

## COMM 393: Organizational Communication

<b>Location:</b>	Redstone Arsenal
<b>Address:</b>	Army Education Center, Building 3495, Suite 106 Redstone Arsenal, AL 35898-5192
<b>Section:</b>	18SUMR1/COMM393/AL1A
<b>Semester Credit Hours:</b>	3
<b>Class Day(s) and Time(s):</b>	Tuesday, Thursday 5:00 PM - 7:00 PM from April 29, 2019 to June 22, 2019

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### 📘 Course Information

#### Catalog Description

Examination of communication processes with emphasis on systems theories, leadership and interpersonal and group interaction in formal and informal organizational settings.

**Prerequisite:** COMM 110.

#### Additional Notes

**Instructor** - Dr. Rosalind Kennerson-Baty

#### Preferred methods of contact -

- Via email - rkennersonbaty@cougars.ccis.edu (emails will be returned within 24 hours weekdays.)
- Via Remind - Text @comm393 to 81010. Remind is an app that will allow students to communicate with the instructor via text or voice message. Students should use Remind to communicate with the instructor during virtual office hours Mondays and Wednesdays 10 am - 8 pm. Should an unforeseen, emergency situation arise, students should use Remind to contact the instructor.

Columbia College students are expected to attend all classes. If a student misses more than five (5) meetings, the instructor may drop the final grade in the course by one letter grade. The instructor also has the right to drop a student from the course due to excessive absences. Students should call the Columbia College Office to report an absence in advance.

### 📖 Textbooks

As part of Truition<sup>SM</sup>, students will receive their course materials automatically as described below.

## Bookstore Information

Visit <https://www.ccis.edu/bookstore.aspx> for details.

### eText Information

If a course uses an eText, (see textbook information above) the book will be available directly in Desire2Learn (D2L) seven days before the session begins, if registered for courses prior to that date. Upon first login to VitalSource, students should use their CougarMail email address; alternate email addresses cannot be used. More information about how to use the VitalSource platform, including offline access to eTexts, can be found in D2L.

### Physical Course Materials Information

Students enrolled in courses that require physical materials will receive these materials automatically at the shipping address on file with Columbia College. Delivery date of physical materials is dependent on registration date and shipping location. Please refer to confirmation emails sent from Columbia College for more details on shipping status.

**Returns:** Students who drop a class are responsible for returning any physical course materials that were shipped. To initiate a return, visit [Ingram Returns](#) to generate a pre-paid return label. Materials from dropped courses must be returned within 30-days of receipt. **Failure to return physical items from a dropped course will result in a charge to the student account for all unreturned items.**

**Note:** Students who opt-out of having their books provided as part of [TruTition<sup>SM</sup>](#) are responsible for purchasing their own course materials.

## Technology Requirements

**THIS IS A TECHNOLOGY-ENRICHED COURSE WHICH COMBINES IN-SEAT INSTRUCTION WITH ONLINE LEARNING.**

Participation in this course will require the basic technology for all classes at Columbia College:

- A computer with reliable internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office

For more information, see [technical requirements](#).

## Course Learning Outcomes

1. Identify organizational communication models including systems corporate culture, and power.
2. Synthesize current literature in the field.
3. Describe the history of organizational communication study.
4. Demonstrate effective communication skills within organizational contexts.

## Grading

### Grading Scale

Grade	Points	Percent
A	900 - 1000	90-100%
B	800 - 899	80-89%
C	700 - 799	70-79%
D	600 - 699	60-69%
F	0 - 599	0-59%

### Grade Weights

Assignment Category	Points	Percent
Class Participation/Engaged Learning Exercises	300	30%
Midterm Exam	150	15%
Final Exam	200	20%
Organization Analysis/Leadership Paper	100	10%
Personality/Leadership Assessment	100	10%
Quizzes	150	15%
<b>Total</b>	<b>1000</b>	<b>100%</b>

