Syllabus: COMM 3325
Organizational Communication
Autumn 2018- Hybrid

Course overview

This course provides an introduction to Organizational Communications. Class will be delivered in person two days a week and online one day. Written assignments, group assignments and Carmen quizzes will aid student understanding and practice of organizational communication.

Instructor

Instructor: Bethany Barker

Email address: barker.332@osu.edu

Office hours: Journalism 309 M/W 2:15-4:15 pm EST or by appointment

Teaching Assistant: Emily Schutz

Email address: schutz.31@osu.edu

Office hours: Carmen Connect Tu 1:30-4:00 pm EST or by appointment

Course description

Addresses prior and current approaches to the study of organizational communication. The course will be presented entirely online. Prereq: Not open to students with credit for 325.

Course learning outcomes

By the end of this course, students should successfully be able to:

- Understand and identify theories of management used in organizations.
- Recognize different types of organizations and the issues facing each type.
- Identify how individuals communicate with one another within organizations.
- Recognize his or her strengths and opportunities for growth and change as individuals and professionals.

Course materials

Required

Kramer, M.W. & Bisel, R.S. (2016) *Organizational Communication: A Lifespan Approach.* Oxford University Press; New York, NY. (print or electronic version)

Supplemental readings will be provided on Carmen.

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at https://ocio.osu.edu/help/hours, and support for urgent issues is available 24x7.

- **Carmen:**
  - Carmen, Ohio State's Learning Management System, will be used to host materials and activities throughout this course. To access Carmen, visit Carmen.osu.edu. Log in to Carmen using your name.# and password. If you have not set up a name.# and password, visit my.osu.edu.
  - Help guides on the use of Carmen can be found at https://resourcecenter.odee.osu.edu/carmen
  - **This hybrid course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.**
    - **Carmen accessibility**

- **Secured Media Library:**
  - Media materials for this course will be made available via the Secured Media Library. **go.osu.edu/SecuredMediaLibrary**
  - To obtain additional help for use of the Secured Media Library, please email emedia@osu.edu
  - Frequently Asked Questions and support can be found at https://resourcecenter.odee.osu.edu/secured-media-library

- **Carmen Connect**
  - TA office hours will be held through Ohio State's conferencing platform, Carmen Connect. The "meeting room" for our course is http://carmenconnect.osu.edu/comm3325/
  - Students may use the audio and video functions if a webcam and microphone are available. If not, there is still a chat function within Carmen Connect for the student to live chat with the TA in the virtual office hours room.
  - Help guides on the use of Carmen Connect can be found at https://resourcecenter.odee.osu.edu/carmenconnect
- **Proctorio**
  - Proctorio is the online exam proctoring tool integrated into Carmen. Use of Proctorio is **required** for the Final Exam. Visit the Student Guide to Proctorio to get started before the exam at https://resourcecenter.odee.osu.edu/carmencanvas/getting-started-proctorio-students

- **Self-Service and Chat support:** http://ocio.osu.edu/selfservice
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses
- Basic computer and web-browsing skills
- Navigating Carmen

Necessary equipment
- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam and microphone recommended for office hours, chat function available for students without webcam or microphone. The final exam does require use of a webcam.

Necessary software
- Word processor with the ability to save files under .doc, .docx, .rtf, or .pdf. Most popular word processing software programs including Microsoft Word and Mac Pages have these abilities.
- OSU students have access to Microsoft Office products free of charge. To install, please visit https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb04733

Grading and faculty response

Grades

Assignment or category	Points and Percent
Canvas and Syllabus Quiz	5
Assignment 1 The first individual assignment will ask you to evaluate a familiar organization in terms of management and structure. 1-2 double spaced pages.	30
Assignment 2 This individual assignment is a case study of the Enron Corporation. Students will view a documentary and respond to questions applying course materials to the events of the scandal and fallout. 2-3 double spaced pages.	40
Assignment 3 Your group will be required to complete a Communications Audit and prepare a presentation on your findings for the class. 10-15 double spaced pages.	100 (75 points for the Audit submission, 25 points for group presentation)
Final Exam The final exam will be an extended version of the quizzes. It may be comprised of multiple choice, fill in the blank, true/false, or short answer questions. Proctorio will be used to ensure exam security. Please see the Course Technology portion of the syllabus for more information on Proctorio.	50
Reading Quizzes Four 10 question quizzes will be delivered via Carmen. The lowest quiz score will be dropped from the final grade. Quizzes are multiple choice application-style questions. Only 1 question will show per page and questions cannot be revisited when finished. Quizzes will be timed at 15 minutes.	30

Lesson and Discussions (L&D)	100 points
For each lesson, you will be provided a discussion prompt where you will be encouraged to share thoughts, find examples, and/or provide critique of lesson materials. Initial posts are due by Saturday at 11:59pm and to provide quality responses to at least 2 group members by Tuesday at 11:59pm.	10 @ 10 each
	5 points for initial post
Please review the Discussion Guide for expectations of quality discussion posts and responses.	5 points for response posts
Group Reports	50 points
Group reports are the culmination of the material learned in the module. Portions of the in-class activities may be used for group reports as well as questions intended for discussion and comprehension of the module materials.	5 @ 10 each
Total	400 Points and 100%

See course schedule, below, for due dates

Late assignments

Assignments turned in after the deadline will only be accepted with a valid medical or university excuse. It is the student's responsibility to be sure the assignment submitted correctly. **Please check your Carmen folder after submission to ensure the upload is there and complete.**

Students who know of an impending excused absence should notify the instructor and teaching assistant with documentation ahead of the absence to arrange a makeup. **Makeups must be requested and turned in within 1 week of the original due date.**

Grading scale

93–100: A
90–92.9: A-
87–89.9: B+
83–86.9: B
80–82.9: B-
77–79.9: C+
73–76.9: C
70 –72.9: C-
67 –69.9: D+
60 –66.9: D
Below 60: E

Please note: Carmen and Buckeyelink do not round up grades. Your grades will be exactly what you have earned and **will not be rounded up**. Extra credit will be offered for students who wish to earn a chance to improve grades.

