

# **Syllabus**

## **COMX 220: Organizational Communication Fall 2018**

### **Contact Information**

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Office Hours: Wednesdays from 2:00-4:00 p.m. and Thursdays from 1:00 – 2:00 p.m.

\*\*\*Or by appointment\*\*\*

### **Required Texts/Readings:**

Mumby, D. Organizational Communication. Sage Publications. (2012).

Other readings available on Moodle: Contents listed at the end of syllabus.

### **Nature of the Course**

This course provides an introduction to the study of organizational communication. The course starts with the premise that much of what an organization "is" is communication. In other words, we will conceive of organizations as existing and operating through communication. Through such communicative processes as symbol creation, message sharing, and relationship formation, organizations come to life and accomplish their goals. This introduction to organizational communication will deal with a wide variety of contemporary practical challenges in organizations including: globalization, gender, leadership, technology, employee participation programs, diversity and ethics. My overall goals are to introduce you to the field of organizational communication and to assist you in the process of critically assessing your own organizational experiences.

While primary a lecture-type class, the course will proceed in a combination of formats, including lecture, class discussion, group and individual activities. I expect you to consistently complete the assigned readings prior to each class session, as this will enhance our ability to critically process information in class as well as prepare you for regular quizzes. I strongly encourage questioning minds and active contribution to both lecture and discussion.

## Course Objectives

As a result of satisfactorily completing the course, students should be able to do the following.

1. Understand a range of perspectives, theories and issues to explore the ways in which varied perspectives can shape, expand, or limit our understanding of communicating and organizing.
2. Accurately describe key elements of the following theories: classical management, human relations, human resources, and critical
3. Accurately describe key elements of the following processes: assimilation, organizational decision-making, conflict management, change and leadership, emotion, organizational diversity, and technological
4. Apply theoretical knowledge to identify, understand and solve real-world organizational communication problems.
5. Connect theory and research to your own lived experiences in organizations.
6. Articulate the nature of globalization and understand some of the competing perspectives on globalization.
7. Better understand how social science research is, conducted, organized, presented and evaluated.
8. Understand how organizational theory is situated in particular historical contexts.
9. Articulate key ethical issues in contemporary organizations and offer informed opinions on those issues.

### Attendance/Punctuality/Participation:

You are expected to attend class every day and to come to class on time. You will receive a grade for your attendance based upon quizzes. No cell phones and/or text messaging during class. The use of laptops in class is discouraged so if you wish to use a laptop during class, please see me to make arrangements.

The latest research suggests that focus, comprehension, recall of ideas, and information processing increase when students hand-write their class notes and read from physical paper. While I'm not going to require you to print all your readings, during class, I encourage you to take notes by hand.

### Special Assistance:

If some extenuating circumstances beyond your control prevent you from meeting your expectations for your attendance and performance, I expect you to contact me immediately. The most important thing is that you contact me sooner rather than later.

### Notice to Students with Documented Disabilities:

The University of Montana assures equal access to instruction by supporting collaboration between students with disabilities, instructors, and Disability Services for Students. If you have a disability and plan to request modifications for this course, please contact your instructor during the first week of

the semester so that modifications can be provided in a timely manner. Please contact Disability Services for Students if you have questions.

Disability Services for Students (DSS)  
Lommasson Center 154

406.243.2243 (Voice/Text)  
406.243.5330 (FAX)

University of Montana

[DSS Website](#)

### Due Dates:

A late written assignment will be penalized one full grade for each day it is late and NO late submissions will be accepted after the assignment has been graded and returned to your classmates. Quizzes and tests must be completed on the day given (unless you have a documentable excuse).

### Academic Honesty

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review at [Student Code of Conduct](#)

### Requirements of the Course/Grading

So there are no surprises at the end of the semester, I encourage you to keep track of your points.

<b>Assignment</b>	<b>Points Available</b>
Participation/Attendance (attendance quizzes= 10 at 5 points each)	50
Online Applications/Discussions (10 at 10 points each)	100
Tests	
Exam #1	100
Exam #2	100
Final Exam	100
<b>Total Points</b>	<b>450</b>

Letter grades are figured as follows:

<b>Grade</b>	<b>Percent</b>
A	100-93%
A-	92-90%
B+	89-88%
B	87-83%
B-	82-80%
C+	79-78%
C	77-73%
C-	72-70%
D+	69-68%
D	67-63%
F	Below 63%

As per our departmental policy, you may not drop or change your grading option after the thirtieth instructional day except in the following situations: a) documentable accident or illness, b) no evaluation record for the course, c) documentable family/personal emergency, and d) documentable change in employment schedule that prevents completion of course (ref. relevant university documentation).

**Online Readings:**

Barker, J. (1997). Disciplining a teammate: Control in self-managing teams. In B. Sypher (Ed.), *Case studies in organizational communication* (pp. 97-109). New York: Guilford Press.

Holmer-Nadesan, M. (1996). Organizational identity and space of action. *Organization Studies*, 17,49-81.

Roy, D. (1959). Banana time: Job satisfaction and informal interaction. *Human Relations*, 18,158-168.