Stephen F. Austin State University

COM 475.001 (COMM 4375)

Advanced Organizational Communication

Spring 2020 – F175

Languages, Cultures and Communication

Communication Studies

www.sfasu.edu/commstudies

Professor: R. Tyler Spradley, Ph.D.
2013-2015 Jim Towns Endowed Professor of Mentoring
Associate Professor of Communication
Leadership Minor and Certificate Coordinator
Risk and Crisis Communication Certificate Coordinator

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Class Times: 9:30 TR, 11 TR, 12:30 TR, Online

Office Hours: TR 1:45-3:30, W 11-12:30
Also by appointment

Course Materials:

Course Description: Students will analyze a current research trend in organizational communication studies. COMM 4375 “Advanced 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 daily readings and exams, research, and written term paper, participation in lectures, group discussions, and individual or group exercises. A student can expect to spend at least 6 hours each week preparing outside of classroom hours.

Course Objectives/Student Learning Outcomes:
1. Understand what constitutes and characterizes an organization and an organizational culture. What role does organizational communication play?
2. Understand different philosophical assumptions and views of organizational culture research.
3. Understand and demonstrate the practices of collecting, examining, and analyzing organizational culture data sets.
4. Recognize and address challenges to various forms of organizational culture change.
5. Understand the role of leadership and followership in organizational culture.
6. Understand and demonstrate assessment skills that examine and test the health and effectiveness of organizational culture.

Communication Studies Program Learning Outcomes:
Objective 1—Theory Knowledge: Students majoring in Communication Studies should display comprehension of major communication theories.
Objective 2—Theory Application: Students majoring in Communication Studies will apply the major theories in the field to communicate effectively in a variety of settings.
Objective 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.

Objective 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.

Objective 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.

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

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. 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/.

3. 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

4. D2L AND 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.

5. 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

6. ATTENDANCE AND MAKE-UP WORK: Students are expected to attend every class meeting. Generally, the following policy will apply to absences and make-up work:
   1. For evaluated activities such as celebrations and writing, absences will NOT be allowed. You will be allowed to make up the 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.
   2. There is no provision for excused absences for class meetings that do not involve graded activities. Your professor will not hear excuses for these days, nor will he accept documentation. You will simply be miss and risk knowledge and points loss.
   3. Attendance can add to your final course grade, including, but not limited to Daily and Service Learning Involvement points. Student who miss class are likely to not pass.

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. You may earn up to 1000 points total. The following indicates which letter grades correspond to earned points:

<table>
<thead>
<tr>
<th>Points</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>1000 – 900</td>
<td>A</td>
</tr>
<tr>
<td>899 – 800</td>
<td>B</td>
</tr>
<tr>
<td>799 – 700</td>
<td>C</td>
</tr>
<tr>
<td>699 – 600</td>
<td>D</td>
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<tr>
<td>599 and less</td>
<td>F</td>
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Tests: There will be three exams throughout the semester. Exams will be completed via D2L on the assigned dates. Each exam will have multiple-choice and essay questions and student will have 60 minutes to complete the exam; the final will be two-hours. Questions must be responded to before moving to the next question and cannot be returned to after moving forward. Tests will be worth a total of 300 points.

<table>
<thead>
<tr>
<th>Test</th>
<th>Points</th>
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<tbody>
<tr>
<td>Test 1</td>
<td>100 points</td>
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<tr>
<td>Test 2</td>
<td>100 points</td>
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<tr>
<td>Test 3</td>
<td>100 points</td>
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Graded Activities: Graded Activities will include single page application essays, group projects, and in-class exercises and daily projects. Instructions will be provided during the semester for each activity – see D2L. Activities will be worth a total of 700 points.

Data Collection Points
200 points
Students will participate in the learn and practice the skill of data collection: field notes, focus group interviews, in depth interviews, and open-ended surveys. Each variation of data collection will be worth 50 implementation points that will be assessed based on effectiveness, methodology, following instructions, and quality of data collected. Due dates for the data collection activities will be in the COURSE TIMELINE on D2L.

In-class Exercises/Projects Points
300 points
Throughout the semester students will engage in various exercises or daily projects that assist the development of understanding and effective practice of organizational cultural
Spradley: COM 475 Syllabus

analysis and change. These activities will be spread out across the semester and correlate with assigned readings or lecture material. Students are expected to come to class prepared to engage in the USE of the material discussed in during the class period. Thus, students are expected to keep up with readings and pay attention to the COURSE TIMELINE on D2L to prepare for these graded activities.

**Essay (term paper) Points**

200 points

Students will be assigned two essays that will be mini-case studies examining organizational culture of a local organization assigned by the professor. Essays will be developed by citing sources from published works and interview data using APA formatting. Both essays should include a cover page, the paper, and a reference list that follow APA. Essays with be straightforward writings that respond to question prompt provided by the professor during the semester. Each essay should be organized: Introduction, Literature Review, Data Analysis, Conclusion. Essays will be five to seven pages double-spaced. Due dates for the essays are provided in the COURSE TIMELINE on D2L.

**Students should always contact me using @jacks.sfasu.edu email or personal email at rspradley@sfasu.edu.** Using D2L will result in delayed replies.

**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. **The calendar is available under Course Timeline on D2L.**

**Spring 2020 Important Dates:**

- 1/15 – classes begin
- 1/21 – last day for students to change schedules other than dropping a course
- 1/24 – last day to register
- 1/31 – 12th class day
- 2/12 – 20th class day
- 3/2 – last day to apply for degrees completed in August 2020
- 3/4 – Mid-semester
- 3/25 – last day to drop classes; last day to withdraw from the university without WP or WF
- 4/20 – last day to withdraw from university
- 5/4-5/8 – finals week