

The University of Texas at El Paso
University Connect
Department of Communication
Comm 3323: Communication and Organizational Leadership
CRN: 26970 Spring 2024

Instructor: MA Samantha Dena

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Office Hours: Virtual and upon request. Send instructor an email with the request and preferred times and dates for a virtual meeting.

MATERIALS AND BIBLIOGRAPHY

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

COURSE CONTENT

Course Description:

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 Objectives:

Upon completion of this course, you should be able to:

- Explain how and why communication is an inherent part of leadership.
- Name and describe the major theories of leadership as communication that guide its enactment in organizations.
- Discuss the major functions of leadership in organizations
- Apply lessons from current leadership theory and research to your personal development as a leader, potential leader, or follower.
- Develop and improve your written communication skills.
- Achieve gains in your communication, confidence, critical thinking, and leadership skills.

Syllabus and course content based on Eli Garcia (2020) course design.

Technology Requirements

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. USB Drive or cloud service to save work completed
3. A modern computer (PC or Mac), no more than four years old, with the following minimum configuration:
 - Processor: Dual-core or better, at least 2 GHZ

- RAM: 2 GB or better
- Operating System: Windows 7 or 8, or Mac OS X 10.6.8 or better
- A computer headset is recommended (microphone and earphone set).
- 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 <https://www.utep.edu/technologysupport>

ASSIGNMENTS AND GRADING

This course is ambitious and requires your active participation. Students can earn up to 1000 points. Grades will be based on the following scale:

- A= 1000-900 points
- B= 899-800 points
- C= 799-700 points
- D= 600-699 points
- F= 599 points and below

METHOD OF EVALUATION

Assessment Items	Value	Points
Module Quizzes	70%	7 quizzes @ 100 points each 700 points total
Discussion Questions	21%	7 @ 30 points each 210 points total
Assignments	9%	1 @ 90 points each 90 points total
Total		1000 points

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 is extremely important! There will be an opportunity to discuss and interact with classmates through *discussion questions* and *assignments*, which will be graded. Please refer to the “Assignments and Grading” sections 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 by visiting, <https://www.utep.edu/vpba/hoop/>

Late Policy

Deadlines for all exams, discussion questions and written assignments will be strictly enforced. No quizzes, discussion questions or written assignments will be accepted after deadline. 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 <https://www.utep.edu/library/>

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 <https://www.utep.edu/student-affairs/cass>

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.

Have a great learning experience!