THE OHIO STATE UNIVERSITY

SYLLABUS
COMM 3325

Intro to Organizational Communication
SP 2026 – Distance Learning

COURSE OVERVIEW

Instructor

Instructor: Jane Shawcroft, PhD

Email address: shawcroft.1@osu.edu

Office hours: T/TH 1:30 – 2:30 P.M. EST/EDT on Zoom

Teaching Assistant

TA: Yaxin Dai

Email address: dai.822@buckeyemail.osu.edu

Office Hours: Wednesdays 2:00 – 4:00 P.M. EST/EDT on Zoom

Office hours Zoom links and passwords in the Office Hours page and in the Carmen Welcome to COMM 3325 module.

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. This course provides an introduction to the way we communicate within organizations. Class will be delivered entirely online through Carmen. Written assignments, discussions, exams and quizzes will aid student understanding and practice of organizational communication. Students may expect four contact hours per week of asynchronous instruction or related tasks.

Course learning outcomes

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

- Understand views of communication within an organization from an academic perspective.
- Understand effective strategies for leadership and management.
- Comprehend how effective communication principles can help organizations.

HOW THIS COURSE WORKS

Mode of delivery: This course is 100% online.

Pace of online activities: This course is divided into **weekly modules** that are released one week at a time. Students are expected to keep pace with weekly deadlines but may schedule their efforts freely within that time frame.

Credit hours and work expectations: This is a **3-credit-hour course**. According to Ohio State policy, students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.

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

- **Participating in online activities for attendance**: **AT LEAST ONCE PER WEEK**
  You are expected to log in to the course in Carmen every week. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible.* Modules for the week open Sunday at 11:59 P.M. EST/EDT.
- **Office hours and live sessions**: **OPTIONAL**
  All live, scheduled events for the course, including my office hours, are optional.
- **Participating in group discussions**: **ONCE PER WEEK**
  As part of your participation, each week you can expect to meet with your group on zoom to discuss various questions related to the content presented in that week's module. You will need to upload a recording of this discussion for points.

COURSE MATERIALS AND TECHNOLOGIES

Textbooks

REQUIRED

- Kramer, M.W. & Bisel, R.S. (2021) *Organizational communication: A lifespan approach 2nd edition.* Oxford University Press; New York, NY

- You will need this textbook starting week 2 of the course.

Course technology

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at https://it.osu.edu/help/hours, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** https://it.osu.edu/help
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu
- **TDD:** 614-688-8743

BASELINE TECHNICAL SKILLS FOR ONLINE COURSES

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the Canvas Student Guide.

REQUIRED TECHNOLOGY SKILLS SPECIFIC TO THIS COURSE

- CarmenZoom virtual meetings
- Recording, editing, and uploading video

REQUIRED EQUIPMENT

- **Computer**: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- **Webcam**: built-in or external webcam, fully installed and tested
- **Microphone**: built-in laptop or tablet mic or external microphone
- **Other**: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

REQUIRED SOFTWARE

- • Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found at go.osu.edu/office365help.

CARMEN ACCESS

You will need to use BuckeyePass multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- • Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions.
- • Download the Duo Mobile application to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

GRADING AND FACULTY RESPONSE

How your grade is calculated

ASSIGNMENT CATEGORY	POINTS
Exam 1	60
Exam 2	60
Comprehension Quizzes	10 @ 5 points = 50 points total
Synthesis Assignments	3 @ 20 points = 60 points total
Discussion	9 @ 10 points = 90 points total
Total	**320**

See course schedule below for due dates.

Late assignments

Late submissions will not be accepted and will automatically receive a zero. Weekly quizzes and discussion recordings are due Sundays at 11:59p/m/ EST/EDT unless otherwise stated on Carmen. Please refer to Carmen for due dates.

Makeups or extensions due to medical issues or University-related travel may be requested. Documented makeups should be requested prior to the due date if possible, even if documentation has not yet been obtained. In case of a medical matter or emergency, makeups must be requested ***within one week*** of the assignment deadline.

As these assignments are due late in the evening, I will not be able to immediately respond to last minute requests for makeup. Please contact the myself and/or the TA as soon as you know a makeup will be necessary. We will review and get back to you as soon as we are able. Please do not send multiple messages with the same request if we are unable to answer immediately.

Most assignments are open for a week (sometimes more) and may be turned in at any time during the week. Please plan accordingly and do not wait until the last minute. Situations such as getting called into work at the last minute, transportation issues, falling asleep while studying etc. are not eligible for documented makeup.

Please do not send photos or videos as proof of your illness or injury.

If you are escorting a friend or family member to an appointment/urgent care/emergency room visit, please request a caretaker or companion excuse note from the facility. This should be requested at the time of the appointment and should be provided to you at no charge.

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 Canvas, OSU's grading and class management software, does not round fractions up. Please take that into account in computing grades. I do not manually round

up grades. There will be opportunities for extra credit for students who choose to earn those points.

Instructor 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 weekly assignments, you can generally expect feedback within **7-10 days**. Larger synthesis assignments can expect feedback within **2-3 weeks.**

- **Email:** I will reply to emails within **24 hours on days when class is in session at the university**. This means the TA and myself will not respond to email over the weekends or holidays.

- **Discussion board:** I will check and reply to messages in the discussion boards every **24 hours on school days**.

