Intro. to Organizational Communication
COM 375.500 Online
COMM 3375
Fall 2019

STEPHEN F. AUSTIN STATE UNIVERSITY
Languages, Cultures and Communication
Communication Studies
www.sfasu.edu/commstudies

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Office Hours: 12:15-2:30 TR
Also by appointment
Class Times: 9:30 TR, 11 TR, Online

Course Description: The objective of this course is to introduce communication theories and research methods used to better understand organizing. By the end of this course, students should become familiar with the different perspectives on organizing and develop critical skills by which to examine communication processes.

COMM 3375 “Introduction to Organizational Communication” (3 credits) meets once, twice, or three times a week for a total of 150 minutes per week for a total of 15 weeks, and also meets for a 2-hour final examination. Online delivery contains extensive written content as well as audio-visual presentations and exercises that includes the same information students in a face-to-face lecture course receive, requiring students to engage the online modules for at least three hours per week. Activities include lectures and discussions, readings, workgroup discussions, written assignments such as literature reviews, data analysis, and case studies, as well as presentations. A student can expect to spend at least 6 hours each week preparing outside of classroom hours.

Student Learning Outcomes:
1) To engage concepts and theories relevant to organizational communication.
2) To apply cultural, critical, feminist, rhetorical, structurational and postmodern research lenses to assist in the examination of communication processes.
3) To critically explore biases embedded in theorizing and organizing.
4) To examine what it means to study organizational communication.

Communication Studies Program Learning Outcomes: *PLOs assessed in this course.
1. Theory Knowledge: Students majoring in Communication Studies should display comprehension of major communication theories.
2. Theory Application: Students majoring in Communication Studies will apply the major theories in the field to communicate effectively in a variety of settings.*
3. Research Methods: Students majoring in Communication Studies will be able to use and demonstrate understanding of appropriate methodology in critical, humanistic, or social scientific paradigms in examining research questions in communication.
4. Diversity and Freedom of Expression: Students majoring in Communication Studies will be able to recognize the central role of diversity and freedom of expression in a global community.

5. Constitutive Nature of Communication: Students majoring in Communication Studies will be able to demonstrate knowledge of the constitutive nature of communication, which includes forces that enable and constrain communication such as technology, ethics, and organizational life.*

6. Higher Order Thinking: Students majoring in Communication Studies will be able to demonstrate oral and written competence in logical and critical thinking.

Course Materials: Students will be expected to purchase the following:
• Additional readings will be provided via D2L in PDF format.

Governing Policies: The following policies will apply toward classroom decorum.
1. ACCEPTABLE STUDENT BEHAVIOR: Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

2. CELL PHONES AND OTHER ELECTRONIC DEVICES: Students are expected to appreciate the learning environment and to prevent unnecessary distractions. All phones, MP3 players and PDAs must be off and out of sight during class, unless instructed otherwise. Laptops and tablets may be used; however, it is expected these devices will only be used for taking notes. Disruptive electronic use will result in the entire class losing the privilege to use them for the remainder of the semester.

3. COURSE ADAPTATIONS: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

4. ACADEMIC INTEGRITY: Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism. Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were
your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

5. D2L/ONLINE COURSEWORK: ALL students are expected to use D2L in this course to perform and keep up with graded activities and scheduled readings. Students should sign in at http://d2l.sfasu.edu using the same username and password as MySFA. All graded activities will be turned in or completed via D2L.

6. GRADE WITHHELD POLICY (Semester Grades A-54): II. Withheld Grades: Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. http://www.sfasu.edu/policies/semester_grds.asp

Attendance, Participation and Make-up Work Policy: Students are expected to attend/participate in a punctual manner in the online course throughout the semester. Skipped assignment will not be made-up. Generally, the following policy will apply to absences and make-up work:

You will be allowed to make up a missed graded activity only when conditions are clearly beyond your control and are convincingly documented. If you do not have valid documentation for the absence, you will receive a ZERO for the assignment. Even if you are allowed to make up the activity you will still be counted absent for the class day.

Evaluation: In addition to attendance, students will be evaluated using exams and written work. Each evaluated activity must be completed and turned in by the scheduled class meeting time. Your professor throughout the semester will provide additional instructions.

**Exams:** There will be four exams throughout the semester. Exams will be mostly multiple-choice. Exams are expected to be individual work. Exams will be administered through D2L and must be completed on the assigned date and set time provided in the Course Timeline. The course timeline also indicates the content of the exams. Celebrations will be worth a total of 400 possible points/100 points each.

**Quizzes:** There will be eleven quizzes throughout the semester. The quizzes will be much like the exams; however, quizzes may include multiple-choice and essay questions. Dates and content are indicated in the Course Timeline. Quizzes will be work 10 points each for a total of 100 points. The lowest quiz grade will be dropped at the end of the semester.

**Discussions:** Discussions will be associated with Case Studies found in the Text and assigned on the Course Timeline. There will be three discussions worth 100 points each for a total of 300 possible points.
Organizational Communication in Practice: Students will develop responses to the prompt that apply and cite concepts from the class. These assignments focus on lessons learned and will be in discussion format. Each OCiP will be worth 50 points; however, students' responses and ratings of their classmates will also be worth 50 points. OCiPs w/ responses will total 200 points.

Evaluation Summary: Final grade averages will be determined by an accumulation of each evaluated activity and attendance. Total Course Points: 1000

Tentative Course Calendar: The course calendar should be used by students to see when daily readings, activities, and exams are scheduled. The calendar is subject to change based on student learning progress and unforeseen occurrences. In the event the calendar changes, announcements will be emailed to the student's SFA email and posted on D2L announcements. See COURSE TIMELINE after the Welcome and Getting Started Module.