Term Information

Effective Term	Summer 2017
Previous Value	*Summer 2012*

Course Change Information

What change is being proposed? (If more than one, what changes are being proposed?)

The change requested is to be able to offer some sections of this course in an online format, 100% at a distance.

What is the rationale for the proposed change(s)?

We want to offer increased flexibility for students to complete our major in a timely fashion.

What are the programmatic implications of the proposed change(s)?

(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)?

Our programs remain the same; no program requirements are added or deleted. An online option for this course just allows our majors greater flexibility, as

well as any OSU student who desires to complete courses at a distance.

Is approval of the request contingent upon the approval of other course or curricular program request? No

Is this a request to withdraw the course? No

General Information

Course Bulletin Listing/Subject Area	Communication
Fiscal Unit/Academic Org	School Of Communication - D0744
College/Academic Group	Arts and Sciences
Level/Career	Undergraduate
Course Number/Catalog	3325
Course Title	Introduction to Organizational Communication
Transcript Abbreviation	Intro Org Comm
Course Description	Addresses prior and current approaches to the study of organizational communication.
Semester Credit Hours/Units	Fixed: 3

Offering Information

Length Of Course	14 Week, 12 Week, 8 Week, 7 Week, 6 Week
Flexibly Scheduled Course	Never
Does any section of this course have a distance education component?	Yes
Is any section of the course offered	100% at a distance Greater or equal to 50% at a distance
Previous Value	*No*
Grading Basis	Letter Grade
Repeatable	No
Course Components	Lecture
Grade Roster Component	Lecture
Credit Available by Exam	No
Admission Condition Course	No
Off Campus	Never
Campus of Offering	Columbus

Prerequisites and Exclusions

Prerequisites/Corequisites

Exclusions   Not open to students with credit for 325.

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code   09.0901
Subsidy Level   Baccalaureate Course
Intended Rank   Sophomore, Junior

Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors

Course Details

Course goals or learning objectives/outcomes

- Recognize the world of work as an ever-changing force on the practice of organizational communication in the corporate setting
- Recognize the normality of contradiction and paradox in organizational communication and in other forms
- Develop an understanding of approaches to organizational structure and their history
- Recognize factors pertaining to processes within organizational communication at a variety of levels including: coworker interaction, leadership, teams, strategic communication, and extra-organizational communication (business journalism)

Content Topic List

- Classical Management Approach
- Human Relations and Human Resources Approach
- Systems Approach to Organizational Communication
- Cultural Approaches to Organizational Communication
- Coworker Interaction
- Organizational Networks
- Communicating Leadership

Attachments

- COMM 3325 SP17 Syllabus.docx: In-class course syllabus

  (Syllabus. Owner: Butte,Kylie M.)

- Communication Curriculum Map updated Sept 2016.docx: Curriculum Map

  (Other Supporting Documentation. Owner: Butte,Kylie M.)

- COMM 3325 SU17 Online Syllabus.docx: Proposed online course syllabus

  (Syllabus. Owner: Butte,Kylie M.)

- Communication 3325 Technical Checklist.pdf: Technical Checklist from Mike Kaylor

  (Other Supporting Documentation. Owner: Butte,Kylie M.)

Comments

- Please upload the technical review checklist filled out by Mike Kaylor. *(by Vankeerbergen,Bernadette Chantal on 01/31/2017 12:22 PM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Butte,Kylie M.	01/27/2017 09:13 AM	Submitted for Approval
Approved	Butte,Kylie M.	01/27/2017 09:14 AM	Unit Approval
Approved	Haddad,Deborah Moore	01/27/2017 09:30 AM	College Approval
Revision Requested	Vankeerbergen,Bernadette Chantal	01/31/2017 12:22 PM	ASCCAO Approval
Submitted	Butte,Kylie M.	02/21/2017 12:00 PM	Submitted for Approval
Approved	Butte,Kylie M.	02/21/2017 12:00 PM	Unit Approval
Approved	Haddad,Deborah Moore	02/21/2017 02:19 PM	College Approval
Pending Approval	Nolen,Dawn Vankeerbergen,Bernadette Chantal Hanlin,Deborah Kay Jenkins,Mary Ellen Bigler	02/21/2017 02:19 PM	ASCCAO Approval

THE OHIO STATE UNIVERSITY

SYLLABUS: COMM 3325
ORGANIZATIONAL COMMUNICATION
SPRING 2017

MWF STILLMAN HALL 100: 3:00-3:55

Course overview

This course provides an introduction to Organizational Communications. Class will be lecture format with some active learning to promote application of materials. Written assignments and Carmen Quizzes will aid student understanding and practice of organizational communication.

