

Organizational Communication
COMM 5309
Fall 2014

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Course Materials:

Required Textbook: Eisenberg, E.M., Goodall, H.L., & Trethewey, A. (2010)
Organizational Communication: Balancing Creativity and Constraint, 6th ed. ISBN: 978-0-312-57486-4

The textbook is available in the Sul Ross State University book store, or you can order it online. If you order it online, please make sure you are ordering the 6th ed. Please order your books as soon as possible so you do not fall behind in the course.

Additional course material and supplementary reading material will be posted in Blackboard along with assignments and quizzes. You will need to check blackboard regularly to download all of the supplementary readings and to complete course assignments.

COURSE DESCRIPTION: The primary goal of this course is to provide you with frameworks for thinking about how and why communication occurs at different levels of analysis in organizations, and how to recognize, analyze and improve different communication problems. Primary topics include: the nature of organizational communication; classical organizational structure theories; behavioral and systems theories; loose-coupling, cultural approaches and sense-making theories; behavioral and systems theories; climate and culture; information flow and communication networks; new organizational media; leadership; group communication, teamwork, and conflict; individual and system-wide organizational analysis.

GRADING will be based on:

- 10% Assessments
- 10% Discussion Board Questions
- 20% Case Study Summaries
- 20% Original Case Study
- 20% Midterm Exam
- 20% Final Exam

Assessments: You will periodically complete surveys or simulations related to the Chapter. After each class simulation or survey you will submit a one-page assessment of the primary lesson learned from the activity. You must CLEARLY link the lesson

learned to one of the concepts covered in the class that week. In almost all instances, these concepts are based on that week's presentation based on the listed chapter in the textbook. Class simulations may require that you work as a group online.

Discussion Questions: In each of the textbook chapters are discussion questions related to the information presented in the textbook. I will assign specific questions for you to answer. Answers to these questions are due by the date indicated on the assignment posted on Blackboard. It is important to post your answer by the due date to allow time for discussions to develop around the questions. Students are expected to also read and respond to the answers posted by their classmates. Your grade for the discussion questions and case study analysis will be partially based on how well you answer the questions and partially on how well you interact with your classmates.

Case Study Summaries: Case summaries are due by the date indicated on the case study assignment. Completed summaries should be posted in the discussion board for class discussion. Each case summary will identify and explain one concept from the associated chapter from the textbook or supplementary reading. And each summary will then apply that concept to the case reading for that session.

First half of the page: Identify and Explain the Concept From the chapter Provide the exact reference to it (that is write the chapter title and page number). Then, define and explain that concept or term. Do NOT quote from the book, the definition and explain should be in your own words.

Second half of page: Illustrate the Concept from a Case Study From the assigned case study in the Sypher book identify an example of that concept or term. Then, explain how that case example reflects or illustrates the concept or show how that concept can be used to clarify or understand the case study. Be explicit about how much the concept you choose relates specifically to a particular aspect of the case.

Type the case summary single-spaced, with good margins on sides and bottom. One page only per concept/case; no cover or title page.

Original Case Study: You will construct an original case study based on an organization you are currently associated with. The first half of the paper will discuss a concept of organizational communication covered during the semester (motivation, information flow, power, etc) and will include a review of relevant research literature. The second half of the paper will follow the general form of the case studies analyzed in class. You will need to formulate 4 questions and 4 key terms at the end of your case study linking the two halves of the paper.

Midterm and Final Exams: Will be open book and open note and will consist of ten short answer questions integrating the concepts covered in the chapters, journal articles and lectures preceding the exam.

Tentative Semester Schedule

Each week will run from Monday morning through Sunday evening. I expect all of the work for the week to be completed and submitted before Sunday evening. Do not wait until late on Sunday to try to submit your work because it is not unusual for Blackboard to be slowed with high volume on Sunday evenings which could result in your not being able to submit your work on time. Late submissions will result in a reduction of grade on the assignment.

	Week	Readings
8/25/2014	one	Textbook: Preface & Chapter One
9/1/2014	Two	Textbook: Chapter 2
9/8/2014	Three	Textbook: Chapter 3
9/15/2014	Four	Textbook: Chapter 4
9/22/2014	Five	Textbook: Chapter 5
9/29/2014	Six	Textbook: Chapter 6
10/6/2014	Seven	Midterm Exam
10/13/2014	Eight	Textbook: Chapter 7
10/20/2014	Nine	Textbook: Chapter 8
10/27/2014	Ten	Theories of Motivation - Reading posted on Blackboard
11/3/2014	Eleven	Textbook: Chapter 9 pp 281-301
11/10/2014	Twelve	Textbook: Chapter 9 pp 302-309
11/17/2014	Thirteen	Textbook: Appendix
11/24/2014	Fourteen	Thanksgiving
12/1/2014	Fifteen	Final exam

Related University Policies: As a student, you are responsible for being familiar with and following all university policies related to academic work. I have mentioned some of the key policies below. If you are unsure of what the University Policies are I strongly recommend you access the Student Handbook on the SRSU website.

Academic Honesty

“The University expects all students to engage in all academic pursuits in a manner that is beyond reproach and to maintain complete honesty and integrity in the academic experiences both in and out of their classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.”

--Excerpt from the Student Handbook

For online students, this also means that you should compose your own answers to discussion questions and case study questions, do not simply copy what one of your classmates has written. You are also expected to cite any information source you use to support your answer including the textbook, internet sources, journal articles or any other published source of information.

ADA (Americans with Disabilities Act)

Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Mary Schwartze, M.Ed, L.P.C. in Counseling and Accessibility Services, Ferguson Hall, Room 112. The mailing address is P.O. Box C-122, Sul Ross State University, Alpine, TX 79832. Telephone: 432-837-8203. E-mail: mschwartze@sulross.edu.

Distance Education

Students enrolled in distance education courses have equal access to the universities support services, library resources, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should submit online assignments through Blackboard or SRSU email, which requires secure login information to verify students' identities and to protect students' information.