

COMM 325: Introduction to Organizational Communication

The Ohio State University
School of Communication

Instructor:

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Office hours:

Tuesday
10:30-11:30 a.m.

Office hours:

has to be determined

Course Objectives:

Communication plays a vital role in the success and failure of almost any organization. Because of that the course will demonstrate the importance of communication within organizations and will help you to understand the main factors which are influencing today's world of work.

To understand the changing role of communication in organizations, this class is structured in two primary parts:

1. Introduction, overview and prior approaches to the study of organizational communication
2. Current perspectives of organizational communication

Class is: Tuesday and Thursday
8:30 a.m. to 10:18 p.m.
Room PH 1180

Used Text:

Eisenberg, E. M., Goodall Jr., H. L., Trethewey, A. (2007). Organizational Communication: Balancing Creativity and Constraint (5th ed.). Bedford/St. Martin's. ISBN: 0-312-44239-4

You can get it in each University book store and also from online bookstores.

Class Web site via Carmen:

<http://telr.osu.edu/carmen>

Please be sure to check Carmen at least twice a week for news, changes,...

Special Accommodations

Students with disabilities are responsible for making their needs known to the instructor and seeking assistance in a timely manner. Any student who feels he/she may need an accommodation based on the impact of a disability should contact the instructor privately to discuss your specific needs. Please contact the Office for Disability Services at 614-292-3307 in Room 150 Pomerene Hall to coordinate reasonable accommodations for students with documented disabilities.

Academic Integrity and Academic Misconduct

It is imperative that all work you submit be your own. When you use someone else's ideas, you must give proper credit to the original author(s). Please adhere to the 5th edition of the APA manual of style when citing others' work.

According to the Committee on Academic Misconduct "Academic misconduct is defined as any activity which tends to compromise the academic integrity of the institution, or subvert the educational process,"

(<http://oaa.osu.edu/procedures/1.0.html>). Further, the term "academic misconduct" includes all forms of student academic misconduct wherever committed and is illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). It is the responsibility of the Committee of Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. For additional information, see the Code of Student Conduct (http://studentaffairs.osu.edu/resource_csc.asp).

Exams

The information taught before an exam will be tested on this exam. It will be not tested on the following exams again (exams in this class are not cumulative).

Exams will be multiple-choice (please bring a #2 pencil on exam days), based on the material from the readings and class discussions. Make-up exams will only be offered for medical or other similar, legitimate reasons.

Failure to take any exam will result in a zero for the exam.

Late Arrival: I reserve the right to exclude students from the exam if they arrive late. Exclusion will result in a zero for the exam.

In-Class Assignments (ICA)

On some days there will be unannounced In-Class Assignments (8 over the whole quarter) where you should take a few minutes to write on an assigned topic. ICAs have to be completed during class. They should help you to reflect specific topics of the actual lecture.

Two of them provide you the opportunity of bonus points. Only 6 of the 8 ICAs are necessary to obtain the chance to score 100% in this class.

(Example: You have completed all 8 ICAs successfully = 12 regular points + 4 bonus points; you have completed 6 ICAs successfully = 12 regular points and 0 bonus points.)

Evaluation

In-Class Assignments	12%
Exams (weighted equally)	88%
<i>Total</i>	<i>100%</i>

Class Schedule and Reading List

Day	Date	Topic	Reading
R	09/25/08	Introduction and Overview	
T	09/30/08	Communication and the changing world of work	Chapter 1, pp. 1-25
R	10/02/08	Defining organizational communication	Chapter 2, pp. 28-54
T	10/07/08	Early Perspectives: <i>The classical management approach</i>	Chapter 3, pp. 61-78
R	10/09/08	Early Perspectives: <i>Human relations and human resources approach</i>	Chapter 3, pp. 78 - 94
T	10/14/08	The Systems Perspective	Chapter 4, pp. 100 - 123
R	10/16/08	Exam I	Chapters 1-4
T	10/21/08	The Cultural Approach	Chapter 5, pp. 126 - 157
R	10/23/08	The Critical Approach	Chapter 6, pp. 163 - 191
T	10/28/08	The Critical Approach (cont.)	Chapter 6, pp. 163 - 191
R	10/30/08	Identity and Differences	Chapter 7, pp. 199 - 227
T	11/04/08	Teams and Networks	Chapter 8, pp. 230 - 270
R	11/06/08	Exam II	Chapters 5-8
T	11/11/08	Holiday No Class	

Day	Date	Topic	Reading
R	11/13/08	Leadership	Chapter 9, pp. 273 - 306
T	11/18/08	Leadership (cont.)	Chapter 9, pp. 273 - 306
R	11/20/08	Strategic Communication	Chapter 10, pp. 309 - 338
T	11/25/08	Strategic Communication (cont.)	Chapter 10, pp. 309 - 338
R	11/27/08	Holiday No Class	
T	12/02/08	Working with Integrity	Chapter 11, pp. 343 - 359
R	12/04/08	Working with Integrity (cont.)	Chapter 11, pp. 343 - 359
	12/10/08 (7:30-09:18 a.m.)	Exam III (Final)	Chapters 9 -11

Caveat

I reserve the right to update or change portions of this syllabus in order to make the class a better experience for everyone. Any changes will be posted to Carmen.