



SYLLABUS: COMM 3325

ORGANIZATIONAL COMMUNICATION

AUTUMN 2019-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 12-2 p.m. EST or by appointment

Teaching Assistant:

Email address:

Office hours:

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 OSUIT 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](https://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**](#)
- **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/ hybrid 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 exams do 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

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

Grades

Assignment	Description	Points
Exam 1	Exam covering material presented in weeks 1-6 of the course. Questions will be multiple choice, true/false or fill in the blank. Study guide will be provided.	50
Exam 2	Exam covering material presented in weeks 7-12 of the course. Questions will be multiple choice, true/false or fill in the blank. Study guide will be provided.	50
Comprehensive Exam	The comprehensive exam will be assessing your knowledge of all course materials. Questions will be multiple choice, true/false or fill in the blank. Study guide will be provided.	65
Comprehension Quizzes	These in-class quizzes are designed to assess your comprehension of the material presented in the readings and in class that day. Quizzes will be 3-5 questions with a minimum of 10 minutes given during class. Students may work together. Your highest 5 quiz scores will make up your quiz grade.	5 @ 10 points = 50
Case Study	This individual assignment is a case study of the Theranos. Students will listen to a podcast and respond to questions applying course materials to the events of the scandal and fallout. Approximately 2-3 double spaced pages.	25 points
Group Project	The final group project is a multi-step analysis and application of the course materials. Each group will study an organization through the duration of the semester. Groups will then be presented with a challenge intended to aid the organization studied in a communication process. Approximately 10 double spaced pages.	This is a 3 part project. Each part is worth 25 points. 75 points total
Lesson and Discussions	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. Please review the Discussion Guide for expectations of quality discussion posts and responses.	8 @ 10 points = 80 5 points for initial post 5 points for response posts
Syllabus Quiz		5 points
Total		400 points

See course schedule, below, for due dates

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

Mental Health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing.

If you are or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614--292--5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766.

If you are thinking of harming yourself or need a safe, non-judgmental place to talk, or if you are worried about someone else and need advice about what to do, 24-hour emergency help is also available through the Suicide Prevention Hotline (Columbus: 614-221-5445)

Course leave policy

If you become seriously ill or something happens to you that prevents you from participating in the course for an extended amount of time (e.g., mental illness or a friend's mental illness, taking care of an immediate family member, child birth, etc.), you may apply for course leave. You must let the instructor know of your situation as soon as practical when you become aware of the need for leave to avoid point penalties (either the day you learn of the need or the next workday). Be proactive and let us know asap if you think you need leave. We will not grant leave retroactively. Course leave is similar to OSU's Family and Medical Leave (FML) and has many of the same rules ([see here for more information](#)). If you qualify for leave, we will allow you to make up missed work with the following point penalties:

- -0% for work due 6 days prior to notification
- -33% for work due 7-13 days prior to notification
- -66% for work due 14-20 days prior to notification
- -100% for work due > 20 days prior to notification

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.

Week	Dates	Monday	Wednesday	Hybrid	Due
1	8/20-8/24	--	Welcome		Join an organization, syllabus quiz
2	8/25-8/30	Introduction to Organizational Communication Ch. 1 (pgs. 1-29)	Socialization Ch. 2 (pgs. 30-56)	Socialization Ch. 3 (pgs. 57-83)	Socialization Discussion (see Discussions for due dates/times)
3	9/1-9/7 (Labor Day 9/2)	No class	Socialization Prep	Culture Ch. 6 (pgs. 152-181)	Culture Discussion
4	9/8-9/14	Culture	Career Fair	Management Theory (Classical) Ch. 4 (pgs. 84-117)	Management Theory Discussion
5	9/15-9/21	Management Theory (Classical)	Management Theory (Comparisons)	Systems	Systems Discussion
6	9/22-9/28	Systems	Human Relations/ Resources	Case Study	Case Study Due 9/28 11:59 p.m.
7	9/29-10/5	Exam Review	Exam 1	Communicating with Org. Members Ch. 7 (pgs. 182-208)	Communicating with Org. Members Discussion
8	10/6-10/12 Autumn Break 10/10-11	Leadership Ch. 8 (pgs. 209-238)	No Class	Rest!	No assignments due
9	10/13-10/19	Conflict Ch. 10 (pgs. 263-288)	Power Ch. 11 (pgs. 289-313)	Globalization, technology, diversity	Diversity Discussion
10	10/20-10/26	Globalization, technology, diversity Ch. 13 (pgs. 339-369)	Intro Group Project	Identity Ch. 12 (pgs. 314-338)	Identity Discussion
11	10/27-11/2	Decision Making Ch. 9 (pgs. 239-262)	Strategic Alignment	Group Project Part 1	Group Project Pt. 1 Due 11/2 11:59 p.m.
12	11/3-11/9	Group Project Work/ Exam Review	Exam 2	Group Project work	No assignments due
13	11/10-11/16 Veterans Day 11/11	No Class	Project Presentations	Group Project Report	Final Group Project Report

14	11/17-11/23	Project Presentations	Project Presentations	Transitions and Exits	Exit Discussion
15	11/24-11/30 Thanksgiving Break 11/27-29	Project Presentations	Thanksgiving Break	Eat!	
16	12/1-12/4	Project Presentations	Exam Review/ Presentation makeup day		
Finals					Final Exam Tuesday 12/10 In-person @ 10 a.m. or online available all day

Supplemental Reading

Many of our hybrid lessons are supplemented with current articles surrounding that topic from reputable sources. These articles are updated within 1 week of the lesson presentation to ensure you are receiving the most current information. On average, there will be 3-5 supplemental news articles. Citations will be provided at the bottom of the lesson for each week.