

## **COMM 3325: INTRODUCTION TO ORGANIZATIONAL COMMUNICATION SUMMER 2019 [ONLINE]**

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### **COURSE DESCRIPTION**

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

### **COURSE OBJECTIVES**

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 strengths and opportunities for growth and change as individuals and professionals

### **REQUIRED TEXT**

Kramer, M. W., & Bisel, R. S. (2016). *Organizational communication: A lifespan approach*. New York, NY: Oxford University Press.

### **ASSIGNMENTS**

<b>Quizzes</b> 10 points each x 5 quizzes	50 points (25%)
<b>Rapid Reports</b> 10 points each x 4 Rapid Reports	40 points (20%)
<b>Final Synthesis</b>	50 points (25%)
<b>Final Exam</b>	50 points (25%)
<b>Reflection Paper</b>	10 points (5%)
<b>TOTAL</b>	<b>200 POINTS</b>

## GRADING SCALE

Grade	Percent	Points
A	93-100%	185-200
A-	90-92%	179-184
B+	87-89%	173-178
B	83-86%	165-172
B-	80-82%	159-164
C+	77-79%	153-158
C	73-76%	145-152
C-	70-72%	139-144
D+	67-69%	133-138
D	60-66%	119-132
E	Below 60%	Under 119

**Note.** The final grade is final. Do not ask to reconsider the final grade when the term is nearing the end or over. Requests of this nature are not considered. Applying subjective standards after the fact invalidates the standards applied to the class and is unfair to every student. See Grade Challenging Policy.

## POLICIES AND EXPECTATIONS:

### Carmen

This is an online course; thus, students are required to have reliable online access on a frequent basis. All materials, lectures, and assignments are posted on the university's Learning Management System, Carmen. To access Carmen, visit: <http://www.carmen.osu.edu>.

### Email

All updates to the course are announced via email. Students are responsible for checking their official university email (lastname.#@buckeyemail.osu.edu) regularly. Emails should be written using standards of courtesy (e.g., address, proper tone, signature) or they will not receive a response. This is an organizational communication course: Please communicate effectively and professionally via email. The instructor or teaching assistant reply to emails within 24 hours.

### Readings and Lectures

It is important that students complete the assigned readings each week. The expectation is that the reading is complete to either take a quiz or submit a written assignment. Lecture slides with audio recordings are also provided to aid in understanding of the content. All materials are posted to Carmen on Monday. Reading the textbook and listening to lectures are critical to success on quizzes and written papers.

### Quizzes

Quizzes are to be taken independently. See section on Academic Misconduct. Quizzes are non-cumulative which means they will only focus on the weekly course content. Quizzes are designed to assess understanding of the readings and lectures. Quiz questions are formatted in one of two forms: multiple-choice questions and true/false questions. Students are required to take a quiz showing their mastery of the course content every other week; there are a total of 5 quizzes. Quizzes are 10 questions each; each question is worth 1 point. Students have 20 minutes to take each quiz. Students may use their materials and notes; however, the quizzes are timed providing minimal search time (i.e., 2 minutes per question). Quizzes cannot be made up and must be completed by Sunday at 11:59PM EST.

**Rapid Reports**

Rapid Reports are to be individually developed. See section on plagiarism. Students are provided several writing prompts to share thoughts, find examples, and/or provide a critique of materials based on the weekly course content. Rapid Reports are designed to assess application of the readings and lectures to real world scenarios. Detailed instructions and grading rubrics are provided for each assignment; there are a total of 4 Rapid Reports. Rapid Reports are approximately 1-3 pages in length each; each Rapid Report is worth 10 points. Rapid Reports must be submitted in the Carmen dropbox by Sunday at 11:59PM EST.

**Final Synthesis**

The final synthesis is a short project that involves creating a visual presentation about an organization. More specific instructions and a grading rubric are posted on Carmen. The final synthesis is worth 50 points. The final synthesis must be submitted in the Carmen dropbox by the deadline on Sunday at 11:59PM EST.

