

CMST 4101: Organizational Communication
Course Syllabus
Fall 2015

CMST 4101: Section 01 – T/TH 10:30-11:50
Section 02 – T/TH 12:00-1:20

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Office: 226 Coates Hall, 8-6726 (phone)

Office Hours: Tuesday 1:30-2:30 // Thursday 1:30-3:30, or by appointment

Required Textbooks:

Miller, Katherine (2015). *Organizational Communication: Approaches and Processes* (7th ed.). Boston, MA: Wadsworth Cengage Learning.

*Other class readings will be posted on Moodle

Course Overview & Objectives:

Communication is central to organizations. It can enable organizational members to persuade, motivate, manipulate, insult, lead, facilitate, and it may enhance or undermine relationships. Communication is also central to organizational processes such as decision-making, teamwork, turnover, the diffusion of innovations, and member loyalty. The purpose of this course is to augment your understanding of the relationship between communication and organizations (e.g., for-profit companies, political parties, voluntary associations, and nonprofit groups). Specifically, through this course, you will be given the opportunity to: 1) develop a strong basic vocabulary and understanding of concepts related to organizational communication; 2) examine how communication functions within and between organizations; 3) become familiar with the historical, current, and future functions within and between organizations; 4) gain practice applying theoretical perspectives and concepts to organizational situations and settings; and 5) reflect on your own communicative experiences in organizations.

In order to succeed in CMST 4101, you will be required to work; it's that simple. Each week will require preparation on your part. As many before me have said, *think of this class as your job*. With any job that you intend to keep, you prepare, remain organized with projects and deadlines, and make your best effort while on the job. If you keep this attitude and a positive outlook during the semester, it will help make this a good experience for you.

Course Policies:

Attendance & Participation:

Your attendance at each class meeting is expected. You are expected to attend all classes just as you would be expected to go to work every day if this were any other job. Your class participation grade will be determined based on 15-20 in-class daily assignments/exercises throughout the semester. Daily assignments may include unannounced reading reflections, in-class activities, quizzes, and others. All end-of-class written daily assignments will also be posted as assignments on the Moodle course page and can be completed until midnight on the day that they are assigned. In other words, there will be a mixture of in-class only activities as well as in-class/Moodle written reflections which count for participation points. *In-class activities cannot be made up – you must be present to receive credit.*

Though there are a total of 175 points allocated for class participation, more than 175 points worth of activities will be offered. In other words if you are present for all of the daily assignments, actively participate, and

demonstrate understanding of the day's topic, you have the opportunity to earn extra participation points applied to your final class total. *In order to actively participate and prepare for class, you will need to check Moodle for announcements and updated class assignments.* Some daily assignments and additional readings will periodically be posted there.

Technology Policy:

- Laptop computers and similar devices used for note-taking as a learning aid are permitted in class. You should also have paper and a writing utensil on all days for group activities.
- All other technology (smart phones, etc.) are NOT permitted for use during class. The first use during class will result in substantial reduction in overall course participation points (up to 20 points) with an increasing reduction in points for each use thereafter.
- In case of emergencies requiring cell phone access during the class session, see the professor before class and sit near the entrance to the classroom for the day's session.

Format for Assignments and Class Research:

When citing references, you should use **APA style** (Sample citation formats can be found online; a good resource is Purdue's Online Writing Lab - OWL). In addition, all papers and Case Study assignments also should be edited for both style (including grammar and punctuation) and content. Points will be deducted for not following these guidelines.

Late Work:

Major class assignments are to be turned in by the time class starts on the day that they are due.

- Any work turned in during class time will be considered late and will automatically be reduced by one half letter grade. *In other words if you arrive late to class, the assignment is late and will automatically be penalized one half letter grade.*
- Assignments submitted after class will receive a substantial late penalty.
- Assignments submitted after the day that they are due will be graded for half credit.
- Assignments will not be accepted for credit once the assignment has been graded and returned to all students in the course.
- Unless clearly indicated in the assignment instructions or prior arrangements have been made with the professor, e-mailed work **will not** be accepted.

Major class assignments will be accepted prior to the established deadline.

Just as with any other job, you would certainly make every effort to contact your co-workers or boss if extenuating circumstances prevented you from meeting an important deadline. The same should be true for this class. *Prior arrangements must be made with the professor if extenuating circumstances prevent you from meeting an important deadline.*

All documentation of extenuating circumstances must be received as soon as possible, no later than one week from the incident, for make-up work to be considered. In other words, let me know as soon as possible when extenuating circumstances prevent you from submitting a major assignment.

