

## Introduction to Organizational Communication

T, Th 8-9:20 am  
Jennings Hall 001

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**Office Hours:** M,W 1:00-3:00 pm

**Required Text:** Eisenberg, E., Goodall, H.L., & Trethewey, A. (2014). *Organizational Communication, Seventh Edition*.

### Course Description:

Throughout our lives, we will be part of, and interact with organizations. This course will explore how individuals come together to work toward common goals, while still maintaining individual goals and identities. Understanding theories, case studies, and our own experiences can help us to become better at navigating our current and future roles in an organization.

	<b>Tuesday</b>	<b>Thursday</b>	<b>Chapter</b>
<b>1</b> <b>8/23-25</b>	Syllabus	Professional Communication and Productivity	
<b>2</b> <b>8/30-9/1</b>	Introduction to Organizational Communications	Classical Theories	2/3
<b>3</b> <b>9/6-8</b>	Classical Theories	Activity 1	3
<b>4</b> <b>9/13-15</b>	Systems	Systems/ Review	4
<b>5</b> <b>9/20-22</b>	<b>Exam 1</b>	Cultural Studies	5
<b>6</b> <b>9/27-29</b>	Globalization	Critical Studies	6
<b>7</b> <b>10/4-6</b>	Critical	Activity 2	6
<b>8</b> <b>10/11-13</b>	Technology	Fall Break	Supplemental
<b>9</b>	<b>Exam 2</b>	Identity	7

<b>10/18-20</b>			
<b>10/10/25-27</b>	Decision Making	Group Decision Making	Supplemental
<b>11/11/1-3</b>	Teams	Teams	8
<b>12/11/8-10</b>	Teams	Activity 3	
<b>13/11/15-17</b>	Leadership	Leadership	9
<b>14/11/22-24</b>	Alignment	Alignment	10
<b>15/11/29-12/1</b>	Closing Remarks	Activity 4	
<b>16/12/6</b>	Exam Review	N/A	
<b>Exam</b>	Exam 3	Tuesday 12/13 8-9:45	

## Grade Breakdown

*Activities 20 points (10 @ 2 points)*

Some assignments will be given to be completed out of class but most will be in-class. Only excused absences will be able to make up in-class points. Twelve assignments will be offered. Ten will count toward your grade, completing more than ten will count toward your extra credit.

*Assignments 20 points (4 @ 5 points)*

Assignments will be given to help students engage with the material and deepen understanding of the topics. Assignment instructions will be posted to Carmen as they are assigned to the class. Please pay attention to instructions and submission requirements!

*Exam- 60 points(3@20points)*

The final exam will be administered during finals week. A study guide will be provided for each exam.

## Readings

Readings scheduled for that day are to be completed before class meets. Materials from readings are fair game for quizzes and the exam even if they are not covered thoroughly in lecture. The intention is not to trick you but to not spend limited class time on concepts made clear from the readings.

### **Challenging a Grade**

I am more than willing to discuss a grade with you but never over email or during class time. Grades are private matters not to be discussed in public. If you wish to challenge a grade you must follow these steps: 1. Read the accompanying comments and think about their validity. 2. Email within one week of receiving the grade to make an appointment. 3. Bring along the assignment in question and a written explanation of why the grade should be altered. The resulting review of the grade may result in the grade being raised or lowered.

### **Academic Misconduct**

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* ([www.northwestern.edu/uacc/8cards.html](http://www.northwestern.edu/uacc/8cards.html))

### **Diversity**

The School of Communication at The Ohio State University embraces and maintains an environment that respects diverse traditions, heritages, experiences, and people. Our commitment to diversity moves beyond mere tolerance to recognizing, understanding, and welcoming the contributions of diverse groups and the value group members possess as individuals. In our School, the faculty, students, and staff are dedicated to building a tradition of diversity with principles of equal opportunity, personal respect, and the intellectual interests of those who comprise diverse cultures.

### **Writing Center Services**

The Writing Center is a valuable resource for students who feel as if they need assistance or would just like some tips to improve on their academic writing. Please call 614-6884291 or visit their web page at <http://cstw.osu.edu/writingcenter> to schedule an individual appointment with a writing tutor.

### **Disability Services**

**Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Office for Disability Services at 614-292-3307 in room 098 Baker Hall/ 113 W. 12<sup>th</sup> Ave to coordinate reasonable accommodations for students with documented disabilities.**

### **Mental Health**

A recent American College Health Survey found stress, sleep problems, anxiety, depression, interpersonal concerns, death of a significant other and alcohol use among the top ten health impediments to academic performance. Students experiencing personal problems or situational crises during the quarter are encouraged to contact the OSU Counseling and Consultation Services (614-292-5766; <http://www.ccs.ohio-state.edu>) for assistance, support and advocacy. This service is free and confidential.

### **Flu or Flu-like Illness**

Students should *not* attend class while ill with influenza. Students with flu-like symptoms will be asked to leave class. The illness and self-isolation period will usually be about a week. It is very important that individuals avoid spreading the flu to others. Most students should be able to complete a successful quarter despite a flu-induced absence. If you are absent due to the flu, you will be provided with a reasonable opportunity to make up missed work. Completion of all assignments and exams assures the greatest chance for students to develop heightened understanding and content mastery. The opportunity to complete all assignments and exams supports the university's desire to enable students to make responsible situational decisions, including the decision to avoid spreading a

contagious virus to other students, staff, and faculty, without endangering their academic work. Students with the flu do not need to provide a physician's certification of illness. However, ill students should inform their teachers (but not through personal contact in which there is a risk of exposing others to the virus) as soon as possible that they are absent because of the flu.

### **Extra Credit**

Extra credit for this course can be earned through participation in research studies conducted by faculty and graduate students in the School of Communication. A maximum of three (3) points may be earned by signing up for studies through the School's research pool. Instructions for creating your profile and guidelines for participation in studies can be found at <http://www.comm.ohio-state.edu/images/stories/PDFs/crepstudentguideupdate.pdf>

This document also includes information about alternate written assignment options for students who do not meet age requirements or are uncomfortable with research participation. Other opportunities for participation may be posted on Carmen.

### **Final Note**

The schedule provided is tentative. Lecture notes will be posted on Carmen after each class and will contain any updates to the schedule. If you miss a class you are responsible for reviewing the lecture notes and staying up to date. Please feel free to ask any questions about materials or updates.