 Schedule of Due Dates

Week 1		
Assignment	Points	Due
Welcome, Introductions, Course Expectations, and Exploration of Chapter 1	--	Tuesday, April 30
Exploration of Chapter 2	--	Thursday, May 2
Class Participation Exercise 1	30	Thursday, May 2, 2019
Review expectations for Personality/Leadership Assessment Assignment	--	
Week 2		
Assignment	Points	Due
Chapter 2 Quiz	30	Tuesday, May 7
Exploration of Chapter 3	--	
Class Participation Exercise 2	30	Tuesday, May 7
Class Participation Exercise 3	30	Thursday, May 9
Personality/Leadership Assessment Assignment due	100	
Week 3		
Assignment	Points	Due
Chapter 3 Quiz	30	Tuesday, May 14
Exploration of Chapter 4	--	
Class Participation Exercise 4	30	
Class Participation Exercise 5	30	Thursday, May 16
Review for Midterm Exam	--	
Week 4		
Assignment	Points	Due
Chapter 5 Quiz	30	Tuesday, May 21
Review Expectations for Organizational Analysis/Leadership Paper	--	
Exploration of Chapter 6	--	
Class Participation Exercise 6	30	
Midterm Exam in Class	150	Thursday, May 23
Exploration of Chapter 7	--	
Week 5		
Assignment	Points	Due

Assignment	Points	Due
Exploration of Chapter 8		Tuesday, May 28
Class Participation Exercise 7	30	Thursday, May 30
Chapter 8 Quiz	30	
Exploration of Chapter 9	--	
Class Participation Exercise 8	30	
<b>Week 6</b>		
Assignment	Points	Due
Exploration of Chapter 10	--	Tuesday, June 4
Class Participation Exercise 9	30	Thursday, June 6
Chapter 10 Quiz	30	
Exploration of Chapter 11	--	
Class Participation Exercise 10	30	
<b>Week 7</b>		
Assignment	Points	Due
Organizational Analysis/Leadership Paper Due	100	Tuesday, June 11
Exploration of Chapter 12	--	Thursday, June 13
Exploration of Chapter 13	--	
<b>Week 8</b>		
Assignment	Points	Due
Exploration of Chapter 14	--	Tuesday, June 18
Students create final exam short answer questions	--	Thursday, June 20
Final Exam	200	
<b>Total Points: 1000</b>		

## Assignment Overview

### Assignments

#### **Class Participation/Engaged Learning Exercises - 300 points**

Active learning is the hallmark of adult education. 30% of your credit will be earned by engaging your instructor and classmates with insightful comments and questions from assigned reading and current events on contemporary organizational issues. There are 10 class participation assignments worth 30 points each. Interactive lectures, case studies, individual-small group-whole group activities, mindfulness exercises, written in-class self reflections/ self-assessments, and exercises that promote practical application of theory will be used as methods of instruction in the course. *Detailed instructions and expectations will be given in class regarding each of these assignments.* You can expect the majority of class meetings will involve earning points in this category. If a student misses class and class participation points, an alternative assignment may be required provided the student has an excused absence. Otherwise, a student will receive zero points for the absence.

#### **Personality/Leadership Assessment - 100 points**

10% of your grade will be earned by taking the Myers Briggs personality test and the Keirsey temperament assessment and typing a 2-3 page reflection paper on your results. This will be the companion piece to the True Colors mini workshop that will occur during class time. *More detailed instructions, expectations, and grading rubric will be given in class regarding this assignment. An assignment overview will also be posted on D2L for your reference.*

#### **Organization Analysis/Leadership Paper - 100 points**

A significant part of your journey in this class will require self reflection and application of practical theory from a critical perspective. 10% of your grade will be earned by writing a 6 - 8 page paper on an organization to which you belong. You are required to apply critical theories from the course to your analysis and reflect on your personal leadership style/ organizational identity development as it relates to the overall effectiveness of the organization. *Detailed instructions, expectations, and grading*

rubric will be given in class regarding this assignment. An assignment overview will be posted on D2L for your reference.

## Examinations

### Quizzes - 150 points

15% of your grade will be earned by taking quizzes. There are 5 quizzes worth 30 points each over assigned reading and course concepts discussed in class. Each quiz will be given at the beginning of class, promptly after attendance has been taken. You will have 20 minutes to take each quiz. Students who arrive late will not be given extra time to continue past the allotted time. The format for each quiz will consist of multiple choice, fill in the blank, matching, and/or short answer.

### Midterm Exam - 150 points

15% of your grade will be earned on the midterm exam. The exam will be taken during class time Thursday, May 23. The exam will begin promptly at 5:00 pm, after attendance has been taken. The instructor reserves the right to time the exam and facilitate class discussion or lecture in the remaining course time. Promptness is extremely important on exam days as no student will be allowed to continue past the allotted time. The exam will cover chapters from the text, topics of class discussion, and personal reflection. The format will be short essay. Seven questions will be given and you will choose five. Answers to each question prompt should be 3 - 5 paragraphs in length.