Instructor

Instructor: Bethany Barker

Email address: barker.332@osu.edu

Office location and hours: Journalism 309 T/Th 10:00-12:00

Teaching Assistant: Zhihui (Dolores) Chu

Office location and hours: Derby Hall 3056/Wed 12:00-2:00

Course description

Addresses prior and current approaches to the study of organizational communication. Prereq: Not open to students with credit for 325.

Course learning outcomes

By the end of this course, students should successfully be able to:

- Understand and identify theories of management used in organizations.
- Recognize different types of organizations and the issues facing each type.
- Identify how organizations influence our society.
- Explore identity and the individual's place in an organization.

- Recognize his or her strengths and opportunities for growth and change as individuals and professionals.

Course materials

Required

Kramer, M.W. & Bisel, R.S. (2016) *Organizational Communication: A Lifespan Approach.* Oxford University Press; New York, NY. (print or electronic version)

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at https://ocio.osu.edu/help/hours, and support for urgent issues is available 24x7.

- **Carmen:**
  - Carmen, Ohio State's Learning Management System, will be used to host materials and activities throughout this course. To access Carmen, visit Carmen.osu.edu. Log in to Carmen using your name.# and password. If you have not setup a name.# and password, visit my.osu.edu.
  - Help guides on the use of Carmen can be found at https://resourcecenter.odee.osu.edu/carmen
- **Secured Media Library:**
  - Media materials for this course will be made available via the Secured Media Library. **go.osu.edu/SecuredMediaLibrary**
  - Frequently Asked Questions and support can be found at https://resourcecenter.odee.osu.edu/secured-media-library

- **Self-Service and Chat support:** http://ocio.osu.edu/selfservice
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen

Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection

Grading and faculty response

Grades

Assignment or category	Points and Percent
Canvas and Syllabus Quiz	**10/ 5%**
Assignment 1 The first assignment will ask you to evaluate a familiar organization in terms of management and structure. 1-2 double spaced pages.	**15/ 7.5%**
Assignment 2 This assignment is a case study of the Enron Corporation. Students will view a documentary and respond to questions applying course materials to the events of the scandal and fallout. 2-3 double spaced pages.	**25/ 12.5%**
Assignment 3 Students will be asked to choose a current media from an approved list to evaluate how organizational communication is portrayed in popular culture. 1-2 double spaced pages.	**25/ 12.5%**
Assignment 4 In part 1 of the group project, students will work together to research an existing organization. 3-4 double spaced pages for group submission.	**30/ 15%**
Assignment 5 Part 2 of the group project allows students to practice both interviewing skills and representing an organization. Individual resume and completion of a group form.	**30/ 15%**

Quizzes Four 10 question quizzes will be delivered via Carmen. Students will have 2 chances to take each quiz and the lowest quiz score will be dropped from the final grade.	**30/ 15%**
Final Essay Exam	**35/ 17.5%**
Total	**200 Points and 100%**

See course schedule, below, for due dates

Late assignments

There is a 2 hour grace period for assignments turned in through Canvas to aid in personal or technological issues. Assignments turned in after the 2 hour grace period will only be accepted with a valid medical or university excuse.

Students who know of an impending excused absence should notify the instructor and teaching assistant with documentation ahead of the absence to arrange a makeup. Makeups must be requested and turned in within 1 week of the original due date.

