

**FALL 2016**

**CMST3250 – 01 & 02 (CI) 3 credits**

M/W 12:30-1:45, Library 405

Gayle E. Houser, M.A., Instructor

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Office hours: T 9:15-10:30; W 11:00-12:00 – contact instructor by email for appointment

Office: Main 341A

Course Description: Study of internal communication requirements of organizations. Analysis of communication problems associated with conflict, diversity, interpersonal influence, communication technology, and information flow. Development of effective communication practices.

Objectives

- Promote active critical thinking about the role of communication in—and as constitutive of—organizations.
- Improve your ability to analyze organizing activity and to make you a more effective member of organizations.
- Explore common organizational communication problems.
- Integrate theoretical perspectives of organizational communication with current research and contemporary organizational life.
- Investigate the knowledge, attitudes, and skills that underlie effective communication in organizations.

Assessment

Students will be given the opportunity to demonstrate their understanding of presented concepts, competencies, and theories on 2 in class exams (includes final)

Students will have the opportunity to perform an Organizational Communication Analysis

Students will be expected to engage in thoughtful and cogent class discussions related to both the assignment readings and bring in outside examples of organizational communication

**Textbook: (Required)** Shockley-Zalabak, P. (2015). *Fundamentals of Organizational Communication: Knowledge, Sensitivity, Skills, Values* (9<sup>th</sup> ed.) Pearson. – e-copy of book is also available.

*Attendance:* Your attendance at this course is expected with your registration in this course as the indicator that you consider this class to be important to your future. A communication course, by its very nature, requires active involvement and participation in meaningful and thoughtful discussions. If you are not in class, you will not be able to adequately respond to prompts on exams or to have a mastery of application of the material to serve you in your daily life. You will have 2 “free” days to be absent. No questions asked. But you will be responsible from getting notes about the material covered from your classmates. After two absences (undocumented) you will lose 5 points per absence. So, use your excused days carefully.

*Academic Honesty:* You are expected to do your own work. Please read the Student Honor Code in the Student Handbook. Plagiarism and/or cheating in this course will result in an “F” being recorded as the final grade and a report will be filed. Being rushed does not give excuse to doing your own work. Pace yourself!!!!

*Grading.* Please note that the grade of A is assigned for consistently excellent work that demonstrates an in-depth understanding of all course materials. B's are assigned for work that demonstrates instances of excellence with a very good understanding of course materials. C's are assigned for work that demonstrates a consistent satisfactory competence in course materials. D's are assigned for incomplete work, missed assignments, too many absences, etc. Please talk with me for further understanding of the grading criteria. If you have questions or concerns throughout the semester in regards to your grades please visit with me during office hours. You will receive clear assignment expectations/requirements to aid you in achieving your desired grade.

Assessment points

Exams (2 @150 each)	300	_____	_____
Org. Comm. Analysis	150	_____	
Participation in discussions & activities	25	_____	
<b>Total points available</b>	<b>475</b>	_____	

Grading for the course will be calculate by points. Those points will then be converted to the percentage of points earned across the entire semester. Each student will be responsible for keeping a personal record of returned assignments and their current grade standing based on the number of points available at the specific point in the class. This calculation will be discussed at the beginning of the course. Students should not need to request grade standing from the instructor as you take personal responsibility for your assignments.

\*\* E.g if an assignment is worth 100 pts and you have earned 74 points out of the possible 100 you have a 74% = C. If you have completed 2 assignments with a combined total worth of 150 points and you have earned a total of 120 points, this is 80% or a B- standing in the course. Points accumulate across the semester so your total earned divided by the total you could have earned on the assignments will reveal your percentage of points earned.

<b>A</b>	93% and above	<b>C</b>	73 – 76%
<b>A -</b>	90 – 92%	<b>C -</b>	70 – 72%
<b>B +</b>	87 – 89%	<b>D +</b>	67 – 69%
<b>B</b>	83 – 86%	<b>D</b>	63 – 66%
<b>B -</b>	80 – 82%	<b>F</b>	62% and below
<b>C +</b>	77 – 79%		

*Course Etiquette:* During the course of this class we will be discussing topics which may not always be aligned with your particular world view. Students are expected to be respectful of others in the course as they express their opinions. However, the class is not a forum for facilitating debate. Discussion, yes. The instructor may bring in opinions and research which contradict you. The materials are presented to you as consideration of other world views. Respect for others and professional language is expected. I.E. No swearing. An intelligent person can find other words to express their opinions.

*Late or Make up Work?* It will not be accepted without a documented excuse presented to the instructor and will be decided on a case by case basis. Work must be typed and stapled and handed in

within the first 10 minutes of the class period it is due. Plan and complete ahead of last minute to avoid: computer crashing, printer with no ink, roommate took your laptop, lost thumb drive, left it at home, just disappeared.....etc.