OTHER COURSE POLICIES

Discussion and communication guidelines

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

- **Class Discussions:** Are 15-20 minute zoom recordings of your group discussing the questions posted each week. They are due Sundays at 11:59 P.M. Only one group member needs to upload a recording, you are individually graded on your participation. Make sure your name is visible on zoom.
- **Tone and civility**: Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online, especially to people you do not know well. Please keep this in mind and remain civilized and respectful in your emails and any discussions.
- **Citing your sources**: When we have academic discussions or assignments, 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.
- **Backing up your work**: Consider composing your academic posts in a word processor, where you can save your work.
- **Exams and Quizzes:** Cover content from both readings, and lecture videos and readings. Theres is sometimes but not always overlap in the content covered in these

formats. The final exam contains mostly question from content covered after the midterm, but some content prior – making it a cumulative final.

Academic integrity policy

POLICIES FOR THIS COURSE

- **Quizzes and exams**: You must complete the midterm and final exams yourself, without any external help or communication. Weekly quizzes are included as self-checks without points attached.
- **Written assignments**: Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow **APA** style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in—but no one else should revise or rewrite your work.
- **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.
- **Falsifying research or results**: All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.
- **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.

GENERATIVE ARTIFICIAL INTELLIGENCE TOOLS

Given that the learning goals of this class, in this course, students are welcome to explore the use of innovative tools and technologies, including generative artificial intelligence (GenAI). However, all assignments are graded so that points are awarded for the things GenAI is bad at (critical thinking), and not for things GenAI is good at (grammar, writing as to appear intelligent without actually saying anything of substance). Students are permitted to use GenAI tools for the purposes of tasks such as to refining grammar. However, this is not necessary, and you are not permitted to use GenAI to create discussion videos, or interview videos.

If I suspect that you have used GenAI on an assignment for which it is prohibited, I will ask you to explain your process for completing the assignment in question. Submission of GenAI-generated content as your own original work is considered a violation of Ohio State's Academic Integrity policy and Code of Student Conduct because the work is not your own. The

unauthorized use of GenAI tools will result in referral to the Committee on Academic Misconduct.

OHIO STATE'S ACADEMIC INTEGRITY POLICY

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university's *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the university or subvert the educational process." 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 I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the university's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

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)

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.

Statement on Title IX

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at titleix.osu.edu or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu. Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit equity.osu.edu or email equity@osu.edu.

Intellectual Diversity

Ohio State is committed to fostering a culture of open inquiry and intellectual diversity within the classroom. This course will cover a range of information and may include discussions or debates about controversial issues, beliefs, or policies. Any such discussions and debates are intended to support understanding of the approved curriculum and relevant course objectives rather than promote any specific point of view. Students will be assessed on principles applicable to the field of study and the content covered in the course. Preparing students for citizenship includes helping them develop critical thinking skills that will allow them to reach their own conclusions regarding complex or controversial matters.

Grievances and Solving Problems

A student who encounters a problem related to his/her educational program has a variety of avenues available to seek resolution. (Note: the procedures for grade grievances are explicitly covered in the faculty rules) Typically, a student is advised to resolve any dispute, disagreement, or grievance as directly as possible, engaging with the person or persons most closely involved. The faculty and staff of the departments and colleges are available to work with students in this regard. If this step does not produce acceptable results, the student should follow a logical stepwise progression to address the academic concerns.

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the

instructor or professor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-8-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.

Your 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 find yourself feeling isolated, anxious or overwhelmed, please know that there are resources to help: ccs.osu.edu. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24 hour emergency help is also available through the 24/7 National Prevention Hotline at 1-(800)-273-TALK or at suicidepreventionlifeline.org. The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp.

Religious accommodations

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or

flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement **and** the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the Civil Rights Compliance Office. Policy: Religious Holidays, Holy Days and Observances

Weather or other short-term closing

Following **Policy 6.15** (Weather or Other Short-Term Closing):

Should in-person classes be canceled, I will notify you as to which alternative methods of teaching will be offered to ensure continuity of instruction for this class. Communication will be via CarmenCanvas. Unless otherwise announced by the university, online or distance-learning classes will occur as scheduled.

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 immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. 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; 098 Baker Hall, 113 W. 12th Avenue.

Accessibility of course technology

This online 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.

- CarmenCanvas accessibility
- Streaming audio and video
- CarmenZoom accessibility
- Collaborative course tools

COURSE SCHEDULE

Week	Dates	Topics
1	1/12-1/18	Topic: Getting Started
2	1/19-1/25	Topic: Onboarding & Socialization
3	1/26-2/1	Topic: Organization's Culture
4	2/2-2/8	Topic: Technology in Organizations (AI)
5	2/9-2/15	Topic: Historical Perspectives on Organizations
6	2/16-2/22	Topic: Organizations as Systems
7	2/23-3/1	Topic: Humans in Organizations
8	3/2-3/8	Midterm
9	3/9-3/15	Topic: Leadership
	Spring Break	
10	3/23-3/29	Topic: Leadership
11	3/30-4/5	Topic: Power in Organizations
12	4/6-4/12	Topic: Decision Making
13	4/13-4/19	Topic: Strategic Alignment
14	4/20-4/26	Topic: Wrapping Things Up
15		Final Exam