Grading scale

93–100: A
90–92.9: A-
87–89.9: B+
83–86.9: B
80–82.9: B-
77–79.9: C+
73–76.9: C
70 –72.9: C-
67 –69.9: D+
60 –66.9: D
Below 60: E

Please note: Carmen and Buckeyelink do not round up grades. Your grades will be exactly what is earned and <u>will not be rounded up</u>. Extra credit will be offered for students who wish to earn a chance to improve grades.

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

Grading and feedback

For assignments, you can generally expect feedback within **10 days**.

E-mail

I will reply to e-mails within **24 hours on school days**. Please email through Buckeyemail ([barker.332@osu.edu)](barker.332@osu.edu) and not Canvas Messages. DO NOT reply to a Canvas message through Buckeyemail.

Attendance, participation, and discussions

Student participation requirements

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Attendance**
  Regular attendance is expected. The lecture notes and media presented will be posted on Canvas, but they will be missing examples and context presented in lecture. Students who need to miss a class may come to office hours to review relevant examples.

- **Readings**
  All readings are expected to be completed prior to the assigned class.

- **Participation**
  Occasionally, we will use learning activities during class sessions. These activities are intended to help you connect with the material. You and your classmates will get the most out of the lesson with active participation and an open mind.

Communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style**: This course is intended to prepare you for future communications as a professional. Assignments should be approached in this manner. Please proofread, edit, and include appropriate language.

- **Tone and civility**: Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Furthermore, rude or impatient communications are generally not appreciated in professional situations. Please consider your words as if you were a professional when communicating with other students, the instructor, and the teaching assistant.

- **Citing your sources**: When requested, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)

Other course policies

Student Academic Services

Arts and Sciences Advising and Academic Services' website provides multiple support such as advising. The site is: http://artsandsciences.osu.edu/about/college/contacts/advising

Student Services

The Student Service Center assists with financial aid matters, tuition and fee payments. Please see their site at: http://ssc.osu.edu

Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleix.osu.edu or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Academic integrity policy

Policies for this course

- **Reusing past work**: In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.
- **Collaboration and informal peer-review**: The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major

written projects is encouraged, remember that comparing answers on a quiz or assignment is not permitted. If you're unsure about a particular situation, please feel free just to ask ahead of time.

- **Group projects**: This course includes group projects, which can be stressful for students when it comes to dividing work, taking credit, and receiving grades and feedback. I have attempted to make the guidelines for group work as clear as possible for each activity and assignment, but please let me know if you have any questions.

Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; 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). For additional information, see the Code of Student Conduct http://studentlife.osu.edu/csc/

Accessibility accommodations for students with disabilities

Requesting accommodations

Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs.

- **Please review the following for more details: http://ada.osu.edu/resources/Links.htm**

The Office for Disability Services is located in 098 Baker Hall, 113 W. 12 Ave.; telephone 292-3307, TDD 292-0901; slds@osu.edu; http://slds.osu.edu/

Accessibility of course technology

This course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these

technologies, please request accommodations with your instructor.

- **Carmen (Canvas) accessibility**

Course schedule (tentative)

Week	Dates	Topics, Readings, Assignments, Deadlines	Due
1	1/9-1/13	M- Welcome W- Productivity F- Defining Communication (Chapter 1)	Canvas/ Syllabus Quiz 1/13 at 11:59 pm
2	1/16-1/20	M- Dr. Martin Luther King Day (no class) W- Defining Organizations F- Classical Theories (Chapter 4; pgs. 87-95)	
3	1/23-1/27	M- Classical Theories W- Human Relations/ Human Resources (Chapter 4; pgs. 96-106) F- Assignment 1	Assignment 1 Due 1/27 at 11:59pm
4	1/30-2/3	M- Systems T- Systems F- Socialization (Chapter 2; 30-56)	
5	2/6-2/10	M- Encounters (Chapter 3; 57-83) W- Culture (Chapter 6; 152-181) F- Culture	
6	2/13-2/17	M- Enron: The Smartest Guys in the Room W- Assignment 2	Assignment 2 2/15 at 11:59pm

