

Syllabus for
COM 300: Organizational Communication
3 Credit Hours
Fall 2016

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 an organization in the Tulsa area.

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 oral discussion an understanding of decision-making and problem solving within organizations

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

Required Materials

Textbook:

Richmond, V. P., McCroskey, J. C., & Powell, L. (2013). *Organizational communication for survival* (5th ed.). New York: Allyn & Bacon.

Additional readings provided by the professor.

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3. 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.
4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with University, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the WPA handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Department Policies and Procedures

1. **Attendance**—At Oral Roberts University, students are expected to attend all classes. Understanding that there are sometimes unavoidable circumstances that prevent perfect attendance, each student is allowed to miss class the number of times per week a class meets. This allowance is for illness, personal business, and personal emergency. Students may consider this personal days or sick leave. If a student has absences in excess of this number, the earned grade for the course will be reduced one letter grade for each hour's absence above those allowed. A student missing class due to illness must take an unexcused absence. Extended illnesses are handled on an individual basis and require a doctor's excuse.
2. **Administratively Excused Absences**—Students who must miss class for University sponsored activities must follow these procedures:
 - a. Inform the professor before the event.
 - b. Arrange to complete missed work within one week
 - c. Not commit to class performance (oral reports, speeches, television taping, group presentations, etc.) on a date the student will be gone. Makeup work will not be permitted if the student voluntarily commits to a performance on the date of an administratively excused absence.
 - d. Present an excuse, signed by the Dean of Arts and Cultural Studies, the class session the student returns.
3. **Tardies**—Tardies are an inconvenience to the other class members and the professor, and they prevent the late student from obtaining maximum value from the class. Therefore, tardies are calculated in the attendance provision for this course. Three tardies will equal one absence and will be included in the absences when determining the course grade. It is to the student's advantage to make sure that the professor is informed immediately following the close of the class that the student was tardy and not absent. It is not the professor's responsibility to stop the class to mark the student late; the student is the one responsible to convey that information following that class. Students' do not expect to be credible the following class session concerning a late arrival on a previous day.
4. **Late Work**—The student is responsible for obtaining class assignments and material covered during an absence. All work must be completed as scheduled. An absence is not an excuse for turning in late work or for being unprepared with assignments for the class following the absence. 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.
6. **Whole Person Assessment**—Refer to the Communication, Arts and Media WPA handbook for policies at (<http://oru.edu>), click on **Academics**, then **WPA**, then **Department Resources**, then **CAM Handbook HTML**.

C. Course Policies and Procedures

1. Evaluation Procedure

Course assignment and grading

500 Points (% of Class Grade)

Homework & In-Class Activities and Participation	50 pts. (10%)
Midterm Exam	100 pts. (20%)
Final Exam	100 pts. (20%)
Organizational Analysis Paper The student will work with an organization of his/her choice. After completing the interview(s), each student writes a 15-20 page paper analyzing the organization on the following elements: environment, climate/culture, purposes, structure, relationships, leadership, rewards, and helpful mechanisms. The student will assess the strengths and weaknesses of this organization and give recommendations for improvement.	200 pts. (40%)
Group Presentation Each group will be responsible for delivering a group presentation on a current issue relevant to organizational communication.	50 pts. (10%)
2. Whole Person Assessment Requirements: students are responsible for including this portfolio item. <ul style="list-style-type: none"> a. Organizational Analysis b. Artifacts not submitted electronically or incorrectly submitted receive a zero for that assignment. 	
3. Other Policies and/or Procedures Any examination not taken at the scheduled time due to an excused absence must be made up at a time arranged with or by the instructor. Generally, tests missed for an unexcused absence cannot be made up. A \$15.00 late-test fee must be paid in advance.	

VI. COURSE SCHEDULE

The Course Schedule may be altered by the instructor throughout the semester in order to maximize the learning experience. Students will be made aware of such changes.

VI. COURSE CALENDAR

Week 1 – August 23	Course Introduction, Group Project Assigned, Final Organizational Analysis (OA) Paper Assigned <i>Chapters 1, 2, 3 & 5</i> <hr/>
Week 2 – August 30	OA Organization Selection DUE <i>Chapters 4, 9, 10, 11 & 14</i> <hr/>
Week 3 – September 6	OA Interview Questions DUE & Group Presentations <hr/>
Week 4 – September 13	OA Progress Report & Midterm (Covers Chapters 1-5, 9-11, 14 & any additional readings.) <hr/>
Week 5 – September 20	<i>Chapters 6, 7, 8, 12 & 13</i> <hr/>
Week 6 – September 27	Final Paper & Presentation DUE <i>Chapters 15 & 16</i> <hr/>
Week 7 – October 4	Course Reflection & Final Exam (Covers Chapters 6-8, 12-13, 15-16 & any additional readings.)

Course Inventory for ORU's Student Learning Outcomes

COM 300: Organizational Communication Fall 2016

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
-------------------------------------	--	--------------------------	-----------------------	----------------------	-----------------

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		

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		

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

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		