

Organizational Communication COMM 320
Fall 2008 9:10 am - 10:00 am MWF Natural Science 307

Instructor: Dr. Joel Iverson
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Office Hours: M, 10-11 am; W, 8-9 am; & By appointment on these and other weekdays.
I am on email many days, but not constantly, and not evenings typically.

Required Text: Miller, K. (2002). Organizational Communication: Approaches and Processes. 5th Edition. Belmont, CA: Wadsworth.

Course Objectives:

1. To introduce you to the field of organizational communication.
2. To examine a range of perspectives, theories and issues to explore the ways in which varied perspectives can shape, expand, or limit our understanding of communicating and organizing.
3. To apply theoretical knowledge to an understanding of real world processes through class discussion and other exercises.
4. To develop and enhance your analytical organizational communication skills.
5. To connect theory and research to your own lived experiences in organizations. Therefore your experiences, insights, questions and concerns will be a key part of the course.

Assignments: You can keep track of your grades here!! Grades will also be posted on WebCT in a timely manner.

Exams (3 @ 1000 points)	3000	Exam 1 _____/1000
		Exam 2 _____/1000
Total	3000 Points	Exam 3 _____/1000
		Total _____/3000

Grading Policy: A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% or below

Keep in mind the following criteria when completing, and later receiving evaluation on your work:

A=Superior Work. Greatly exceeds requirements by demonstrating high levels of creativity, skill, ability, initiative, and effort. Technically superior. The "A" evaluation reflects achievement that is outstanding relative to the level necessary to meet course requirements.

B=Solid Work. Exceeds requirements by showing above average levels of creativity, skill, ability, initiative, and effort. May have some technical difficulties which impair readability. The "B" evaluation reflects achievement that is significantly above the level necessary to meet course requirements.

C=Average work. Meets basic requirements, but does not demonstrate any extra commitment to the assignment. The "C" evaluation reflects achievement that meets the basic course requirements in every respect.

D=Below average work. Meets some, but not all requirements, is likely deficient. The "D" evaluation reflects achievement that is worthy of credit even though it does not fully meet the basic course requirement in every respect.

F=Poor work. Deficient in most or all requirements. The "F" evaluation reflects performance that fails to meet the basic course requirements.

Grades will be posted when evaluation has been completed by the instructor. I will let you know at the beginning of a class period if grades are posted. Your patience in waiting for evaluations is most appreciated.

Questions/Appeals: If you have questions feel free to talk with me. If you have an appeal or complaint, we (including you) will discuss the matter in a respectful manner, but not during class. If you have questions about your grades or you feel something was graded incorrectly, I will not meet with you immediately after the material is handed back unless it is regarding a mathematical (adding) error. Otherwise, submit your appeal *in writing* within one week after the grades are posted. Offer a cogent and well-supported argument. We will not discuss the matter in class. This policy is designed to ensure fairness to all and provide you with an opportunity to demonstrate mastery over the topics covered. I am happy to correct errors, but remember that “feeling you studied a lot” or “wanting a better grade” does not change the output I received and thus will not result in a changed grade.

CoKs: The CoK will consist of a wide variety of matching, multiple guess and even perhaps some true/false questions. CoKs must be taken on the assigned date unless PRIOR arrangements have been made for a university sponsored event or you require the use of testing services.

Blackboard – I will post rough outlines of ideas on Blackboard, however it is your responsibility to attend class to take notes from lecture and class discussion. If you miss class and want notes, you will have to rely on the kindness of a classmate. Blackboard will only be used to post grades and for some basic notes.

Plagiarism/Cheating: Plagiarism and any other unethical behavior will not be tolerated. You are expected to hold to the Code of Conduct.

LATE WORK: Exams can only be made up due to university activities or illness serious enough to warrant a medical appointment. A makeup exam can be arranged with me within one week of the exam date. One make up time will be scheduled for all who need to make up the exam. This exam may differ in format to preserve examination integrity.

PRIVACY: An individual student’s grade is a private matter. When papers or other materials are returned to the students, other students do not have the right to ask, “What did you get?” An individual may offer personal information, but that is the individual’s choice. Please note as well that instructors are not able to discuss one person’s grade with another student, email grades, or give grades over the phone pursuant to the Buckley Amendment.

Policies

1. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.
2. All students must be familiar with the Student Conduct Code. The Code is available for review online at www.umt.edu/SA/VP/SA/index.cfm/page/1321.
3. All celebrations of knowledge will be taken on the assigned date
4. Electronics: When you come into class, please, be sure your cell phone, fax, or any other electronic device is turned off as it may interfere with the navigation of this classroom. If your phone, etc. rings do not answer, just turn it off. If you are anticipating an emergency call, let me know prior to class and we will work that out.

SPECIAL NEEDS/SERVICES The University provides academic resources to those who have specific needs. I am more than willing to assist with those programs. If you have questions or concerns, please see me.

DAILY SCHEDULE COMM 320
Fall 2008

<u>DATE</u>			<u>ASSIGNMENT</u>
Aug	25	Introduction to Course/Defining Communication & Organization	
	27,29	Org Comm Issues in studying	Read Ch. 1
Sept	3,5	Classical Theories	Read Ch. 2
	8,10,12	Human Relations & Human Resources	Read Ch. 3
	15,17	Systems Approaches	Read Ch. 4
	19,22	Decision Making Processes	Read Ch. 8
	24	Review for Celebration #1	
	26	Celebration of Knowledge 1	Chapters 1-4,8
(Oct)	29,Oct 1	Cultural Processes	Read Ch. 5
	3,6,8	Critical Perspectives	Read Ch. 6
	10,13	Assimilation Processes	Read Ch 7
	15	Conflict Management	Read Ch 9
	17	Individual study time	
	20	Conflict Management Continued	
	22,24	Conflict Management	Read Ch 9
	27	Review for Exam #2	
	29	Celebration of Knowledge 2	Chapters 5-7,9
	31	Change	Read Ch. 10
Nov	3	Change	Read Ch. 10
	5,7	Emotion in the Workplace	Read Ch. 11
	10,12	Diversity	Read Ch. 12
	14*,17,19	Technology	Read Ch. 13
	21	NCA No Classes	
	24	Landscaping the Future	Read Ch. 14
	26,28	Thanksgiving	
Dec	1	Landscaping the Future	
	3	Catch up day/Review	
	5	Review	
Final	Wed Dec 10	8-10 am	Final (Celebration of Knowledge 3) Chapters 10-14