

MGMT/SPCH 4703 - ORGANIZATIONAL COMMUNICATION
TR 2:30-3:45 p.m. ♦ HUGH 216 ♦ Spring 2008

<i>Instructor:</i>	Russell A. Guthrie, Associate Professor of Communication
<i>Office:</i>	Hughes-Strong Hall 221, telephone 580-349-1478
<i>Office Hours:</i>	MWF 8:30-9:30 p.m., TR 10-11 a.m.
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Prerequisite: SPCH/COMM 1113 or comparable course

Course Description

"Emphasis upon communication behaviors which occur within organizational structures, including group processes, interviewing techniques, listening behaviors, and communication phenomena within business, professional and community organizations." (Gen. Catalog, p.173, 218)

Course Objectives & Assessment Methods [T=pencil/paper instrument, P=performance]

By the completion of the course you should be able to:

- Define communication and construct models to portray the process. [T]
- Compare/contrast a variety of management theories. [T]
- Characterize organizations by function and structure (as affecting communication). [T,P]
- Delineate the concept of organizational culture and the ability to change or modify such culture. [T,P]
- Distinguish between power and status, and the nature of conflict in organizations. [T]
- Characterize dyadic, group, and public communication in organizations. [T]
- Discuss the role(s) of communication professionals in organizations. [P]
- Identify, conduct, and participate in interview situations. [P]

Course Grade

Your grade will be determined as follows:	tests	50%
	participation	10%
	project report	20%
	homework	20%

Outside Assignments

Materials prepared outside class must be typed or computer generated on standard paper. Grading of written materials will be on both content and style. Late assignments will result in grade reductions (-10% for each weekday late), if they are accepted

Assignments requiring bibliographies must follow a standard format. The following are two of the most widely used on college campuses. You may choose either of the two.

American Psychological Association. (2001). Publication manual of the American Psychological Association (5th ed.). Washington, DC: Author.

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: Modern Language Association, 2003.

Project

You must conduct a communication analysis of an organization in which you have conducted **multiple** observations over a period of days. Keep a log of dates/times with observations and submit with project report. More details will be provided later in the course.

Classroom Decorum

- Hats, caps, etc. are not to be worn during class [this applies to both genders].
- The use of tobacco in any form is prohibited.
- If you bring a drink to class, dispose of the container properly.
- If you leave during class, don't return. Exception: consult instructor and sit by door.
- Academic misconduct, as defined on pages 73-74 of the General Catalog, may result in any or all of the following: a grade of zero on the assignment, a failing grade in the course, and/or suspension from the university
- Cell phones, pagers, and other electronic media are to be turned off during class. Use of any during testing will be considered academic misconduct.

Attendance

You are expected to be in class, on time, for all sessions. Normally, only attendance at university sponsored events will be excused. With the fourth unexcused absence you will lose 5% of the final course grade, and 5% for each absence thereafter. It is an automatic F with the seventh (7th) absence. Three late-to-class equals one absence. Both absence and tardiness may also have an effect on the participation grade.

Plagiarism/Academic Dishonesty

“Verbatim copying of an entire paper or other assigned work, not writing or composing your own work, submitting anyone else’s (student, friend, professional, web) work, structure, or ideas, in whole or in part, without adequate acknowledgement of the sources used to construct a paper or other assigned work, giving or obtaining answers on a test.” Please read the general catalog or the student handbook for possible consequences.

Persons with Disabilities

The following statement is from the Vice-President for Academic Affairs.

“Requests for accommodation for disabilities should have been made prior to the start of the semester through the Vice President for Academic Affairs Office (academic, i.e. learning disabilities or the Vice President for Student Affairs (physical, i.e. mobility, vision, hearing). However, if you think you have a disability and are in need of special accommodations, the instructor will work with you to provide a reasonable accommodation to ensure that you have a fair opportunity to perform well in this class. Please advise the instructor (***and appropriate VP***) of such disability and the desired accommodation at some point before, during, or immediately after the first scheduled class period.

Text (rental)

Zaremba, A. J. (2006). *Organizational communication: Foundations for business and collaboration* (2nd ed.). Mason, Ohio: Thomson South-Western.

FINAL EXAM

The exam for this class is scheduled for Tuesday, 5/13/08 at 1:00 p.m.

** This course description is subject to change during the semester.