Students are expected to be in class on time and prepared to begin. The instructor will be aware of time and begin and end on time. Therefore, prepare to be in class at start time. No, stopping for breakfast or a drink on the way to class is not considered a valid excuse for being tardy. Please do not bring meals into class unless you have enough for everyone.

*Electronics:* Unless your textbook is downloaded (and you show this to the instructor) cell phones are to be OFF and placed out of temptation for your reach. If you are on call for a first responder position, are expecting your child to be born during a specific class period, have to be available for contact because you have small children, discuss this with the instructor. Otherwise, share your schedule with friends and family and they won't text/email/tweet/Instagram you during class. You won't be missing anything.

If you take notes on your computer, etc. you will need to sit in the back row and clear your use with the instructor. There will be times when you are asked to close it to participate in discussions and activities.

*Student Accommodations:* Students with ADA-documented impairments may be eligible for reasonable accommodations. In addition, Veterans may also be eligible for certain services. Accommodations are coordinated through DRC in Rm 101 of the University Inn, 7-222 voice, 7-0740 TTY, or toll free at 1-800-259-2966. Please contact DRC as early as possible. Alternate format materials (Braille, large print or digital) are available with advance notice.

**Weekly Reading/ Course schedule:** Instructor reserves the right to modify specific dates in case of emergency.

Students are expected to read before they come to class for discussion/lecture/activity. Please do not skip case studies and boxes in each chapter. Also, please read the associated exercise in the Appendix for each chapter.

Aug 29	Introduction
Aug 31	History of the field
Sept 5	Labor Day – no class
Sept 8	Chapter 1
Sept 12 & 14	Chapter 2
Sept 19 & 21	Chapter 3
Sept 26 & 28	Chapter 4
Oct 3 & 5	Chapter 5
Oct 10 & 12	Chapter 6 & activity
Oct 17	Review for mid-term – bring your books and notes and questions!!!!!!

Oct 19 MID-TERM EXAM IN CLASS – mixed assessment format (m.c./true-false/essay)

Oct 24 & 26 Chapter 7

Oct 31 & Nov 2 Chapter 8

Nov 7 & 9 Chapter 9

Paper assigned

Nov 14 & 16 Chapter 10

Nov 21 Chapter 11

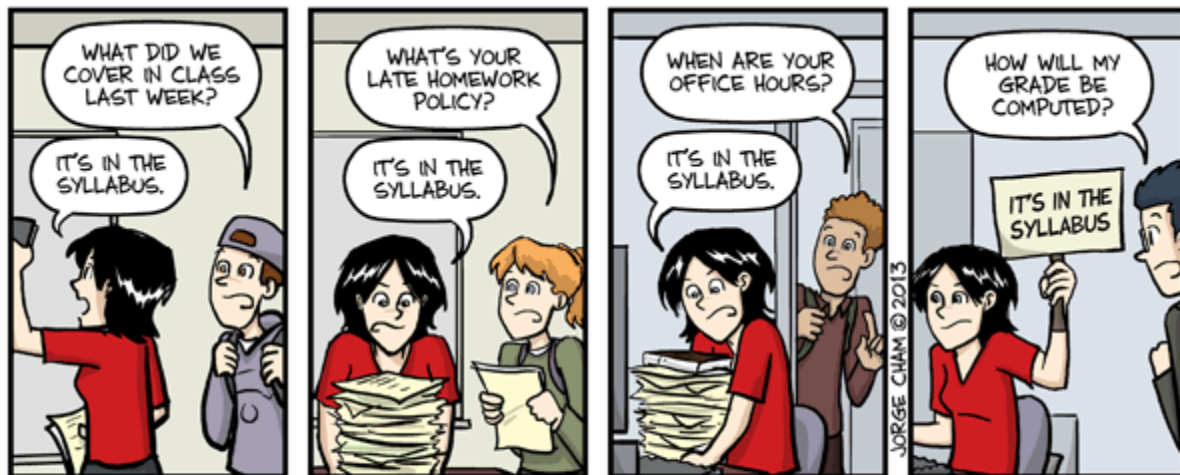
Nov 23 Thanksgiving break – no class

Nov 28 & 30 Chapter 12 and activity

Dec 5 & 7 No formal class – work on papers – instructor in office if needed

**Final EXAM** Wednesday, December 14<sup>th</sup>, 11:30-1:20 - Papers due at exam time or before.

Plan on being available to take your final exam at the assigned time. Getting an early ride home or cheaper ticket does not constitute a need to take the exam early.



# IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

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