**Final Exam**

The final exam is to be taken independently. See section on Academic Misconduct. The final exam is a cumulative assessment of the readings and lectures; however, it will mostly focus on the final few sections of course content. A study guide is provided to help students review the most relevant materials. The final exam is 50 questions; each question is worth 1 point. Students have 100 minutes to complete the final exam. Students may use their materials and notes; however, the final exam is timed providing minimal search time (i.e., 2 minutes per question). The final exam cannot be made up and must be completed by the deadline on Sunday at 11:59PM EST.

**Reflection Paper**

The reflection paper is a final written assignment at the end of the term. Students are expected to write a brief reaction paper on their final synthesis and the overall course. The reflection paper is 1-3 pages in length; the reflection paper is worth 10 points. It is due on the last day of the term by 11:59PM EST.

**Extra Credit**

There are extra credit opportunities available throughout the term.

**Grade Challenging Policy**

The instructor and teaching assistant are willing to discuss grades with students. To challenge a grade, students must make an appointment with the instructor or teaching assistant within one week of the assignment being graded. Students must (a) present concerns via email and (b) attach the graded work. Please note that a challenge may result in grades being raised or lowered.

**Late Assignment Policy**

Late work is not accepted in this course. Assignments and quizzes are posted and open for up to a week before their deadline. Dates are clearly identified on the course schedule. Students are responsible for ensuring their assignment is submitted correctly. Please check the Carmen dropbox folder after the submission to ensure the upload is there and complete. Assignments turned in after the deadline are only be accepted with a valid university excuse. See University Approved Excuse Policy.

**University Approved Excuse Policy**

Students who know of an impending excused absence should notify the instructor and teaching assistant with documentation in advance. An assignment may only be made up if (a) arrangements are made in advance and (b) proper university documentation is provided. Alternative arrangements must be requested and turned in within one week of the original due date.

**Plagiarism**

Using another source's work or using large verbatim sections of information from the work of another is considered plagiarism. Students who have plagiarized will be reported to the Dean and penalized. The penalty is severe; a grade of 0 points will be given for the assignment and possibly failure of the entire course. If unsure, give credit to the source or consult the instructor.

**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://www.studentlife.osu.edu/csc/>."

**DISABILITY SERVICES**

"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. The Office for Disability Services is located in 098 Baker Hall, 113 W 12th Avenue; telephone (614) 292-3307; <http://www.slds.osu.edu/>."

## SUMMER 2019 TENTATIVE WEEKLY SCHEDULE

Week	Date	Topic	Readings	Assignments
1	W 5/8	Welcome & Course Overview	Syllabus	Introduction Quiz
2	M 5/13	Defining Communication Socialization Interviewing	Ch. 1 Ch. 2 Ch. 3	Quiz #1 (Ch. 1-3)
3	M 5/20	Classical Theories of Management and Organizations	Ch. 4	Rapid Report #1
4	W 5/29	Communication Channels and Structures	Ch. 5	Quiz #2 (Ch. 5)
5	M 6/3	Culture	Ch. 6	Rapid Report #2
6	M 6/10	Communicating Between Organizational Levels Leadership	Ch. 7 Ch. 8	Quiz #3 (Ch. 7-8)
7	M 6/17	Decision Making	Ch. 9	Rapid Report #3
8	M 6/24	Conflict in Organizations Power and Influence	Ch. 10 Ch. 11	Quiz #4 (Ch. 10-11)
9	M 7/1	Identity in an Organization	Ch. 12	Rapid Report #4
10	M 7/8	Globalization, Technology, and Diversity Strategic Alignment Transitions and Exits	Ch. 13 Ch. 14 Ch. 15	Quiz #5 (Ch. 13-15)
11	M 7/15			Final Synthesis
12	M 7/22			Final Exam
FINALS	M 7/29			Reflection Paper

**Note.** This syllabus is an agreement between the instructor and student. The information provided in this syllabus constitutes a list of basic course policies and tentative course schedule. The instructor reserves the right to modify this information when deemed necessary for any reason. Students are promptly notified via email and/or on Carmen if any changes occur.