### Final Exam - 200 points

20% of your grade will be earned on the final exam. The exam will be taken on the last day of the course, Thursday, June 20. The exam will begin promptly at 5:00 pm, after attendance has been taken. Promptness is extremely important on exam days as no student will be allowed to continue past the allotted time. The exam will cover chapters from the text, topics of class discussion, and personal reflection. The format will be multiple choice and short answer.

Should a student fail to take an exam as originally scheduled, the student must contact the Columbia College Office to schedule a make-up within one week of the original date of the exam. The make-up may be different from the original exam. A student without an excused absence may receive a one letter grade reduction for the exam.

## Course Outline

Click on each week to view details about the activities scheduled for that week.

### Week 1: April 29 and May 2 - Welcome, Introductions, and Course Foundations

#### Welcome, Introductions, Course Expectations, and Exploration of Chapter 1

Before Class:

- Read chapter 1
- Join Remind (a messaging app that will be used to contact the class) by texting this message: @comm393 to 81010 or by sending a blank email to comm393@mail.remind.com

During Class:

- Fill out contact card (provided by Dr. Baty in class)
- Introductions
- Overview of course expectations
- Exploration of chapter 1

#### Exploration of Chapter 2

#### Class Participation Exercise 1

Instructions for this activity will be given in class and pertain to the assigned reading for the class period. All work associated with this activity will be completed in class and may be a combination of individual, small group, or whole group work.

#### Review expectations for Personality/Leadership Assessment Assignment

## Week 2: May 7 and May 9 - Chapter 3

### Chapter 2 Quiz

15 questions over chapter 2

### Exploration of Chapter 3

### Class Participation Exercise 2

Instructions for this activity will be given in class and pertain to the assigned reading for the class period. All work associated with this activity will be completed in class and may be a combination of individual, small group, or whole group work.

### Class Participation Exercise 3

True Colors workshop. Follow up piece to leadership and personality assessment assignment.

### Personality/Leadership Assessment Assignment due

## Week 3: May 14 and May 16 - Chapters 4 and 5

### Chapter 3 Quiz

15 questions on chapter 3

### Exploration of Chapter 4

### Class Participation Exercise 4

Instructions for this activity will be given in class and pertain to the assigned reading for the class period. All work associated with this activity will be completed in class and may be a combination of individual, small group, or whole group work.

### Exploration of Chapter 5

### Class Participation Exercise 5

### Review for Midterm Exam

## Week 4: May 21 and May 23 - Chapters 6 and 7

### Chapter 5 Quiz

15 questions over chapter 5

### Review Expectations for Organizational Analysis/Leadership Paper

Paper due Tuesday, June 11. Rubric and detail instructions will be given in class on the

### Exploration of Chapter 6

### Class Participation Exercise 6

### Midterm Exam in Class

### Exploration of Chapter 7

## Week 5: May 28 and May 30 - Chapters 8 and 9

### Exploration of Chapter 8

### Class Participation Exercise 7

### Chapter 8 Quiz

15 questions on chapter 8

### Exploration of Chapter 9

### Class Participation Exercise 8

## Week 6: June 4 and June 6 - Chapters 10 and 11

### Course Evaluations Open

Please complete the course evaluation through your CC online student portal by the end of the week 7.

### Exploration of Chapter 10

### Class Participation Exercise 9

## Chapter 10 Quiz

15 questions on chapter 10

## Exploration of Chapter 11

## Class Participation Exercise 10

### Week 7: June 11 and June 13 - Chapters 12 and 13

#### Course Evaluations Open

Complete the course evaluation via the CC online student portal by the end of the week, please.

#### Organizational Analysis/Leadership Paper Due

#### Exploration of Chapter 12

#### Exploration of Chapter 13

### Week 8: June 18 and June 20 - Chapter 14 and Course Conclusion

#### Exploration of Chapter 14

#### Students create final exam short answer questions

Students will work in small groups to create short answer questions that will appear on the final exam. A "best of" list will be agreed upon by the class before the end of the class period.

#### Final Exam

Exam will take place in class. The format will be multiple choice and student-created short answer questions.