If you miss work due to a university approved absence, you will be responsible for coordinating make-up work and should make every effort to make arrangements before the absence when possible. If a student is absent the day an assignment is due and has not made prior arrangements with the instructor, any missed work will be considered late and will not be accepted.

Grade Appeals // The 24/7 Policy:

With any returned graded work, you should wait 24 hours before submitting an appeal of grade. If you feel an error has been made in the grading of an assignment and would like to have the grade reviewed, you should submit a typed statement explaining the reason for the review and the original graded assignment to Dr. Jones-

Bodie within seven days of receiving the graded assignment. No grade adjustments will be made after the seven-day period.

Grading:

This class will be based on a system of 1000 points:

Participation Assignments	175 points
Test 1	150 points
Test 2.....	200 points
Case Study 1: Analysis Paper.....	100 points
Case Study 2: Class Interview & Analysis Paper	150 points
Case Study 2: Final Project.....	225 points

Case Study 3 For Case Study 3 Final Project, you will be required to conduct a 30-45 minute interview with an organizational member of your selection, transcribe and analyze the interview, and prepare an analysis of the interview findings in light of theoretical concepts explored in the course. More detailed instructions for the project will be provided later in the semester.

Your final grade assignment will be based on your total score at the end of the semester. Final grades will be assigned as follows:

A+ ... 970-1000 points A ... 906-969 points A - ... 900-905 points
B + ... 870-899 points B ... 806-869 points B - ... 800-805 points
C + ... 770-799 points C ... 706-769 points C - ... 700-705 points
D + ... 670-699 points D ... 606-669 points D - ... 600-605 points
F ... 0-599 points

Definitions of letter grades:

- The letter grade A, including A+ and A-, denotes distinguished mastery of the course material.
- The letter grade B, including B+ and B-, denotes good mastery of the course material.
- The letter grade C, including C+ and C-, denotes acceptable mastery of the course material.
- The letter grade D, including D+ and D-, denotes minimally acceptable achievement.
- F denotes failure.

Plagiarism:

Do your own work honorably and well, giving credit to your sources. You are responsible to abide by the LSU policies about academic dishonesty, including but not limited to the following: Do not collaborate on an assignment unless it is expressly allowed; do not let someone else write something and turn it in on your behalf;

do not use an outside source without giving credit. Instances of academic dishonesty will have consequences ranging from failure of an assignment to failure of the course and referral to the Dean of Students.

LSU Commitment to Community:

Louisiana State University is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment. It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates. To demonstrate my pride in LSU, as a member of its community, I will:

- Accept responsibility for my actions;
- Hold myself and others to the highest standards of academic, personal, and social integrity;
- Practice justice, equality, and compassion in human relations;
- Respect the dignity of all persons and accept individual differences;
- Respect the environment and the rights and property of others and the University;
- Contribute positively to the life of the campus and surrounding community; and
- Use my LSU experience to be an active citizen in an international and interdependent world.

The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles.

ADA Statement:

The Americans with Disabilities Act and the Rehabilitation Act of 1973 ... If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see a Coordinator in the Office for Disability Services (112 Johnston Hall) so that such accommodations may be arranged. After you receive your accommodation letter, please meet with me to discuss the provisions of those accommodations as soon as possible.

TITLE IX & Sexual Misconduct Policy:

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

In accordance with Title IX and other applicable law, Louisiana State University ("LSU") is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSU prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

Sex discrimination and sexual misconduct violate an individual's fundamental rights and personal dignity. LSU considers sex discrimination and sexual misconduct in all of its forms to be serious offenses. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.

Do you have a major and minor?

Business leaders and other professionals recognize the importance of developing communication skills and analysis. Alan Greenspan, for example, stated, "To succeed, you will soon learn, as I did, the importance of a solid foundation in the basics of education – literacy, both verbal and numerical, and communication skills." We hope this course contributes to your success.

To learn more about communication, you may want to major or minor in the Department of Communication Studies. The program explores how people sustain and change, experience, and make sense of the world through symbolic action. Students develop conceptual skills to analyze written, oral, and visual messages. Students gain practical experience in such areas such as public speaking, group decision-making, performance, and film. Such skills are elemental to careers in business, government, law, social services, and the arts.

A major in Communication Studies requires 36 hours including 12 hours of core classes and 12 hours at the 3000 or 4000 level. A minor requires 15 hours with one core class and 6 hours at the 3000 level or above. More information is available at www.lsu.edu/cmst or by contacting our undergraduate advisor Mr. Kent Filbel (kfilli@lsu.edu), whose hours are posted at his office, 135 Coates Hall.