

Organizational Communication
COMM 3325-0010, Section 1126, Online
May 11th to July 29th

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 Summer 2016
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309 Journalism Building
 Office Hours: By appointment

Course Description

Communication plays a vital role in the success and failure of almost any organization. This course will demonstrate the importance of communication within organizations and will help you to understand the main factors that are influencing today's corporate world.

Recommended Text

Richmond, V. P., McCroskey, J. C., & Powell, L. (2013). *Organizational Communication for Survival* (5th ed). New Jersey: Pearson Education, Inc.

Course Goals and Outcomes

- Recognize the world of work as an ever-changing force on the practice of organizational communication in the corporate setting
- Recognize the normality of contradiction and paradox in organizational communication and in other forms
- Develop an understanding of approaches to organizational structure and their history
- Recognize factors pertaining to processes within organizational communication at a variety of levels including: coworker interaction, leadership, teams, strategic communication, and extra-organizational communication (business journalism)

Academic Misconduct

Cheating and plagiarism in any form will not be tolerated. The Ohio State University's *Code of Student Conduct* (Section 3325-23-04) defines academic misconduct as "any activity that tends to compromise the academic integrity of the University, or subvert the educational process" (p. 2). 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 it is beneficial to review the *Code of Student Conduct*, specifically the sections dealing with academic misconduct, at http://studentaffairs.osu.edu/resource_csc.asp.

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.htm)

Reasonable Accommodation Policy

Students with disabilities who 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. When possible, documentation should be provided no later than the second week of class. The

Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; Phone 292-3307; TDD 292-0901; <http://www.ods.ohio-state.edu>.

Grading

Quizzes: 30% (2% each)
 Your Response to the Posted Discussion Questions: 15%
 Responses to Other Student's Discussion Questions: 15%
 Interview Assignment: 10%
 Final Group Project: 20% (Giving me the topic is 2.5%, Giving me the write up on format and responsibilities is 2.5%, and the final presentation is worth 15%)
 Final Reflection Paper: 10%

Quizzes: There will be 16 quizzes throughout the term. The lowest grade will be dropped.

Discussions (Your answers): There will be 10 discussion questions throughout the class. Please answer these in a paragraph or two.

Discussions (Your responses to others): Please respond to at least 2 other students' discussion answers. If a post already has 4 responses, please choose a different one to respond to (your response won't count if 4 other people already responded to that post, this is to ensure one post doesn't get all the attention).

Interview Assignment: The assignment requires you to conduct an interview with two people about their cooperation with colleagues and managers and the communication processes in the workplace. Write up your major findings as related to course content. The paper should be approximately two pages long.

Final Group Project: For the final project, you are asked to work with a group you've been assigned to and create a hypothetical company. This should result in some sort of presentation of your company as a sales pitch to potential investors. It's up to you if you wish to do the presentation via a public-speaking type presentation, written paper, website, brochure, etc... Your goal is to make sure your potential investors understand how the communication will take place in the company.

Final Reflection Paper: In approximately one page, please reflect on your time in the class. What did you learn that was most valuable to you? How did the process of group work go for you for the final project (what went well and what didn't go well)? What techniques from class did you use in communicating with your colleagues for the final group project?

Grading Scale

A	93-100%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	60-66%
B-	80-82%	E	Below 60%
C+	77-79%		

Tentative Course Schedule (I reserve the right to change this schedule as deemed appropriate)

Week	Dates	Topic	Assignments and Due Dates	Check Box
1	May 11-14	Introductions	Watch introduction videos from Melissa and Molly	
			Take quiz on Syllabus by Friday May 13th	
			Post an introduction for yourself by Friday May 13th*	
2	May 15-21	Introductions Continued	Respond to at least 3 other students' introductions by Monday May 16th	
		Chapter One: The Nature of Organizations	Watch video lecture, take quiz for chapter 1 by May 18th	
		Chapter Two: The Nature of Communication in Organizations	Watch video lecture, take quiz for chapter 2 by May 18th	
		Discussion Question #1	Answer Discussion Question #1 by May 18th	
3	May 22-28	DQ #1 Responses	Respond to at least 2 other students' DQ#1 by May 23rd	
		Final Group Project	Group assignments for the final project should be available by May 23rd. Introduce yourselves to your group :)	
		Chapter Three:	Watch video lecture, take quiz for chapter 3 by May 25th	
		Chapter Four:	Watch video lecture, take quiz for chapter 4 by May 25th	
		Discussion Question #2	Answer Discussion Question #2 by May 25th	
4	May 29-June 4	DQ#2 Responses	Respond to at least 2 other students' DQ#2 by May 30th	
		Chapter Five:	Watch video lecture, take quiz for chapter 5 by June 1st	
		Chapter Six:	Watch video lecture, take quiz for chapter 6 by June 1st	
		Discussion Question #3	Answer Discussion Question #3 by June 1st	
		Final Group Project	Due: Topic for final group assignment, June 3th by 9am	
5	June 5-11	DQ#3 Responses	Respond to at least 2 other students' DQ#3 by June 6th	
		Chapter Seven:	Watch video lecture, take quiz for chapter 7 by June 8th	
		Chapter Eight:	Watch video lecture, take quiz for chapter 8 by June 8th	
		Discussion Question #4	Answer Discussion Question #4 by June 8th	
6	June 12-18	DQ#4 Responses	Respond to at least 2 other students' DQ#4 by June 13th	
		Chapter Nine:	Watch video lecture, take quiz for chapter 9 by June 15th	
		Discussion Question #5	Answer Discussion Question #5 by June 15th	

7	June 19-25	DQ#5 Responses	Respond to at least 2 other students' DQ#5 by June 20th	
		Interview Assignment	Due: Interview Assignment June 22nd	
		Chapter Ten:	Watch video lecture, take quiz for chapter 10 by June 22nd	
		Discussion Question #6	Answer Discussion Question #6 by June 22nd	
8	June 26-July 2	DQ#6 Responses	Respond to at least 2 other students' DQ#6 by June 27th	
		Chapter Eleven:	Watch video lecture, take quiz for chapter 11 by June 29th	
		Chapter Twelve:	Watch video lecture, take quiz for chapter 12 by June 29th	
		Discussion Question #7	Answer Discussion Question #7 by June 29th	
		Final Group Project	Due by July 1st: Let me know what format you will be doing your final project in (video, brochure, etc... as well as who is responsible for which part of the project)	
9	July 3-9	DQ#7 Responses	Respond to at least 2 other students' DQ#7 by July 5th	
		Chapter Thirteen:	Watch video lecture, take quiz for chapter 13 by July 6th	
		Chapter Fourteen:	Watch video lecture, take quiz for chapter 14 by July 6th	
		Discussion Question #8	Answer Discussion Question #8 by July 6th	
10	July 10- 16	DQ#8 Responses	Respond to at least 2 other students' DQ#8 by July 11th	
		Chapter Fifteen:	Watch video lecture, take quiz for chapter 15 by July 13th	
		Chapter Sixteen:	Watch video lecture, take quiz for chapter 16 by July 13th	
		Discussion Question #9	Answer Discussion Question #9 by July 13th	
11	July 17- 23	DQ#9 Responses	Respond to at least 2 other students' DQ#9 by July 18th	
		Discussion Question #10	Answer Discussion Question #10 by July 18th	
		Final Group Project	Really get this going :)	
12	July 24- 29	DQ #10 Responses	Respond to at least 2 other students' posts to DQ #10 by July 25th	
		Final Group Project	Final Projects Due July 29th at 9am	