

Organizational Communication COMK 4304-125

Summer 2023

Texas A&M University Central Texas

Course dates and mode of instruction:

June 5th- July 28th

This course is a 100% online course and uses TAMUCT Canvas Learning System (<https://tamuct.instructure.com/>). You will use your individual Canvas username and password to logon to this system.

Instructor: Laura Mallonee, M.A.

Email: laura.mallonee@tamuct.edu

(The preferred method of communication is through TAMUCT email or Canvas Inbox)

Virtual Office Hours: By appointment via Zoom

Course Communication/Student-instructor interaction:

As your instructor I am committed to responding to your questions and concerns in a timely manner. You should receive a response from me to your Canvas Inbox and emails within twenty-four hours of when the message was sent (with the exception of weekends as it may take a bit longer to receive a response).

**Emergency Warning System for Texas A&M University-Central Texas
SAFEZONE.**

SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the SafeZone website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below: o iPhone/iPad: [<https://apps.apple.com/app/safezone/id533054756>] o Android Phone / Tablet [<https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp>]

2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

Course Information

Course Overview and Description

An advanced study of communication as it takes place in business and industrial settings. Special attention will be given to managerial communication, communicator style, channels and networks, and organizational communication consulting.

Course Objective

Students will develop communication skills in identifying and resolving communication barriers that inhibit efficient organizational performance.

Student Learning Outcomes

Upon completion of this course, students should be able to:

- Identify and explain organizational theories and behavioral models.
- Analyze and evaluate communication theories as applied to organizations.
- Recognize, analyze and explain organizational communication dynamics occurring in actual organizations.

Course Required Textbook

Kramer, M. W., & Bisel, R. S. (2021). Organizational communication: a lifespan approach (2nd Ed). New York: Oxford University Press.

Course Requirements

The learning goal of this course is a thorough understanding of the course content as presented throughout the textbook, online lessons, other resources, online discussions, and as demonstrated through personal written and verbal presentation. Points will be deducted for failure to follow grammatical, syntactical rules for college level writing, proper appearance, and class instructions. It is incumbent on the student to seek out the instructor for assistance or clarification of course requirements should the student feel overwhelmed, confused, or frustrated. Students need to stay focused and timely in their class preparation.

Quizzes

Students will take seven timed lesson quizzes. In order to effectively prepare for the quizzes, students should read the assigned chapters, complete the assigned corresponding lesson and review personal notes from pertinent chapters. It is important to note that the quizzes will be timed, taken in a one-time seating and will not be reset. Therefore, it is imperative students have sufficient and reliable internet connection before sitting to take the quiz.

Weekly Discussion Forums

Students will need to post to the discussion board on the assigned weeks. An initial forum post is due on Thursday and a response to at least one fellow classmate's discussion post is due by the

following Sunday on the assigned weeks. The expectations for the discussion posts are found in the Discussion Forum Guidelines posted to the Pages tool on Canvas. The requirements for each forum post can be found in the 'Discussions' tool for the corresponding week on Canvas.

Homework Assignments

There will be six homework assignments (see course schedule). Homework assignments are due by end of day each Thursday. The homework assignments are worth 10 points each, for a total of 60 points. The requirements for the assignments can be found on the homework assignment rubrics posted to Canvas.

Personal Introduction Assignment

There will be a personal introduction assignment. Students will create a power point or prezi presentation to introduce themselves to the class and post the presentation to the discussion board. The expectations for this assignment can be found in the 'assignments' tab on our course Canvas page and in the corresponding lesson in Canvas. The instructor introduction power point can be used as an example/guide for the assignment.

Article Submission for Approval

There will be an Article Submission assignment. Once students have chosen their article for the Article Review Paper Assignment, the article will need to be approved (be sure to reference the 'Instructions for Finding a Journal Article' before looking for an article). For this assignment, students will need to submit the article as well as answer the questions on the 'Article Submission Assignment' document. The purpose of this assignment is to ensure students are on the right track for the Article Review Paper Assignment. The expectations for this assignment can be found in the 'assignments' tab on our course Canvas page and in the corresponding lesson in Canvas.

Article Review Paper

There will be an Article Review Paper Assignment. Students will review an academic journal article. This outside reading is intended to help students in formulating ideas about communication in organizations as a supplement to the textbook. Students may choose to review an article about communication and motivation, self-esteem, business, etc. Students will need to be conscious of the different approaches to the study of communication. The article selection needs to be from an academic journal and students will be required to go beyond the basic assumption of an article report and become a critical analyzer of the material. The expectations for this assignment can be found in the 'assignments' tab on our course Canvas page and in the corresponding lesson in Canvas.

Article Review Oral Report

There will be an oral report assignment that accompanies the Article Review Paper. Students are to prepare an oral report related to your article review. Students will need to submit a video of their oral report. This report should last 5-7 minutes, briefly summarize the article and

concentrate on what the student has learned from the article. The expectations for this assignment can be found in the ‘assignments’ tab on our course Canvas page and in the corresponding lesson in Canvas.

