The University of Texas at El Paso
Department of Communication
COMM 3323: COMMUNICATION AND ORGANIZATIONAL LEADERSHIP CRN (35063)
Summer 2020 (701)

Syllabus and course content based from Dr. Bordeaux (2019) course design

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Preferred method of communication by email (Always include in the subject of your email "Online COMM 3323")

COURSE OVERVIEW
The purpose of this course is to introduce you to the contemporary concepts and theories guiding the study of "leadership as communication" in organizations, be they corporate, non-profit, governmental; formal or informal; complex, simple, or emergent. We will discuss major functions of leadership in the 21st century, as well as the influences of gender and culture on the enactment of leadership.

COURSE LEARNING OUTCOMES
Upon completion of this course, you should able to:
- o Explain how and why communication is an inherent part of leadership
- o Name and describe the major theories of leadership as communication that guide its enactment in organizations
- o Discuss the major functions of leadership in organizations
- o Apply lessons from current leadership theory and research to your personal development as a leader, potential leader, or follower
- o Develop and improve your written communication skills
  Achieve gains in your communication, confidence, critical thinking,
- o and leadership skills

TEXTBOOK
Johnson, Craig E., and Michael Z. Hackman. 2018. *Leadership: A Communication Perspective*. Waveland Press, 7th Edition.

This course is presented in the Blackboard learning management system.

To ensure your success in accessing your course materials and completing your assignments, it is recommended that you ensure your computer setup for this class meets the following minimum requirements:

1. Broadband Internet connection, such as cable or DSL
2. A modern computer (PC or Mac), no more than four years old, with the following minimum configuration:

o Processor: Dual-core or better, at least 2 GHZ
o RAM: 2 GB or better
o Operating System: Windows 7 or 8, or Mac OS X 10.6.8 or better

o A computer headset is recommended (microphone and earphone set). o The hands-free option for your telephone will work in most cases.

TECH SUPPORT

The University of Texas at El Paso offers complete technical information and online help desk support at http://at.utep.edu/techsupport/.

GRADING AND EVALUATION

Weekly Discussion Posts (400 points)
Weekly assignments will include discussion posts.
For each prompt, you will write a post in response to the prompt, as well as responses to at least two of your peers' posts. All posts and responses must be relevant, substantive, and thoughtful. Rubrics for discussion grades are posted with each assignment.

One midterm multiple choice exam (300 points)
Your midterm exam will cover the concepts and material discussed in chapters 1-6 from your textbook.

One final multiple-choice exam (300 points)
Your final exam will cover the concepts and material covered in chapters 7-13 from your textbook

Assessment Items	Value	Points
Weekly Discussion Questions	40%	400 points total
Midterm Multiple choice exam	30%	300 points total
Final Multiple-choice exam	30 %	300 points total
	Total	1000 points

Grade Scale

Letter Grade	Points Earned
A	900–1000 points
B	800-899 points
C	700- 799 points
D	600-699 points
F	599 or less points

Date	Readings	Assignments (all deadlines in El Paso/ Mountain Time)
May 18th-24th (Week 1)	Ch. 1, "Leadership and Communication" Ch. 2, "Leadership and Followership Communication Styles"	Discussion 1.1, 1.2, and 1.3
May 25th—31st (Week 2)	Ch. 3, "Traits, Situational, Functional, Skills, and Relational Leadership" Ch. 4, "Transformational and Charismatic Leadership"	Discussion 2.1 and 2.2

June 1st-7th (Week 3)	Ch. 5, "Leadership and Power" Ch. 6, "Leadership and Influence"	Discussion 3.1 and 3.2
June 8th-14th (Week 4)	Ch. 7, "Leadership in Groups and Teams" Ch. 9, "Public Leadership"	Discussion 4.1 **Midterm exam due Sunday June 14th**
June 15th-21st (Week 5)	Ch. 8, "Leadership in Organizations" Ch. 10, "Leadership and Diversity"	Discussion 5.1 and 5.2
June 22nd-28th (Week 6)	Ch. 11, "Ethical Leadership and Followership" Ch. 13, "Leadership in Crisis"	Discussions 6.1 and 6.2
June 29th-July 5th (Week 7)	Ch. 12, "Leader and Leadership Development"	Discussion 7.1 and **Final Exam due Sunday July 5th.**

