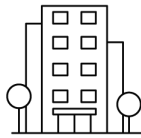

ORGANIZATIONAL COMMUNICATION

COMM 3319



CLASS
Tuesdays
9:30 – 10:50 am
CHEM 304



PROFESSOR
Dr. Stephanie Dailey
Dailey@txstate.edu
512.245.3856



OFFICE HOURS
Anytime by Appointment
+ Mondays at 9:30 am via Zoom
<https://go.txstate.edu/LB3>

Humans spend about one third of their lives working. Moreover, activities before and after work are also based in organizations. As a field of study, organizational communication analyzes how through human interaction, we create, sustain, and change organizations. It is also concerned with how we are shaped by our organizational interactions.

Here, we will use communication as an explanatory framework from which to understand the complexities of organizational life, including culture, work-life issues, workplace relationships, power, and membership. Course lectures and assignments reflect an emphasis on applying theoretical and conceptual information principles in real-world organizational settings.

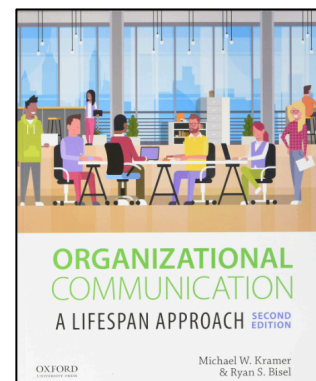
At the end of COMM 3319, you will be able to:

- Apply various theoretical perspectives and organizational communication concepts to organizational settings and situations
- Identify communication problems and potential solutions in a variety of organizational contexts
- Analyze organizations using organizational communication theories and concepts
- Interpret communication situations in work, social, and community organizations

REQUIRED BOOK

Kramer, M. W., & Bixel, R. S. (2020). *Organizational communication: A lifespan approach* (2nd ed.). Oxford University Press.

Note: You will need the book for reading quizzes and assignments that require you to use and cite the text.



ASSIGNMENTS + GRADING



READING QUIZZES (200 POINTS TOTAL)

Each week, you will take a 5-question reading quiz to assess your understanding of that week's reading material. You will first answer the questions individually on a traditional scantron without assistance. After 5 minutes, you will consult with your assigned group (using your notes and textbooks) to answer the same five questions on a group "scratch-off" scantron. If you are tardy or miss an individual quiz, you may not complete it after the due date. To allow for excused absences, I will drop your lowest individual quiz score.



PARTICIPATION (110 POINTS TOTAL)

During each in-person class, you will be graded on your participation, through discussion, active involvement, and other various activities. If you are tardy or miss participation, you may not complete it after the due date. To allow for excused absences, I will drop your lowest participation score.



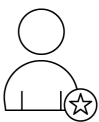
ORGANIZATIONAL ANALYSIS PRESENTATION (100 POINTS)

In this project, you will interview a newcomer and analyze their organizational socialization. You will connect your interviewee's experiences to concepts from the textbook and mini-lectures. See Canvas for additional assignment instructions and detailed grading criteria.



EXIT INTERVIEW (100 POINTS)

This is an oral exit interview. You'll have a one-on-one conversation with me at the end of the semester about what you've learned this semester. See Canvas for additional assignment instructions and detailed grading criteria.



OPTIONAL EXTRA CREDIT (10 POINTS)

You can earn 10 points extra credit in the course if you invite a guest speaker to virtually visit our class and share their (full-time) professional work experience. Guest speakers will be asked to speak for approximately 10 minutes about what they do in their organizational role as well as answer specific questions about the speaking topic (e.g., organizational culture). If you'd like to take advantage of this opportunity, you will submit an extra credit proposal by the second week of class (08.29), identifying the guest and his or her preferred speaking topics/dates. You will only receive extra credit if the guest speaker responds to my email request to visit virtually.

COURSE COMMUNICATION

OFFICE HOURS

I love helping students! Do not hesitate to send me an email if you'd like to chat. We can agree on a convenient time for a phone call, video chat, or an in-person meeting.

EMAIL

Outside of class, the best way to contact me is through e-mail. Please write "COMM 3319" in the subject line. During the week, you can expect a response within 24 hours. You are also expected to check and respond to emails (if applicable) within 24 hours during the week. On weekends, I unplug from work, so please don't expect a response then. I use Canvas for announcements, class documents, and grades. Please always check Canvas before you inquire about a document or grade.

COURSE SUPPORT

In addition to me, I encourage you to take advantage of the incredible resources here at Texas State University, including [SLAC's Online Writing Lab](#), the [University Writing Center](#), and the [COMM Lab](#). Also, keep in mind the University offers mental health services at no additional cost to students via [TimelyCare](#).

