

Syllabus for
COM 300—Organizational Communication
3 Credit Hours
Fall 2015

I. COURSE DESCRIPTION

A study of the theory and practice of organizational communication skills including assumptions, processes, roles, relationships, and responsibilities. Addresses skills and applications of organizational communication. Focuses on the analysis of an organization of the student's choice and on the understanding and completion of a communication needs assessment with a local organization.

Prerequisites: COM 101 or consent of instructor.

II. COURSE GOALS

This course will enable the student to gain an understanding of the definition of the study of organizational communication.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

At the successful completion of this course, the student will be able to do the following:

- A. Demonstrate by oral discussion an understanding of organizational communication as a competency-based approach
- B. Define an organizational communication perspective on management/administration in a logical, ethical manner
- C. Define the theoretical perspectives for organizational communication
- D. Identify, research, and analyze organizational situations, and then make thoughtful, logical recommendations for improvement
- E. Explain the motivational theories of organizations
- F. Explain the roles groups play in organizations
- G. Examine past and present trends in organization and judge the effectiveness of each
- H. Explain leadership and management communication
- I. Demonstrate by discussion an understanding of decision-making and problem solving within organizations

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

Required Materials

Textbook

Richmond, V., McCroskey, J. & Powell, L. (2013). Organizational communication for survival. New York: Pearson Publishing. ISBN 9780205043514

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;
 - d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignments.By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
2. Final exams cannot be given before their scheduled times.

B. Department Policies and Procedures

1. **Late Work**—The student is responsible for obtaining class assignments and material covered during an absence. All work must be completed as scheduled. If late work is accepted, a substantial penalty will be assessed.
5. **Literacy**—The Communication, Arts, and Media Department does not accept for credit any written assignment that contains more than an average of three grammatical and/or typographical errors per page.

C. Course Policies and Procedures

1. Due to shortened class format, no absences are allowed.
2. Evaluation Procedure

Immediacy Threaded Discussion

15%

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|--------------------------------|-----|
| Peon Paper | 15% |
| Sociocommunicative Paper | 15% |
| Midterm Exam | 20% |
| Quiz over Chapters 7, 9 and 10 | 10% |
| Quick Kill Quiz | 10% |
| Final Exam | 15% |

VI. COURSE CALENDAR

NOTE: Each week's assignments and due dates are available under the Content section of the D2L course page. Please refer to D2L for the most current information.

Course Inventory for ORU's Student Learning Outcomes

COM 300—Organizational Communication Fall 2015

This course contributes to the ORU student learning outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

| OUTCOMES & Proficiencies/Capacities | | Significant Contribution | Moderate Contribution | Minimal Contribution | No Contribution |
|-------------------------------------|--|--------------------------|-----------------------|----------------------|-----------------|
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|----------|---|--|---|---|--|
| 1 | Outcome #1 – Spiritually Alive Proficiencies/Capacities | | | | |
| 1A | Biblical knowledge | | | X | |
| 1B | Sensitivity to the Holy Spirit | | | X | |
| 1C | Evangelistic capability | | | X | |
| 1D | Ethical behavior | | X | | |

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|----------|--|---|---|---|--|
| 2 | Outcome #2 – Intellectually Alert Proficiencies/Capacities | | | | |
| 2A | Critical thinking | X | | | |
| 2B | Information literacy | | X | | |
| 2C | Global & historical perspectives | | X | | |
| 2D | Aesthetic appreciation | | | X | |
| 2E | Intellectual creativity | | X | | |

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| 3 | Outcome #3 – Physically Disciplined Proficiencies/Capacities | | | | |
| 3A | Healthy lifestyle | | | X | |
| 3B | Physically disciplined lifestyle | | | X | |

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|----------|--|--|---|---|--|
| 4 | Outcome #4 – Socially Adept Proficiencies/Capacities | | | | |
| 4A | Communication skills | | X | | |
| 4B | Interpersonal skills | | X | | |
| 4C | Appreciation of cultural & linguistic differences | | | X | |
| 4D | Responsible citizenship | | | X | |
| 4E | Leadership capacity | | X | | |