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
Organizational Communication 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 & Media Department outcomes. Specifically, students should be able to perform the following by the conclusion of the Summer 1 2020 term:

- Define organizational communication.
- Differentiate between various theories and approaches of organizing.
- Discuss the intricate processes of how communication constructs organizations.
- Use knowledge of organizational communication to diagnose and solve organizational communication issues.
- Explain the scholarly and practical significance of organizational communication.

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 (See reference information for each source on page 5 of this syllabus).

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 point values:
365-405 points = A  324-364 points = B  284-323 points = C  243-283 points = D  0-242 points = F
**Grading**
Grades are comprised of classroom engagement activities, discussion questions, case study papers, and two exams. The total amount of points possible for the course is 405. 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. Students must be physically present to receive credit for the Classroom Engagement Activities, as there will be no opportunity to makeup in-class activities.

**Discussion Questions**
Students are expected to submit discussion questions posed about the reading material assigned for a given class period. The answers to these questions should be thorough and showcase genuine understanding of the content and an ability to draw connections between the reading and other topics covered in class. Answers will be evaluated based upon depth of understanding, spelling/grammar, and the ability to synthesize the readings. There will be eight Discussion Questions due throughout the summer session, each worth 10 points, for a total of 80 points. They must be typed with Times New Roman size 12 font and physically submitted during the class session. No emailed Discussion Questions will be accepted. Further directions and rubric for the discussion questions will be distributed and discussed in class at the appropriate time.

**Case Study Papers**
There will be three Case Study Papers in this course, each worth 25 points, for a total of 75 points. The purpose of Case Study Papers is to encourage reflection, integration of theory and practice, and problem-solving of organizational events. Case study papers allow students to read events of actual organizations to analyze critical incidents, translate knowledge of organizational communication into practice, and develop strategies useful for understanding personal organizational experiences. Further directions and rubric for the Case Study 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.

Dropping a Class
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation will not automatically result in your being dropped from the class. June 21 is the last day to drop a class with an automatic grade of “W” this term.

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 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.C0.03, 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.C0.03, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office of the Provost.

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 laptops 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)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due/Reading</th>
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<tbody>
<tr>
<td>Mon Jun 01</td>
<td><em>Foundations of Organizational Communication</em>: Describing Organizational Communication</td>
<td>Kramer &amp; Bisel (2017), Ch. 1</td>
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<tr>
<td>Tue Jun 02</td>
<td><em>Beginning Membership</em>: Anticipating Organizational Membership</td>
<td>Kramer &amp; Bisel (2017), Ch. 2</td>
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<td>Wed Jun 03</td>
<td><em>Beginning Membership</em>: Encountering Organizational Membership</td>
<td>Kramer &amp; Bisel (2017), Ch. 3; Discussion Questions 1</td>
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<td>Thu Jun 04</td>
<td><em>Beginning Membership</em>: Encountering Organizational Membership</td>
<td>Case Study Paper 1: Beginning Membership</td>
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<td>Mon Jun 08</td>
<td><em>Approaches to Organizing</em>: Classical Management &amp; Humanistic Approaches</td>
<td>Kramer &amp; Bisel (2017), Ch. 4; Discussion Questions 2</td>
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<tr>
<td>Tue Jun 09</td>
<td><em>Approaches to Organizing</em>: Classical Management &amp; Humanistic Approaches</td>
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<tr>
<td>Wed Jun 10</td>
<td><em>Processes of Organizing</em>: Organizational Culture</td>
<td>Kramer &amp; Bisel (2017), Ch. 6; Discussion Questions 3</td>
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<td>Thu Jun 11</td>
<td><em>Processes of Organizing</em>: Organizational Culture</td>
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<td>Mon Jun 15</td>
<td><em>Processes of Organizing</em>: Workplace Relationships</td>
<td>Kramer &amp; Bisel (2017), Ch. 7; Discussion Questions 4</td>
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<td>Tue Jun 16</td>
<td><em>Processes of Organizing</em>: Workplace Relationships</td>
<td>Case Study Paper 2: Processes of Organizing</td>
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<td>Wed Jun 17</td>
<td><em>Processes of Organizing</em>: Leadership</td>
<td>Kramer &amp; Bisel (2017), Ch. 8; Discussion Questions 5</td>
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<td>Thu Jun 18</td>
<td>Mid-Term Exam</td>
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<td>Mon Jun 22</td>
<td><em>Employee Behavior</em>: Organizational Conflict and Antisocial Behavior</td>
<td>Kramer &amp; Bisel (2017), Ch. 10; Discussion Questions 6</td>
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<td>Tue Jun 23</td>
<td><em>Employee Behavior</em>: Organizational Conflict and Antisocial Behavior</td>
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<td>Wed Jun 24</td>
<td><em>Employee Behavior</em>: Emotional Expression in the Organization</td>
<td>Tracy (2008)-Found on Blackboard; Discussion Questions 7</td>
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<td>Thu Jun 25</td>
<td><em>Employee Behavior</em>: Emotional Expression in the Organization</td>
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<td>Mon Jun 29</td>
<td><em>Employee Behavior</em>: Organizational Identification</td>
<td>Larson (2017)-Found on Blackboard; Discussion Questions 8</td>
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<td>Tue Jun 30</td>
<td><em>Ending Membership</em>: Terminating Organizational Membership</td>
<td>Kramer &amp; Bisel (2017), Ch. 15</td>
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<td>Wed Jul 01</td>
<td><em>Ending Membership</em>: Terminating Organizational Membership</td>
<td>Case Study Paper 3: Employee Behavior</td>
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<td>Thu Jul 02</td>
<td><strong>Final Exam</strong></td>
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Required Additional Reading References
