Professor:  **R. Tyler Spradley, Ph.D.**  
Professor of Communication  
Leadership Minor and Certificate Coordinator  
Risk and Crisis Communication Coordinator  

Office:  **BOYNTON 204**  
Hours:  TR: 9:30am-12:15pm office hours; other appointments available via Zoom  
Phone:  **936-468-1381**  
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Classes:  TR: 12:30pm-1:45pm; Online

**Course Materials:** Students will be expected to purchase the following textbook:  
Any additional readings will be provided via D2L in PDF format.

**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/or 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.*
### 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. **MENTAL HEALTH NEEDS**: SFA values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

   **On-campus Resources**:
   - SFA Counseling Services: www.sfasu.edu/counselingservices
   - 3rd Floor Rusk Building: 936-468-2401
   - Crisis Resources: Burke 24-hour Crisis Line: 1(800) 392-8343
   - Suicide Prevention Lifeline: 1(800) 273-TALK (8255)
   - Crisis Text Line: Text HELLO to 741-7412

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**: The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

   Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

   Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.
Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

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

7. ABSENCE POLICY: ONLY absences verified by Student Affairs will be considered for make-up work.

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 worth 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.