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

Grading and feedback

For assignments, you can generally expect feedback within **10-14 days**.

E-mail

I will reply to e-mails within **24 hours on school days**.

Instructor communication

At times announcements will be made to the class via Carmen Announcements and sent through a Carmen message. Please regularly check both to ensure you do not miss a communication. Make sure your Carmen messages are not sent to your Clutter folder.

Attendance, participation, and discussions

Communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style**: This course is intended to prepare you for future communications as a professional. Assignments should be approached in this manner. Please proofread, edit, and include appropriate language.
- **Tone and civility**: Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Furthermore, rude or impatient communications are generally not appreciated in professional situations. Please consider your words as if you were a professional when communicating with other students, the instructor, and the teaching assistant.
- **Citing your sources**: When requested, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)

Other course policies

Student Academic Services

Arts and Sciences Advising and Academic Services' website provides support for student academic success. Information on advising issues such as tutoring, transfer credits, academic standing, and contact information for Arts and Sciences advisors can be obtained through this website. The site is: http://advising.osu.edu/welcome.shtml

Student Services

The Student Service Center assists with financial aid matters, tuition and fee payments. Please see their site at: http://ssc.osu.edu

Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleix.osu.edu or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Academic integrity policy

Policies for this course

- **Reusing past work**: In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.
- **Collaboration and informal peer-review**: The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major written projects is encouraged, remember that comparing answers on a quiz or assignment is not permitted. If you're unsure about a particular situation, please feel free just to ask ahead of time.

- **Group projects**: This course includes group projects, which can be stressful for students when it comes to dividing work, taking credit, and receiving grades and feedback. I have attempted to make the guidelines for group work as clear as possible for each activity and assignment, but please let me know if you have any questions.

Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct http://studentlife.osu.edu/csc/

Accessibility accommodations for students with disabilities

Requesting accommodations

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know via email immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu ; 614-292-3307; slds.osu.edu ; 098 Baker Hall, 113 W. 12th Avenue.

Course schedule (tentative)

Week	Dates	Monday	Wednesday	Friday
1	8/22-8/24		Syllabus	Syllabus quiz/ Group Selection
2	8/27-8/31	Defining Communication Read: Kramer Ch. 1 **Begin Module 1**	Shared Meaning	L&D: Socialization Read: Kramer Ch. 2&3
3	9/3-9/7	*No Class- Labor Day*	Socialization	L&D: Culture Read: Conrad & Poole Ch. 5
4	9/10-9/14	Guest Speaker (TBD)	Interviewing **Module 1 Group Report**	L&D: Communicating with Organizational Members Read: Kramer Ch. 7 **Begin Module 2**
5	9/17-9/21	Leadership Read: Eisenberg Ch. 9	OSU Career Fair/ Graduate and Professional School Expo	L&D: Critical Read: Conrad & Pool Ch. 8; Kramer Ch. 11 **Assignment 1 Due**
6	9/24-9/28	Conflict & Identity	Globalization &	L&D: Classical

		Read: Kramer Ch. 10	Technology Read: Kramer Ch. 13 **Module 2 Group Report**	Read: Kramer Ch. 4 **Begin Module 3**
7	10/1-10/5	Classical	Classical **Module 3 Group Report**	L&D: Teams Read: Eisenberg Ch.8 **Begin Module 4**
8	10/8-10/12	Case Study-Film	Case Study Workshop **Assignment 2 Due**	*No Class- Fall Break*
9	10/15-10/19	Systems Permeability Activity Read: Miller Ch. 4	Systems	L&D: Systems Read: Luchsinger & Dock Ch. 4 & 5
10	10/22-10/26	Systems Leadership	Systems **Module 4 Group Report**	L&D: Human Relations Read: Miller Ch. 3 **Begin Module 5**
11	10/29-11/2	Human Relations	Human Relations **Module 5 Group Report**	L&D: Decision Making Read: Conrad & Poole Ch. 9; Miller excerpt
12	11/5-11/9	Communications Audit	Strategic Alignment Read: Eisenberg Ch. 10	L&D: Communications Audit
13	11/12-11/16	*No Class- Veteran's Day*	Audit Workshop	L&D: Audit Paper Due

14	11/19-11/23	L&D: Changes & Exits Read: Kramer Ch. 15 Presentation Workshop	*No Class-Thanksgiving*	*No Class-Thanksgiving*
15	11/26-11/30	Audit Presentations	Audit Presentations	L&D: Wrap-up
16	12/3-12/5	Audit Presentations	Audit Presentations/ Final Exam Review	
Finals		**Final Exam 12/10 opens 12:00 am and closes 11:59pm**		