		F- Channels and Structures (Chapter 5; 118-151)	
7	2/20-2/24	**M- Communication with Organizational Members (Chapter 7; 182-208)** **W- Communication and Conflict (Chapter 10; 263-288)** **F- Critical Theories (Chapter 11; 289-313)**	
8	2/27-3/3	**M- Identity** **W- Concepts in the Media** **F- Assignment 3**	**Assignment 3** **3/1 at 11:59pm**
9	3/6-3/10	**MWF-Globalization, Technology, and Diversity (Chapter 13; 339-369)**	
		SPRING BREAK	
10	3/20-3/24	**M-Decision Making** **(Supplemental reading provided on Canvas)** **W- Group Decision Making** **F- Introduction to Teams**	
11	3/27-3/31	**MWF- Assignment 4-Team Case Study**	**Team Case Study Report** **3/31 at 11:59pm**
12	4/3-4/7	**M- Interviewing** **W- Assignment 5** **F- Assignment 5**	**Group Feedback Form** **Due at the end of class on the group's assigned day**
13	4/10-4/14	**MWF- Leadership** **(Supplemental reading provided on Canvas)**	
14	4/17-4/21	**M- Strategic Alignment** **W-Transitions and Exits**	

		F- Transitions and Exits	
15	4/24	Final Exam Review/ Assigned	
Finals		Essay Exam	Final Essay Exam Due 4/28 5:45

THE OHIO STATE UNIVERSITY

SYLLABUS: COMM 3325
ORGANIZATIONAL COMMUNICATION
SUMMER 2017- ONLINE

Course overview

This course provides an introduction to Organizational Communications. Class will be delivered entirely online with recorded lecture and assigned readings. Written assignments and Carmen Quizzes will aid student understanding and practice of organizational communication.

Instructor

Instructor: Bethany Barker

Email address: barker.332@osu.edu

Online office hours: T/Th 10:00-12:00

Teaching Assistant: Zhihui (Dolores) Chu

Online office hours: Wed 12:00-2:00

Course description

Addresses prior and current approaches to the study of organizational communication. The course will be presented entirely online. Prereq: Not open to students with credit for 325.

Course learning outcomes

By the end of this course, students should successfully be able to:

- Understand and identify theories of management used in organizations.
- Recognize different types of organizations and the issues facing each type.
- Identify how organizations influence our society.
- Explore identity and the individual's place in an organization.
- Recognize his or her strengths and opportunities for growth and change as individuals and professionals.

Course materials

Required

Kramer, M.W. & Bisel, R.S. (2016) *Organizational Communication: A Lifespan Approach.* Oxford University Press; New York, NY. (print or electronic version)

Recommended

Miller, K. (2014) *Organizational Communication: Approaches and processes.* Centage Learning/Wadsworth; Stamford, CT.

Eisenberg, E.M.., Goodall, H.L., and Trethewey, A.. (2014). *Organizational communication: balancing creativity and constraint* (7th edition). Bedford/St. Martin's; Boston, MA.

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at https://ocio.osu.edu/help/hours, and support for urgent issues is available 24x7.

- **Carmen:**
  - Carmen, Ohio State's Learning Management System, will be used to host materials and activities throughout this course. To access Carmen, visit Carmen.osu.edu. Log in to Carmen using your name.# and password. If you have not setup a name.# and password, visit my.osu.edu.
  - Help guides on the use of Carmen can be found at https://resourcecenter.odee.osu.edu/carmen
  - **This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.**
    - **Carmen accessibility**

- **Secured Media Library:**
  - Media materials for this course will be made available via the Secured Media Library. **go.osu.edu/SecuredMediaLibrary**
  - To obtain additional help for use of the Secured Media Library, please email emedia@osu.edu
  - Frequently Asked Questions and support can be found at https://resourcecenter.odee.osu.edu/secured-media-library

