COMM 4350: Communication in Organizations
CRN 21823…Section 001…268 Island Hall…Tuesday 4:20pm – 6:50pm

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Credit Hours: 3
Office Phone: (361) 825-2443
Office Hours: Tuesday, Wednesday, and Thursday 10am-12pm

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 2017 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.

Required Materials

Required Additional Readings
- Reading material for selected topics from a variety of sources will be placed in the “Required Additional Readings” folder on Blackboard.

Attendance
Attendance and participation are required 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, Friday (re)Flections, three application papers, a scholarly inquiry of organizations assignment, and two exams. The total amount of points possible for the course is 500. 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 by 11:59pm on the due date. 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.

Position Papers
There will be four position papers in this course, each worth 25 points, for a total of 100 points. The purpose of Position papers is to encourage reflection, critical thinking, and argumentative skills. Position papers allow students to learn about an issue in the organizational communication discipline, take a stand on the issue, and then effectively argue their viewpoint with relevant supporting evidence. Grading will be based upon the quality of information presented to defend one’s viewpoint. Further directions and rubric for the Position Papers will be distributed and discussed in class at the appropriate time.

Organizational Communication Audit
Organizational Communication Audit involves students gathering data from an organization of their choice, analyzing the data, and interpreting the data. It is worth 125 points. The paper should adhere to the sixth addition of the APA style guide. Further directions and rubric for the Scholarly Inquiry of Organizations assignment will be distributed and discussed in the 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
As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures (available at http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C2.01_student_grade_appeal_procedure.pdf). For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.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. **Islander Email**: Correspondence from the instructor will take place through the TAMUCC email system. Regularly check your Islander email for updates and information.
3. **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.
4. **Preparation**: Attend class ready to contribute and interact with material presented in class.
5. **Punctuality**: Please make best effort to arrive to the classroom before class begins.
6. **Electronic Devices**: Items such as cell phones, tablets, and lap tops should be put away during class time.
7. **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.
8. **Effort**: This class will be fun and enlightening, yet challenging. Please put forth your best effort each day in the course.
## Tentative Course Schedule (Subject to Change)

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due/Reading</th>
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<tbody>
<tr>
<td>Tues Jan 31</td>
<td><strong>Approaches to Organizing</strong>: Classical Management and Humanistic Approaches</td>
<td>Position Paper 1: Importance of Organizational Communication; Modaff et al. (2012), Chps 2-3</td>
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<tr>
<td>Tues Feb 07</td>
<td><strong>Approaches to Organizing</strong>: Systems and Critical Approaches</td>
<td>Modaff et al. (2012), Chps 4 &amp; 6; Mumby (2008)</td>
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<td>Tues Feb 14</td>
<td><strong>Processes of Organizing</strong>: Organizational Culture</td>
<td>Modaff et al. (2012), Ch. 5; Keyton (2008)</td>
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<td>Tues Feb 21</td>
<td><strong>Processes of Organizing</strong>: Organizational Assimilation</td>
<td>Position Paper 2: Approaches to Organizing; Modaff et al. (2012); V. Miller (2008)</td>
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<td>Tues Feb 28</td>
<td><strong>Processes of Organizing</strong>: Workplace Relationships</td>
<td>Modaff et al. (2012), Chps 9-10</td>
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<td>Tues Mar 07</td>
<td>Mid-Term Exam</td>
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<td>Tues Mar 14</td>
<td>NO CLASS: Spring Break</td>
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<tr>
<td>Tues Mar 21</td>
<td><strong>Processes of Organizing</strong>: Organizational Leadership</td>
<td>Position Paper 3: Process of Organizing; Modaff et al. (2012), Ch. 12</td>
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<td>Tues Mar 28</td>
<td><strong>Employee Behavior</strong>: Employee Expression/Voice</td>
<td>Redding (1985); Kassing (2012)</td>
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<td>Tues Apr 04</td>
<td><strong>Employee Behavior</strong>: Organizational Conflict and Antisocial Behavior</td>
<td>Putnam (2008); Putnam (2012)</td>
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<td>Tues Apr 11</td>
<td><strong>Employee Behavior</strong>: Emotional Expression in the Organization</td>
<td>Modaff et al. (2012), Ch. 13; Tracy (2008)</td>
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<td>Tues May 02</td>
<td><strong>Application</strong>: Training and Consulting</td>
<td>Communication Audit; Redding (1979); DeWine (1994)</td>
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<td>Tues May 09 (4:30pm-7:00pm)</td>
<td>Final Exam</td>
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### Required Additional Reading References

Cheney, G., & Zorn, T. E. (2012). What do we know and what we can learn about meaningful work (from the standpoint of communication)? In A. K. Goodboy & K. Shultz (Eds.), *Introduction to communication: translating scholarship into meaningful practice* (pp. 315-322). Dubuque, IA: Kendall Hunt.


