

COMM 3355: Organizational Communication (32260)
Summer Session 2
Fox Fine Arts Center – Art A458
MTWR 12:00-2:30PM

General Information

Contact Information

Instructor: Dr. Carlos A. Tarin

Office: Cotton Memorial 102

Office Hours: MTWR 11:00AM-11:45AM

E-mail: catarin@utep.edu

Required Texts

-Eisenberg, E.M., Goodall, H.L., Trethewey, A. (2014). *Organizational Communication: Balancing Creativity with Constraint*. New York: Bedford St. Martin's.

-Additional readings available on Blackboard

Course Description and Objectives

This course has been designed to aid your development of theoretical, critical and practical approaches to the study of organizations and organizing. This class will explore the various theoretical traditions and approaches that are used to study sites of organizing. Additionally, this course will explore numerous 'problematics' that are relevant to organizational life. The main objectives of this course are to:

- Explore various theories of organizational communication and their relationship to research and practice
- Apply course concepts to contemporary organizational processes
- Understand the role and importance of organizations and organizing in daily social life.
- Identify and apply organizational communication principles in praxis
- Use course content to be more reflective organizational members.

Classroom Expectations

Students should strive to maintain a respectful and supportive classroom environment. This class will deal with topics and ideas that may be controversial in nature. It is your responsibility to respond and participate to classroom discussions in a thoughtful and productive manner. Any blatant disrespect, sexism, racism, homophobia, classism, etc. will not be tolerated.

Course Assignments and Evaluation

Assignments:

- (1) Quizzes – During the course of the term, 6 quizzes will be administered that will correspond to material assigned for the day the quiz is given. Quizzes will be primarily multiple choice and will focus on general comprehension of information (e.g. key terms, relevant data from case studies, etc.). Quizzes will be given at the start of each class and

cannot be made up without proper documentation. If you are late for class and miss the quiz, you will not be able to make it up. Your lowest quiz grade will be dropped at the end of the semester.

- (2) Organization Profile(s) – In order to facilitate your ability to apply theoretical concepts from the course to real world contexts, you will be tasked with writing two ‘profiles’ of organizations. These short essays (3-4 pages) will require you to choose an organization and explain how theoretical principles discussed in class apply to it. These profiles are due in hard copy on the date listed in the course schedule. No late or digital submissions will be accepted. Additional information will be provided in class and on Blackboard.
- (3) Midterm Exam – On Monday, July 18, you will take a midterm examination that will cover all assigned readings. The exam will consist of a variety of questions including multiple choice, short answer, and essay that are designed to assess your comprehension of course material. Notes are not permitted while taking the exam. Make-up exams will not be permitted without proper documentation.
- (4) Final Exam – On Monday, August 1, you will take a comprehensive final exam that will cover material assigned throughout the summer term. However, the majority of the questions will be oriented toward readings assigned in the second half of the semester. The exam will consist of a variety of questions including multiple choice, short answer, and essay that are designed to assess your comprehension of course material. Notes are not permitted while taking the exam. Make-up exams will not be permitted without proper documentation
- (5) Class Participation/Attendance – Attendance and participation in discussion are critical for your success in this course and necessary to create a robust, stimulating classroom environment. Students are expected to arrive in class having read for the day and ready to participate in a class discussion. Classroom activities may vary from lectures to small group discussion to class debates; your participation and engagement is expected at all times. **Attendance will be taken at the start of each class. Students who fail to participate in discussion and/or leave class early, will lose credit for that day.** Note: Engagement does not necessarily mean you have all the answers; asking questions can be an effective way to participate. If the class seems inattentive, anticipate “cold calls” to encourage discussion.

Grading

Assignments

Points Possible

Quizzes	25 Points (6 Quizzes Total, Top 5 count)
Organizational Profile(s)	14 Points (7 points each)
Midterm Exam	20 Points
Final Exam	20 Points
<u>Participation/Attendance</u>	<u>20 Points</u>
Course Total:	99 Points (+1 Freebie) = 100 Points

Course Grading Scale

A = 90 – 100%

B = 80 – 89.5%

C = 70 – 79.5%

D = 60 – 69.5%

F = 0 – 59.5%

Course Policies

Late/Incomplete Work

Students are expected to submit assignments on or before assigned due dates. If you think you might have trouble meeting a deadline, *please contact me in advance*. Incompletes will not be given unless there are extreme extenuating circumstances and the student is able to provide verifiable proof. If you miss an assignment deadline because of an emergency, it is your responsibility to furnish proper documentation (doctor's note, court order, notice of religious observance, etc.) in order to make up work. Early submission of assignments is always acceptable.