- **Carmen Connect**
    - Office hours will be held through Ohio State's conferencing platform, Carmen Connect. A separate guide to accessing Carmen Connect and our office hours is posted on the course Carmen page under Files. The "meeting room" for our course is http://carmenconnect.osu.edu/comm3325/
    - Carmen Connect will also be used to conduct virtual interviews for Assignment 5.
    - Students may use the audio and video functions if a webcam and microphone are available. If not, there is still a chat function within Carmen Connect for the student to live chat with the professor or TA in the virtual office hours room. Alternate arrangements will also be made for students without webcam and/or microphone for Assignment 5.
    - Help guides on the use of Carmen Connect can be found at https://resourcecenter.odee.osu.edu/carmenconnect
- **Mediasite:**
    - Mediasite is Ohio State's Lecture Capture System. Lectures will be recorded through Mediasite and posted to the course Carmen page.
    - Help guides on the use of Mediasite can be found at https://resourcecenter.odee.osu.edu/mediasite
- **Self-Service and Chat support:** http://ocio.osu.edu/selfservice
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses
- Basic computer and web-browsing skills
- Navigating Carmen

Necessary equipment
- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam and microphone recommended for office hours, chat function available for students without webcam or microphone.

Necessary software
- Word processor with the ability to save files under .doc, .docx, .rtf, or .pdf. Most popular word processing software programs including Microsoft Word and Mac Pages have these abilities.
- OSU students have access to Microsoft Office products free of charge. To install, please visit https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb04733

Grading and faculty response

Grades

Assignment or category	Points and Percent
Canvas and Syllabus Quiz	**10/ 5%**
Assignment 1 The first assignment will ask you to evaluate a familiar organization in terms of management and structure. The assignment meets the learning objective of understanding and identify theories of management used in organizations. 1-2 double spaced pages.	**15/ 7.5%**
Assignment 2 This assignment is a case study of the Enron Corporation. Students will view a documentary and respond to questions applying course materials to the events of the scandal and fallout. The assignment meets the learning objective of identifying how organizations influence our society. 2-3 double spaced pages.	**25/ 12.5%**
Assignment 3 Students will be asked to choose a current media from an approved list to evaluate how organizational communication is portrayed in popular culture. The assignment meets the learning objectives of identifying how organizations influence our society and exploring identity and the individual's place in an organization. 1-2 double spaced pages.	**25/ 12.5%**
Assignment 4 In part 1 of the interviewing project, students will research an existing organization.	**30/ 15%**

The assignment meets the learning objective of recognizing different types of organizations and the issues facing each type. 2-3 double spaced pages.	
Assignment 5 Part 2 of the interviewing project allows students to practice both interviewing skills and representing an organization. Carmen Connect will be used to conduct online interviews, a growing trend among organizations. The assignment meets the learning objective of recognizing his or her strengths and opportunities for growth and change as individuals and professionals. Individual resume and completion of a group form.	**30/ 15%**
Quizzes Four 10 question quizzes will be delivered via Carmen. Students will have 2 chances to take each quiz and the lowest quiz score will be dropped from the final grade.	**30/ 15%**
Final Essay Exam Students will be asked to respond to essay questions regarding the larger themes of the course. The questions will gage mastery in application of course materials and ability to critically evaluate current topics in the field. The total responses of questions should be a minimum of 2 double spaced pages.	**35/ 17.5%**
Total	**200 Points and 100%**

See course schedule, below, for due dates

Late assignments

There is a 2 hour grace period for assignments turned in through Canvas to aid in personal or technological issues. Assignments turned in after the 2 hour grace period will only be accepted with a valid medical or university excuse.

Students who know of an impending excused absence should notify the instructor and teaching assistant with documentation ahead of the absence to arrange a makeup. Makeups must be requested and turned in within 1 week of the original due date.

Grading scale

93–100: A
90–92.9: A-
87–89.9: B+
83–86.9: B
80–82.9: B-
77–79.9: C+
73–76.9: C
70 –72.9: C-
67 –69.9: D+
60 –66.9: D
Below 60: E

Please note: Carmen and Buckeyelink do not round up grades. Your grades will be exactly what is earned and <u>will not be rounded up</u>. Extra credit will be offered for students who wish to earn a chance to improve grades.

Faculty feedback and response time

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Grading and feedback

For assignments, you can generally expect feedback within **10 days**.

