COMM 4350: Communication in Organizations
CRN 71915...Section 001...112 Center for Instruction...Thursday 4:20pm – 6:50pm
Spring 2016

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Credit Hours: 3
Office Phone: (361) 825-2443
Office Hours: Monday, Tuesday, and Wednesday 9:00am-11:00am

TAMUCC Department of Communication and Media Mission Statement
“Our mission is to develop students who are effective and ethical communicators with the creative, critical, and collaborative skills necessary to succeed in a diverse global environment.”

Course Title and Description
Communication and Organizations is a three-credit course focusing on the complex and continuous process through which organizational members create, maintain, and change their organizations. This course will include instruction on the role that communication plays in constituting and altering organizations with special attention placed upon interaction of organizational members with their organizational environment. This course is intended as an overview of contemporary theory and research in organizational communication.

Course Objectives
The course is designed to further develop students’ abilities as communicators and communication scholars. This course is in partial fulfillment of the following Communication and Media Department outcomes. Specifically, students should be able to perform the following by the conclusion of the Spring 2016 semester:
- Define organizational communication.
- Differentiate between various theories and perspectives of organizing.
- Discuss the intricate processes of communication that construct organizations.
- Explain the scholarly and practical significance of organizational communication.
- Develop and refine scholarly writing and research skills.

Recommended Materials

Reading material for selected topics from a variety of sources may be distributed in class and/or Blackboard.

Attendance
Attendance and participation are strongly encouraged for this course, as they are the strongest predictors of success on papers, exams, and for actual learning to take place.

Grading Procedure
Grades will be based on the following scale:
100-90% - A  89-80% - B  79-70% - C  69-60% - D  Below 60% - E
Grading
Grades are comprised of various classroom engagement activities, four application papers, and two exams. There will be no opportunity to makeup in-class activities. Assignments turned in late will receive a 10-percent deduction for every day it is late.

Classroom Engagement Activities
On various days students will complete classroom engagement activities that will be used for direct application and discussion of course topics, lecture material, and textbook content. There will be ten classroom engagement activities in this course, each worth 5 points, for a total of 50 points.

Friday (re)Flections
On five Fridays throughout the semester, students will complete a writing assignment that will be submitted on Blackboard. These writing assignments are meant to further develop student writing and serve the dual purpose of integrating class content with practical experience. The papers will be 1-2 pages in length and adhere to the sixth edition of the APA style guide. Each Friday (re)Flection will be worth 10 points for a total of 50 points. Further directions and rubric will be distributed and discussed in class at the appropriate time.

Application Papers
There will be four Application Papers, each worth 25 points, for a total of 100 points. The purpose of Application Papers is to encourage reflection, integration of theory and practice, and problem-solving about events that take place in life. The papers will be 2-4 pages in length, adhere to the sixth edition of the APA style guide, and incorporate the assigned readings. Further directions and rubric for the Application Papers will be distributed and discussed in class at the appropriate time.

Exams
There will be two exams in this course. Each exam is worth 100 points, for a total of 200 points in the course. Exam content will be based on textbook material and other readings, lecture notes, in-class activities, and any supplemental information provided throughout the course. The exams will likely feature a combination of multiple choice, matching, true-false, and short answer/short essay items.

Academic Advising
The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

Disabilities Accommodations
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall, Room #116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

Grade Appeals
Students who feel that they have not been held to appropriate academic standards as outlined in this class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, http://cla.tamucc.edu/students/studentinfo.html. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s Office.
Student Conduct

1. **Know the syllabus:** Be informed on what is to be read, discussed, and submitted for each class meeting.
2. **Respect:** Be courteous of the professor and fellow students and refrain from talking amongst yourselves during lecture and discussion. This also means that proper professional communication is also required.
3. **Preparation:** Attend class ready to contribute and interact with material presented in class.
4. **Punctuality:** Please make best effort to arrive to the classroom before class begins.
5. **Electronic Devices:** Items such as cell phones, and IPods should be put away during class.
6. **Listening:** It is absolutely essential and expected for students to pay attention to class discussions and lectures because the information is vital toward successfully completing the course.
7. **Effort:** This class will be fun and enlightening, yet challenging. Please put forth your best effort each day in the course.
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<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due/Reading</th>
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<tbody>
<tr>
<td>Thur Jan 28</td>
<td>Approaches to Organizing</td>
<td>Modaff et al. (2012), Chps 2-3</td>
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<td>Thur Feb 11</td>
<td>Organizational Culture</td>
<td>Application Paper 1; Modaff et al. (2012), Ch. 5; Keyton (2008)</td>
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<td>Thur Feb 18</td>
<td>Organizational Assimilation</td>
<td>Modaff et al. (2012); V. Miller (2008)</td>
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<td>Thur Feb 25</td>
<td>Workplace Relationships</td>
<td>Modaff et al. (2012), Chps 9-10</td>
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<td>Thur Mar 03</td>
<td>Organizational Leadership</td>
<td>Application Paper 2; Modaff et al. (2012), Ch. 12</td>
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<td>Thur Mar 10</td>
<td>Mid-Term Exam</td>
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<td>Thur Mar 17</td>
<td>No Class: Spring Break</td>
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<td>Thur Mar 24</td>
<td>Employee Expression/Voice</td>
<td>Redding (1985); Kassing (2012)</td>
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<td>Thur Mar 31</td>
<td>No Class: ECA Convention</td>
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<td>Thur Apr 07</td>
<td>Organizational Conflict and Antisocial Behavior</td>
<td>Putnam (2008); Putnam (2012)</td>
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<td>Thur Apr 14</td>
<td>Emotional Expression in the Organization</td>
<td>Application Paper 3; Modaff et al. (2012), Ch. 13; Tracy (2008)</td>
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<td>Thur Apr 21</td>
<td>Organizational Change</td>
<td>Zorn (2008)</td>
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<td>Thur Apr 28</td>
<td>Training and Consulting</td>
<td>Redding (1979); DeWine (1994)</td>
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<td>Thur May 05 (4:30pm-7:00pm)</td>
<td>Final Exam</td>
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