Expectations and Policies

What to Expect from the Instructor The best way to communicate with your instructor is via email. Always include in the subject of your email "Online COMM 3323" When sending an email and your name. All emails will be answered within 48 hrs. Graded assignments will be posted a week after the submission date.

Participation Your active participation extremely important! There will be an opportunity to discuss and interact with classmates through *discussion questions*, which will be graded. Please refer to the "method of evaluation" section for discussion questions and assignments' points and value.

Academic Dishonesty Statement Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion.

- *Cheating* may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports.
- *Plagiarism* occurs when someone intentionally or knowingly represents another person's words or ideas as his or her own.
- *Collusion* involves unauthorized collaboration with another person or group to commit any academically dishonest act.

Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be taken seriously and will be referred to the Office of Student Conduct and Conflict Resolution for possible disciplinary action. Students may be suspended or expelled from UTEP for such

actions. You can find more information in the UTEP *Handbook of Operating Procedures,* under the heading "Alleged Student Scholastic Dishonesty," and in the Regents' Rules and Regulations.

Late Policy

Deadlines for all quizzes, discussion questions and written assignments will be strictly enforced. <mark>No exams or discussion questions will be accepted after deadline.</mark> Missing a deadline is equivalent of not doing the assignment. Professionals must meet strict deadlines. Students are expected to do the same.

Library Information

Access the UTEP Library by visiting http://libraryweb.utep.edu/.

Responsible, Ethical and Effective Electronic Communication

It is important to share a word of caution so we can become wiser about interpersonal distance learning communications. In an online environment, many of the feelings or impressions that are transmitted via body language in face-to-face communications are lost. Consequently, interpreting emotions and innuendos can be difficult. Only what is written, or drawn, carries the message. Often, excitement can be misinterpreted as anger or insult. We all need to keep this in mind as we communicate.

Words in print may seem harmless, but they can injure us emotionally when working at a distance. Hence, we must be conscious of how we communicate while working at a distance and use good *netiquette*, that is, online communication etiquette. For example, your classmates may not know who is posting a comment, so clearly identify yourself when posting to a discussion board. Furthermore, avoid using all capital letters in electronic communication, as all caps come across as shouting.

The standard netiquette for participation in networked discussion requires that all comments focus on the topic at hand, without becoming personalized, and be substantive in nature. **In other words, you certainly may disagree with others, but you must do so respectfully.** You may express strong beliefs or emotions, but you may not get so carried away that you lose all perspective on the course itself.

You can find more information on netiquette, the etiquette of Internet communication, at www.albion.com/netiquette.

Disability Statement

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email at cass@utep.edu, or visit the office located in UTEP Union East, Room 106.

For additional information, please visit the CASS website at www.sa.utep.edu/cass.

The University Writing Center Services:

The University Writing Center offers free synchronous online one-on-one writing assistance for UTEP Connect students. Graduate and undergraduate consultants work with writers on projects for a wide variety of classes and provide assistance during all parts of the writing process, including: prewriting, drafting, revising, and editing. Online assistance is available by appointment through the UWC's website ([uwc.utep.edu]uwc.utep.edu). Most UWC consultants are bilingual Spanish and English

speakers. Consultants will not edit your paper for your, and you are the one ultimately responsible for the work you submit and the grade you earn. Instead, Writing Center consultants will guide you through the writing process and teach you valuable writing skills. Visit the UWC's website to learn more about the services they provide or make an appointment for an online consultation. Online consultations take place during regular business hours (see website) and must be made at least one day in advance.

Have a great learning experience!