E-mail

I will reply to e-mails within **24 hours on school days**. Please email through Buckeyemail (barker.332@osu.edu) and not Canvas Messages. DO NOT reply to a Canvas message through Buckeyemail.

Attendance, participation, and discussions

Student participation requirements

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Online lectures**
  Recorded lectures will be uploaded to Carmen THREE TIMES per week on MWF. More than one lecture may appear in the upload. The videos are short to provide the most optimal viewing experience and to increase attention and engagement. Watch a lecture,

take a break, come back to the next. The course will assume a typical schedule for a MWF in-person course. The lectures should be viewed within 24 hours of posting to be sure you are up to date with the course materials.

- **Readings**
  All readings are expected to be completed prior to the assigned class.

Communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style**: This course is intended to prepare you for future communications as a professional. Assignments should be approached in this manner. Please proofread, edit, and include appropriate language.

- **Tone and civility**: Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Furthermore, rude or impatient communications are generally not appreciated in professional situations. Please consider your words as if you were a professional when communicating with other students, the instructor, and the teaching assistant.

- **Citing your sources**: When requested, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)

Other course policies

Student Academic Services

Arts and Sciences Advising and Academic Services' website provides support for student academic success. Information on advising issues such as tutoring, transfer credits, academic standing, and contact information for Arts and Sciences advisors can be obtained through this website. The site is: http://advising.osu.edu/welcome.shtml

Student Services

The Student Service Center assists with financial aid matters, tuition and fee payments. Please see their site at: http://ssc.osu.edu

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associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleix.osu.edu or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Academic integrity policy

Policies for this course

- **Reusing past work**: In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.
- **Collaboration and informal peer-review**: The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major written projects is encouraged, remember that comparing answers on a quiz or assignment is not permitted. If you're unsure about a particular situation, please feel free just to ask ahead of time.
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Accessibility accommodations for students with disabilities

Requesting accommodations

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know via email immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu ; 614-292-3307; slds.osu.edu ; 098 Baker Hall, 113 W. 12th Avenue.

Course schedule (tentative)

Week	Dates	Topics, Readings, Assignments, Deadlines	Due
1	5/10-5/12	W- Welcome F- Productivity	Canvas/ Syllabus Quiz 5/12 at 11:59 pm
2	5/15-5/19	M- Defining Communication (Chapter 1) W- Defining Organizations F- Classical Theories (Chapter 4; pgs. 87-95)	
3	5/22-5/26	M- Classical Theories W- Human Relations/ Human Resources (Chapter 4; pgs. 96-106) F- Systems	Assignment 1 5/26 at 11:59pm

		(Miller pgs. 60-70, posted on Carmen)	
4	5/29 (Memorial Day, no class) 5/31-6/2	W- Systems F- Socialization (Chapter 2; 30-56)	Quiz 1 6/2 at 11:59pm
5	6/5-6/9	M- Encounters (Chapter 3; 57-83) W- Culture (Chapter 6; 152-181) F- Culture	
6	6/12-6/16	M- Enron: The Smartest Guys in the Room W- Enron: The Smartest Guys in the Room F- Channels and Structures (Chapter 5; 118-151)	Assignment 2 6/16 at 11:59pm
7	6/19-6/23	M- Communication with Organizational Members (Chapter 7; 182-208) W- Communication and Conflict (Chapter 10; 263-288) F- Critical Theories (Chapter 11; 289-313)	Quiz 2 6/23 at 11:59pm
8	6/26-6/30	M- Identity (Eisenberg, et al., pgs. 222-263, posted on Carmen) W- Concepts in the Media F- Leadership (Eisenberg, et al., pgs. 298-329, posted on Carmen)	Assignment 3 6/30 at 11:59pm
9	7/3-7/7	MWF-Globalization, Technology, and Diversity (Chapter 13; 339-369)	Quiz 3 7/7 at 11:59pm
	7/10-7/14	M-Decision Making	