Final Reflection Report

Students will be required to complete an interpersonal reflection report at the end of the course. This analysis report provides an opportunity for students to reflect on the concepts and theories they have learned throughout the course. Students will have the opportunity to apply what they have learned throughout the course to their personal lives. The requirements of the assignment can be found on the Interpersonal Reflection Report Rubric posted to Canvas.

Extra Credit

There will be six extra credit opportunities available to students. These assignments are optional and not required. Students will have the opportunity to complete these assignments weekly throughout the duration of our course. **These assignments must be submitted on the specified due dates or they will not be accepted.** The extra credit assignments can be found in the ‘assignments’ tab on our course Canvas page and in the corresponding lesson in Canvas.

It is important to note all assignments should be submitted via Canvas.

III. Grading Criteria and Conversion

Assignment	Points
Lesson Quizzes (7 quizzes x 25 points)	175
Weekly Discussion Forums (6 forums x 7 points)	42
Personal Introduction Assignment	20
Homework Assignments (6 assignments x 10 points)	60
Article Submission for Approval	10
Article Review Paper & Oral Report	100
Final Reflection Report	100
TOTAL	507

<u>Percentage Earned</u>	<u>Letter Grade Assigned</u>
507-457	A
456-406	B
405-355	C
354-305	D
304-0	F

III. Course Policies

Policy on Grades

Records of grades will be available on Canvas gradebook and students should monitor their grade status using this tool. Students should expect to receive returned graded work with feedback within a week from when the assignment is due. Feedback will always be provided on all assignments and can be found on the returned assignment through Canvas.

Policy on Late Work

All assignments are due on the dates specified in the class schedule. Late work will not be accepted. However, the instructor reserves the right to accept late assignments for a lesser point value based on extenuating circumstances.

IV. Course Schedule

Date	Topic	Have Read/Reviewed	Assignments Due
Week 1: June 5th- June 11th	Introduction to Organizational Communication	Syllabus, Course Schedule Textbook Chapters 1 & 2	Due Sunday June 11th: Personal Introduction Assignment Lesson One Quiz
Week 2: June 12th- June 18th	Organizational Encounter and Organizational Exit	Textbook Chapters 3 & 15 Lesson Two	Due Thursday June 15th: Post Forum Two Homework Assignment #1 Due Sunday June 18th: Response to Forum Two Lesson Two Quiz
Week 3: June 19th- June 25th	Communication Channels, Structure and Management Theory	Textbook Chapters 4 & 5 Lesson Three	Due Thursday June 22nd : Post Forum Three Homework Assignment #2 Due Sunday June 25th : Response to Forum Three Lesson Three Quiz
Week 4: June 26th-July 2nd	Organizational Members and Culture	Textbook Chapters 6 & 7 Lesson Four	Due Thursday June 29th : Post Forum Four Homework Assignment #3 Due Sunday July 2nd : Response to Forum Four Article Review Submission Lesson Four Quiz
Week 5: July 3rd- July 9th	Organizational Leadership and Decision Making	Textbook Chapters 8 & 9 Lesson Five	Due Thursday July 6th : Post Forum Five Homework Assignment #4 Due Sunday July 9th : Response to Forum Five Lesson Five Quiz

Week 6: July 10th- July 16th	Communication, Power, Resistance and Conflict	Textbook Chapters 10 & 11 Lesson Six	Due Thursday July 13th : Post Forum Six Homework Assignment #5 Due Sunday July 16th : Response to Forum Six Article Review & Oral Report Lesson Six Quiz
Week 7: July 17th- July 23rd	Changing Work Environments and Work-Life Conflict	Textbook Chapters 12 & 13 Lesson Seven	Due Thursday July 20th : Post Forum Seven Homework Assignment #6 Due Sunday July 23rd : Response to Forum Seven Lesson Seven Quiz
Week 8: July 24th- July 28th	Course Wrap Up	Lesson Eight	Due Thursday July 28th : Final Reflection Report

Important University Dates

Click on the website link to access the registrar's webpage for important university dates.

<https://www.tamuct.edu/registrar/academic-calendar.html>

Technology Requirements and Support

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system.

We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum

computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Other Technology Support

For log-in problems, students should contact Help Desk Central, 24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Warrior Center for Student Success, Equity and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations, please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](#) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

Academic Integrity

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the student conduct process](#), [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a referral](#), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

In this course specifically, the first offense will result in a zero for the plagiarized assignment. The second offense will result in a failing grade for the course and the incident will be reported to the Associate Director of Student Conduct.

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eis-prod.ec.tamuct.edu:443/samlssso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Important information for Pregnant and/or Parenting Students.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](#) web page [<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](#), please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WConline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [https://tamuct.libcal.com/appointments/?g=6956]. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index]

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online

[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.