Academic Misconduct

The University of Texas El Paso prides itself on its standards of academic excellence and students are expected to uphold the highest standards of academic integrity. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, submitting work for credit that is attributable in whole or in part to another person, taking an examination for another person, and any act that gives or attempts to give unfair advantage.

Academic honesty is required of all students. Students found guilty of academic dishonesty can receive an "F" for the assignment or the course, and other disciplinary action may be taken. I take a strong stance on plagiarism. Plagiarism includes (but is not limited to) intentional submission of someone else's work without credit, in part or as a whole; misuse of citations to conceal a source; use of other course work in this class; and other similar behaviors. Please contact the instructor immediately if you are unclear as to what constitutes plagiarism.

CASS

As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if a student needs an accommodation then the Office of Disabled Student Services located at UTEP needs to be contacted. If you have a condition, which may affect your ability to perform successfully in this course, you are encouraged to discuss this in confidence with the instructor and/or the director of the Center for Accommodations and Support Services. You may call 915-747-5148 for general information about the Americans with Disabilities Act (ADA) and the rights that you have as a UTEP student with a disability.

Individuals with disabilities have the right to equal access and opportunity. It is the student's responsibility to contact the instructor and The Center for Accommodations and Support Services Office (CASS) at The University of Texas at El Paso.

Drop/Withdrawal

Census day for Summer 2 is July 7, 2016. The last day you can drop this course is July 22, 2016. Incompletes after this deadline will only be given in the case of extreme, extenuating circumstances.

COURSE SCHEDULE

Course Meeting Days	Topics	Assignments and Readings
Day 1 – (Tuesday) July 5	Course Introduction -Syllabus -Icebreakers	None
Day 2 – (Wednesday) July 6	Communication and the Changing World of Work	Readings Due: Chapter 1 (OC) Due: Quiz #1 (Syllabus Quiz)
Day 3 – (Thursday) July 7	Defining Organizational Communication	Readings Due: Chapter 2 (OC)
Day 4 – (Monday) July 11	Three Early Perspectives on Organizations and Communication	Readings Due: Chapter 3 (OC)
Day 5 – (Tuesday) July 12	The Systems Perspective on Organizations and Communication	Readings Due: Chapter 4 (OC)
Day 6 – (Wednesday) July 13	Contemporary Theorizing of Organizational Communication	Readings Due: Social Construction (Brenda Allen, Blackboard); Structuration Theory (Canary & Tarin, Blackboard)
Day 7 – (Thursday) July 14	Cultural Studies of Organizations and Communication	Readings Due: Chapter 5 (OC) Due: Organizational Profile #1
Day 8 – (Monday) July 18	Midterm Exam	Due: Midterm
Day 9 – (Tuesday) July 19	Critical Approaches to Organizations	Readings Due: Chapter 6 (OC)
Day 10 – (Wednesday) July 20	Identity and Difference in Organizational Life	Readings Due: Chapter 7 (OC)
Day 11 – (Thursday) July 21	Identity and Difference in Organizational Life (Continued)	Readings Due: Feminist Organizational Studies (Karen Ashcraft, Blackboard); Maternity Leave Policy (Buzzanell & Liu, Blackboard)
Day 12 – (Monday) July 25	Teams & Networks: Communication and	Readings Due: Chapter 8 (OC)

	Collaborative Work	
Day 13 – (Tuesday) July 26	Communicating Leadership	Readings Due: Chapter 9 (OC)
Day 14 – (Wednesday) July 27	Organizational Alignment: Managing the Total Enterprise	Readings Due: Chapter 10 Due: Organization Profile #2
Day 15 – (Thursday) July 28	Future Directions & Review	Readings Due: TBD
Day 16 – (Monday) August 1	FINAL EXAM	Due: Final Exam (1-3:45PM)

THE INSTRUCTOR RESERVES THE RIGHT TO MAKE NECESSARY CHANGES IN THE SCHEDULE/CALENDAR/ASSIGNMENTS DEPENDING ON THE NEEDS OF THE CLASS.