		(Miller pgs 139-156, posted on Carmen) W- Group Decision Making/ Case study assigned F- Interviewing	
10	7/17-7/21	M- Case Study due/ Assignment 5 W- Assignment 5 F- Assignment 5	Assignment 4: Case Study Report 7/17 at 11:59pm Interviewing assignment (during scheduled time) Assignment 5: Feedback form for interview due 7/24 at 11:59pm
11	7/24-7/28	M- Strategic Alignment W-Transitions and Exits F- Transitions and Exits/ Final Exam Assigned	Quiz 4 7/28 at 11:59pm
Finals			Final Essay Exam Due 7/31 at 11:59pm

Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course: Communication 3325
Instructor: Bethany Barker
Summary: Online course offering

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/ Recomm.
6.1 The tools used in the course support the learning objectives and competencies.	✓			The learning objectives and competencies are supported by the course tools used in this course in the following ways. • Weekly readings • Online quizzes • Online audio with power point lectures • Project based writing assignments • Interviewing project (online interviews)
6.2 Course tools promote learner engagement and active learning.	✓			Students will engage with the course materials and instructor on a weekly basis in the following ways to promote active learning. • Carmen LMS • Carmen Connect • MS Office Suite • Secure Media Library • MS Office 365
6.3 Technologies required in the course are readily obtainable.	✓			All course technology listed in the syllabus is readily obtainable.
6.4 The course technologies are current.	✓			All course technology listed in the syllabus is current and can easily be accessed or downloaded with an internet connection and web browser.
6.5 Links are provided to privacy policies for all external tools required in the course.	✓			All tools being used for this course are a part of the University suite of tools. No external tools are required.
Standard - Learner Support				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.	✓			Links have been provided in the "Course Technology" section of the syllabus for the technical support offered for all tools being used in the course.
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	✓			a

				Please see the below link that should be included in the course syllabus.
7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.	✓			b

Please see the below link that should be included in the course syllabus. |
7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.	✓			c
Standard – Accessibility and Usability				
8.1 Course navigation facilitates ease of use.	✓			Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.2 Information is provided about the accessibility of all technologies required in the course.	✓			A link has been provided in the "Course Technology" section of the syllabus to the accessibility statement for Carmen.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	✓			Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.4 The course design facilitates readability	✓			Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.5 Course multimedia facilitate ease of use.	✓			All assignments and activities use the OSU core common tool set with embedded multimedia to facilitate ease of use.

Reviewer Information
- Date reviewed: Mike Kaylor
- Reviewed by: 2/15/2017

Notes:
- Please be sure to provide a PDF file of the Power Point w/audio presentations. This can serve as a transcription file for the audio/video lectures.

[a]The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know via email immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information:slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue. **Consider putting text for the accessibility statement in BOLD 16 pt font.**

[b]Add to the syllabus this link with an overview and contact information for the student academic services offered on the OSU main campus. http://advising.osu.edu/welcome.shtml

[c]Add to the syllabus this link with an overview and contact information for student services offered on the OSU main campus. http://ssc.osu.edu. Also, consider including this link in the "Other Course Policies" section of the syllabus.

Communication
Curriculum map, indicating how program goals are accomplished via specific courses.

Program learning goals

Goal 1. Students are knowledgeable about the principles of communication within a social science framework and understand the role of communication in society.
Goal 2. Students are competent in practicing communication.
Goal 3. Students are sufficiently trained and prepared to get jobs in the field of communication.

	Goal 1: Comm Principles	Goal 2: Comm Practice	Goal 3: Career Preparation
Premajor			
1100	Basic		
1101	Basic		Basic
Research Methods			
3160(H), 3163, 3165		Intermediate	Advanced
Core Requirements			
Strategic Comm			
2321	Basic		
3325	Intermediate	Intermediate	
2331		Advanced	Intermediate
2367(H)	Basic	Intermediate	
4337			Advanced
New Media & Comm Tech			
2367(H)	Basic	Intermediate	
2540	Basic		
3545	Intermediate	Basic	
3554	Advanced		
Comm Analysis & Practice			
2110	Basic		
2367(H)	Basic	Intermediate	
3620	Basic	Basic	
3440		Intermediate	
Sub-Plan Electives			
Strategic Comm (9 cr. Req.)			
3668			Intermediate
3330(H)		Intermediate	
3331		Advanced	Advanced
3333		Intermediate	
3334		Intermediate	
3345	Advanced		
3444	Advanced		Intermediate
3628	Advanced	Intermediate	
4820(H)	Advanced		Advanced
4558		Advanced	Advanced