## + Additional Resources

Online databases are available at [library.ccis.edu](http://library.ccis.edu). You may access them using your CougarTrack login and password when prompted.

### Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Technology Solutions Center, or the D2L Helpdesk for assistance. If you have technical problems with the VitalSource eText reader, please contact VitalSource. Contact information is also available within the online course environment.

- Columbia College Technology Solutions Center: [CCHelpDesk@ccis.edu](mailto:CCHelpDesk@ccis.edu), 800-231-2391 ex. 4357
- D2L Helpdesk: [helpdesk@d2l.com](mailto:helpdesk@d2l.com), 877-325-7778
- VitalSource: [support@vitalsource.com](mailto:support@vitalsource.com), 1-855-200-4146

### Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing. Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack at [Students -> Academics -> Resources](#).

## ! Columbia College Policies and Procedures

### Attendance

Columbia College students are expected to attend all classes and laboratory periods for which they are enrolled. Students are directly responsible to instructors for class attendance and work missed during an absence for any cause. If absences

jeopardize progress in a course, an instructor may withdraw a student from the course with a grade of "F" or "W" at the discretion of the instructor. For additional information, see the [Columbia College policy on Student Attendance](#).

### Academic Integrity

Columbia College students must fulfill their academic obligations through honest, independent effort. Dishonesty is considered a serious offense subject to strong disciplinary actions. Activities which constitute academic dishonesty include plagiarism, unauthorized joint effort on exams or assignments, falsification of forms or records, providing false or misleading information, or aiding another in an act of academic dishonesty. For more information, see the [Columbia College Academic Integrity Policy and Procedures](#).

### Class Conduct and Personal Conduct

Students must conduct themselves so others will not be distracted from the pursuit of learning. Students may be disciplined for any conduct which constitutes a hazard to the health, safety, or well-being of members of the College community or which is deemed detrimental to the College's interests. Discourteous or unseemly conduct may result in a student being asked to leave the classroom. For more information, see the [Columbia College Student Code of Conduct](#) and [Student Behavioral Misconduct Policy and Procedures](#).

### Cancelled Class Make-Up

Classes cancelled because of inclement weather or other reasons must be rescheduled. For more information, see the [Columbia College Inclement Weather Policy](#).

### Make-Up Examinations

Make-up examinations may be authorized for students who miss regularly scheduled examinations due to circumstances beyond their control. Make-up examinations must be administered as soon as possible after the regularly scheduled examination period and must be administered in a controlled environment.

### Adding, Dropping, or Withdrawing from a Course

Students may add a course through Wednesday of the first week of the session and drop a course without academic or financial liability through close of business on Monday of the second week of the session. Once enrolled, a student is considered a member of that class until he or she officially drops or withdraws in accordance with College policy. An official drop/withdrawal takes place only when a student has submitted a Drop/Add/Withdrawal form. A failure to attend class, or advising a fellow student, staff or adjunct faculty member of an intent to withdraw from a class does not constitute official drop/withdrawal. The drop/add/withdrawal periods begin the same day/date the session starts, not the first day a particular class begins. If a student stops attending a class but does not submit the required Drop/Withdrawal form a grade of "F" will be awarded. For more information, see the [Columbia College Registration Policy and Procedures](#).

### Withdrawal Excused

A student may request an excused withdrawal (WE) under extraordinary circumstances by submitting a Drop/Withdrawal form accompanied by a complete explanation of the circumstances and supporting documentation to the location director. The WE request must include all classes in which the student is currently enrolled. The Vice President for Adult Higher Education is the approving authority for all WE requests. A student who receives approval of their WE request may still be required to return some or all of the federal financial assistance received for the session. For more information, see the [Columbia College Withdrawal Policy](#).

### Incomplete

A student may request that the instructor award a grade of "I" due to extraordinary circumstances (unforeseen or unexpected circumstances beyond the student's control) that prevent a student from completing the requirements of a course by the end of a session. An "I" will not be given because a student is failing, negligent or not meeting requirements. If the instructor believes an "I" is appropriate, the instructor will specify the work needed to complete the course and the time allowed to complete the work. Work missed must be made up within two subsequent sessions unless the instructor specifies an earlier date. Extensions beyond two sessions must be approved by the Vice President for Adult Higher Education. If the work is completed during the specified time period, the instructor will change the "I" to the grade earned. Incompletes that are not finished are to be automatically recorded as an F unless the instructor submits a grade change form. For more information, see the [Columbia College Undergraduate Grading Policy](#).

