



THE OHIO STATE UNIVERSITY

SYLLABUS: COMM 3325 ORGANIZATIONAL COMMUNICATION SPRING 2017

MWF STILLMAN HALL 100: 3:00-3:55

Course overview

This course provides an introduction to Organizational Communications. Class will be lecture format with some active learning to promote application of materials. Written assignments and Carmen Quizzes will aid student understanding and practice of organizational communication.

Instructor

Instructor: Bethany Barker

Email address: barker.332@osu.edu

Office location and hours: Journalism 309 T/Th 10:00-12:00

Teaching Assistant: Zhihui (Dolores) Chu

Office location and hours: Derby Hall 3056/Wed 12:00-2:00

Course description

Addresses prior and current approaches to the study of organizational communication. 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 organizations influence our society.
- Explore identity and the individual's place in an organization.

- 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)

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](https://carmen.osu.edu). Log in to Carmen using your name.# and password. If you have not setup a name.# and password, visit my.osu.edu.
 - Help guides on the use of Carmen can be found at <https://resourcecenter.odde.osu.edu/carmen>
- **Secured Media Library:**
 - Media materials for this course will be made available via the Secured Media Library. go.osu.edu/SecuredMediaLibrary
 - Frequently Asked Questions and support can be found at <https://resourcecenter.odde.osu.edu/secured-media-library>
- **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

Grading and faculty response

Grades

Assignment or category	Points and Percent
Canvas and Syllabus Quiz	10/ 5%
Assignment 1 The first assignment will ask you to evaluate a familiar organization in terms of management and structure. 1-2 double spaced pages.	15/ 7.5%
Assignment 2 This 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.	25/ 12.5%
Assignment 3 Students will be asked to choose a current media from an approved list to evaluate how organizational communication is portrayed in popular culture. 1-2 double spaced pages.	25/ 12.5%
Assignment 4 In part 1 of the group project, students will work together to research an existing organization. 3-4 double spaced pages for group submission.	30/ 15%
Assignment 5 Part 2 of the group project allows students to practice both interviewing skills and representing an organization. Individual resume and completion of a group form.	30/ 15%

Quizzes Four 10 question quizzes will be delivered via Carmen. Students will have 2 chances to take each quiz and the lowest quiz score will be dropped from the final grade.	30/ 15%
Final Essay Exam	35/ 17.5%
Total	200 Points and 100%

See course schedule, below, for due dates

Late assignments

There is a 2 hour grace period for assignments turned in through Canvas to aid in personal or technological issues. Assignments turned in after the 2 hour grace period will only be accepted with a valid medical or university excuse.

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 is 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 days**.

E-mail

I will reply to e-mails within **24 hours on school days**. Please email through Buckeyemail (barker.332@osu.edu) and not Canvas Messages. DO NOT reply to a Canvas message through Buckeyemail.

Attendance, participation, and discussions

Student participation requirements

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Attendance**
Regular attendance is expected. The lecture notes and media presented will be posted on Canvas, but they will be missing examples and context presented in lecture. Students who need to miss a class may come to office hours to review relevant examples.
- **Readings**
All readings are expected to be completed prior to the assigned class.
- **Participation**
Occasionally, we will use learning activities during class sessions. These activities are intended to help you connect with the material. You and your classmates will get the most out of the lesson with active participation and an open mind.

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 multiple support such as advising. The site is: <http://artsandsciences.osu.edu/about/college/contacts/advising>

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

Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs.

- **Please review the following for more details:**

<http://ada.osu.edu/resources/Links.htm>

The Office for Disability Services is located in 098 Baker Hall, 113 W. 12 Ave.; telephone 292-3307, TDD 292-0901; slds@osu.edu; <http://slds.osu.edu/>

Accessibility of course technology

This 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 \(Canvas\) accessibility](#)

Course schedule (tentative)

Week	Dates	Topics, Readings, Assignments, Deadlines	Due
1	1/9-1/13	M- Welcome W- Productivity F- Defining Communication (Chapter 1)	Canvas/ Syllabus Quiz 1/13 at 11:59 pm
2	1/16-1/20	M- Dr. Martin Luther King Day (no class) W- Defining Organizations F- Classical Theories (Chapter 4; pgs. 87-95)	
3	1/23-1/27	M- Classical Theories W- Human Relations/ Human Resources (Chapter 4; pgs. 96-106) F- Assignment 1	Assignment 1 Due 11:59pm Canvas Assignments
4	1/30-2/3	M- Systems T- Systems F- Socialization (Chapter 2; 30-56)	
5	2/6-2/10	M- Encounters (Chapter 3; 57-83) W- Culture (Chapter 6; 152-181) F- Culture	
6	2/13-2/17	M- Enron: The Smartest Guys in the Room W- Assignment 2	Assignment 2 2/8 11:59pm

		F- Channels and Structures (Chapter 5; 118-151)	
7	2/20- 2/24	M- Communication with Organizational Members (Chapter 7; 182-208) W- Communication and Conflict (Chapter 10; 263-288) F- Critical Theories (Chapter 11; 289-313)	
8	2/27- 3/3	M- Identity W- Concepts in the Media F- Assignment 3	Assignment 3 3/10 11:59pm
9	3/6- 3/10	MWF-Globalization, Technology, and Diversity (Chapter 13; 339- 369)	
		SPRING BREAK	
10	3/20- 3/24	M-Decision Making (Supplemental reading provided on Canvas) W- Group Decision Making F- Introduction to Teams	
11	3/27- 3/31	MWF- Assignment 4-Team Case Study	Team Case Study Report 3/31 11:59pm
12	4/3-4/7	M- Interviewing W- Assignment 5 F- Assignment 5	Group Feedback Form Due at the end of class on the group's assigned day
13	4/10- 4/14	MWF- Leadership (Supplemental reading provided on Canvas)	
14	4/17- 4/21	M- Strategic Alignment W-Transitions and Exits	

		F- Transitions and Exits	
15	4/24	Final Exam Review/ Assigned	
Finals		Essay Exam	Final Essay Exam Due 4/28 5:45