	Goal 1: Comm Principles	Goal 2: Comm Practice	Goal 3: Career Preparation

Sub-Plan Electives

New Media & Comm Tech

	Goal 1: Comm Principles	Goal 2: Comm Practice	Goal 3: Career Preparation
2511 (or outside Credit in Visual Design)	Intermediate	Intermediate	Basic
Other specialization (3 cr. Req.)			
3513	Intermediate		
4554	Intermediate	Intermediate	Intermediate
4557	Intermediate		Intermediate
4738	Intermediate		Intermediate
4853.01	Intermediate	Intermediate	
4853.02	Intermediate	Intermediate	
4558		Advanced	Advanced

Comm Analysis & Practice
N/A as CAP has elective clusters (see below)

Special Topic Electives

Strat Comm (3 cr. req.)

	Goal 1: Comm Principles	Goal 2: Comm Practice	Goal 3: Career Preparation
2131	Intermediate	Advanced	Basic
2511	Intermediate	Intermediate	Basic
3332	Intermediate		Intermediate
4190		Intermed/Advanced	Advanced
4191		Intermed/Advanced	Advanced
4445	Advanced		Intermediate
4556	Advanced		Intermediate
4635	Advanced		Intermediate
4668	Advanced	Advanced	
4998(H)		Advanced	Advanced
4999(H)		Advanced	Advanced

New Media & Comm Tech
(9 cr. from one track)
Track 1:

	Goal 1: Comm Principles	Goal 2: Comm Practice	Goal 3: Career Preparation
4191		Intermed/Advanced	Advanced
4511	Advanced	Advanced	Advanced
4555	Advanced	Advanced	
4557	Advanced	Advanced	Intermediate
CS&E 2123		Advanced	Intermediate
Psych 3310	Intermediate		
Psych 3312	Intermediate	Intermediate	
Psych 5620			Intermediate
4998(H)		Advanced	Advanced
4999(H)		Advanced	Advanced

	Goal 1: Comm Principles	**Goal 2: Comm Practice**	**Goal 3: Career Preparation**
Special Topic Electives			
New Media & Comm Tech			
(9 cr. from one track)			
Track 2:			
3330(H)	Advanced	Intermediate	
3331	Advanced	Intermediate	
4191		Intermed/Advanced	Advanced
4556	Advanced	Advanced	Advanced
4557		Advanced	Advanced
BusMHR 3100		Advanced	Intermediate
BusM&L 3150		Advanced	Intermediate
CS&E 2123		Advanced	Intermediate
4998(H)		Advanced	Advanced
4999(H)		Advanced	Advanced
Comm Analysis & Practice			
(18 cr. req.)			
3668	Intermediate		
4240(H)		Basic	
3330(H)	Advanced	Intermediate	
3331	Advanced	Intermediate	
3332	Advanced		Intermediate
3402	Intermediate		
3404(H)	Advanced	Intermediate	Intermediate
3413	Intermediate		
3466	Intermediate		
3624	Intermediate		
3628		Intermediate	Intermediate
3629	Intermediate	Intermediate	
3662		Intermediate	Intermediate
3667	Intermediate	Intermediate	
4401	Intermediate		Basic
4445	Advanced	Intermediate	
4600		Intermediate	Intermediate
4635		Intermediate	Intermediate
4665		Intermediate	Intermediate
4668		Intermediate	Intermediate
4736		Intermediate	Intermediate
4737		Intermediate	Advanced
4738		Intermediate	Advanced
4814		Intermediate	Advanced
4820(H)		Intermediate	Advanced
4853.01		Intermediate	Advanced
4853.02		Intermediate	Advanced
4998(H)		Advanced	Advanced
4999(H)		Advanced	Advanced