### Grade Appeal

A student may appeal any grade given if it is believed to be in error or in conflict with Columbia College policy and procedures. The student must state in writing to the location director why the grade awarded is believed to be in error and request a desired remedy. The faculty member who awarded the grade will be given the opportunity to comment on all student allegations. If the issue cannot be resolved at the location the appeal will be transmitted through the location director to the Vice President for Adult Higher Education. A grade appeal must be received for review by the Vice President for Adult Higher Education prior to the end of 60 days from the date the grade was awarded. For more information, see the [Columbia College Undergraduate Grading Policy](#).

### Prerequisites

Course prerequisites are established to ensure that a student has adequate academic preparation to succeed in a particular course. Staff members will attempt to ensure that students meet prerequisite requirements. However, it is the student's responsibility to closely examine the course descriptions to determine if prerequisites exist and to enroll in courses in the proper sequence. In some exceptional cases it may be apparent that the student possesses the required skills and knowledge to succeed in a particular course, even though they have not taken the prerequisite course. In this case the prerequisite course may be waived by the location director. Waiver of a course as a prerequisite does not remove the requirement to complete the course if it is a requirement for the student's degree program.

### CougarTrack

The College provides all students access to CougarMail (the official means of e-mail communication for the College), online resources from the [Stafford Library](#), and their Columbia College records (transcripts, grades, student schedules, etc.) through CougarTrack.

### CougarMail

The official student email address (also known as CougarMail) will be used for all official correspondence from faculty and staff. Students are responsible for the information received and are required to monitor their CougarMail account on a regular basis. Students may forward their CougarMail to another email account but will be held responsible for the information sent over CougarMail, even if there is a problem with the alternate mail service.

### Cell Phones

Cell phones can be a distraction to the learning process. Location directors or course instructors may require that cell phones be turned off or set to vibrate during class periods. Students requiring special arrangements to receive a cell phone call during class should make prior arrangements with their location director or course instructor.

### FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. For more information, see the [Columbia College Family Education Rights and Privacy Policy](#).

### Student Accessibility Resources

Students with documented disabilities who may need academic services for this course are required to register with the office of Student Accessibility Resources. Until the student has been cleared through this office, accommodations do not have to be granted. If you are a student who has a documented disability, it is important for you to read the entire syllabus as soon as possible. The structure or the content of the course may make an accommodation not feasible. Student Accessibility Resources is located in Student Affairs in AHSC 215 and can be reached by phone at (573) 875-7626. For more information, see the [Columbia College ADA and Section 504 Policy for Students](#).

### Alcohol and Other Drugs: Columbia College Policies & Resources

Columbia College recognizes the negative health effects associated with the use, possession, and distribution of controlled and/or illicit substances, and their detrimental impact on the quality of the educational environment. Therefore, all members of the College community share in the responsibility of protecting the campus environment by exemplifying high standards of professional and personal conduct. For more information and resources, see the [Columbia College Alcohol and Other Drugs Policy](#).

### Tobacco-Free Policy

Columbia College values and is concerned for the health and well-being of its students, employees and visitors. The College is committed to providing a healthful and productive educational and employment environment for members of the College community. Consistent with this commitment and in the interest of the general health and welfare of the College community, the College prohibits the use of all tobacco products and related devices on all College property and premises. For more information, see the [Columbia College Tobacco-Free Policy](#).

### Non-Discrimination

Discrimination, harassment, and retaliation on the basis of protected status (see [Notice of Non-Discrimination and Equal Opportunity](#) for a definition of "protected status") are strictly prohibited. Persons who engage in such conduct are subject to discipline up to and including termination or dismissal. For more information, see the [Columbia College Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure](#).

### Columbia College Policy Library

The policies set forth in the Online Policy Library are the current official versions of College policies and supersede and replace any other existing or conflicting policies covering the same subject matter. The Online Policy Library is currently under construction with new policies being added on a frequent basis and the policies currently listed are not comprehensive of every College policy. Questions regarding the Online Policy Library should be directed to the [Office of the General Counsel](#). For more information on policies applicable to students, see [Student Policies](#). For more information on policies applicable to the entire Columbia College community, see [College-Wide Policies](#).

