborative Work

October 28: Case Studies & Activities

November 2: Chapter 9: Communicating Leadership

November 4: Group Work

November 9: Group Work

November 11: Group Work

November 16: Group Work

November 18: Group Work

November 23: Presentations (Group A&B) (**All Group Papers Due**)
(*Last Day to Drop/Withdraw from Class or University)

November 25: **Thanksgiving Holiday**

November 30: Presentations (Group C&D)

December 2: Presentations (Group E&F)

Thursday, December 9th: Final Exam – 10:30 pm-12:30 pm (Chapters 8-9)