COURSE POLICIES

ATTENDANCE

I expect you to attend and be on time for every in-person class. If you have a problem, you should contact me before class begins. Missing part or an entire class will affect your grade. If you miss more than one class, you will be encouraged to withdraw from the course. I am a "stickler" for attendance!

DEADLINES

All assignments are due at the time listed in Canvas. **I do not accept late work.** Also, please remember I am here to facilitate your success in this class. I try to be available as much as possible, even beyond office hours. However, it is my policy to not provide feedback on the same day an assignment is due. Please seek help before the due date. Also, you are responsible for keeping a back-up copy of all submitted work, including the file properties that shows when your work was last saved.

PERSONAL USE OF TECHNOLOGY IN THE CLASSROOM

Please put your cell phones on silent (not vibrate!) and keep them off your desk. If you need to use your phone, please leave the classroom.

ACADEMIC INTEGRITY

As members of a community dedicated to learning, inquiry, and creation, the students, faculty, and administration of our university live by the principles of the [Honor Code](#). In the Department of Communication Studies, we teach our students to craft and express original arguments through oral and written communication, as well as apply research to their personal, professional, and civic lives. These processes require students to engage with and think critically about the content that we present in our courses. Using artificial intelligence (AI) tools to deepen your understanding of relevant concepts and topics is permitted; however, we ask that you use AI ethically and follow these guidelines: (1) use AI to supplement rather than replace your learning; thinking critically about the content is critical component

of higher education; (2) do not use AI to generate assignment responses or to modify or paraphrase others' ideas; instead, submit your own, original writing and/or answers; (3) include proper attribution for AI-generated content; failure to cite content that was obtained from AI tools will be considered plagiarism and will be reported as academic dishonesty; (4) recall that AI-generated content is sometimes incorrect or biased, as it is generated from various Internet databases, which vary in terms of their accuracy.

In sum, unless otherwise instructed, which will occur a handful of times throughout the course, you should be doing original, independent work in this course. Violations of the honor code, including [plagiarism](#) and the unauthorized use of artificial intelligence resources (e.g., ChatGPT, Grammarly Go, etc.), will be reported according to university academic misconduct policy and procedure guidelines. Please note: plagiarism includes taking credit for (and failing to cite) work that is not your own – including work that is generated by artificial intelligence tools – and recycling your own previous work for this course.

RECORDING/REMOVING CLASS CONTENT

Students are prohibited from photographing and recording during classes, and from transmitting classroom lectures and discussions by students unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that photographing or audio/video recording may occur. Permission to allow the audio/visual recording is not a transfer of any copyrights to the material recorded. Photographs, videos and audio recordings may not be reproduced or uploaded to publicly accessible web environments, including Twitter, Instagram, and Facebook. An exception to this will be any student determined by the Office of Disability Services (ODS) to be entitled to education accommodations, to exercise any rights protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including needed recording or adaptations of classroom lectures or materials for personal research and study.

SPECIAL NEEDS

If you have a specific disability and require accommodations (as documented by the Office of Disability Services), please let me know at the start of the semester. All discussions will be kept confidential.

RESPECT FOR DIVERSITY

Throughout the semester, please keep in mind that we all have distinct backgrounds, voices, and bodies that inform our experiences. To create a more inclusive class community, I hope to cultivate a course environment that welcomes and values students from all diverse backgrounds and perspectives. I will do my best to present materials and activities that respect multiple forms of diversity including: gender, sexuality, disability, age, socioeconomic status, religion, ethnicity, race, and culture. I expect you to play an active role in cultivating a class culture that respects and values the inclusion of multiple perspectives in our discussions, and abide by the University's [Code of Student Conduct](#). Please let me know ways I can improve our course for you, or for other students or student groups.

PERSONAL NOTE

I absolutely love teaching and am excited to have you in class. Truly. Please remember that I am here for you! If there is anything I can do to enhance your experience in this course, do not hesitate to come talk to me. I enjoy teaching not only because it gives me the opportunity to help others learn something new, but because I am always learning new things, too. Thus, I welcome your suggestions for this course, its contents, and my teaching style. Let's have a great class and grow together!

COURSE SCHEDULE

DATE	LESSON	DUE
08.22	IN-CLASS: Welcome to Organizational Communication	
08.28	ONLINE: Introduction to Organizational Communication	Read Ch. 1 View Mini-Lecture + Take Notes
08.29	IN-CLASS: Introduction to Organizational Communication	Ch. 1 Reading Quiz
09.04	ONLINE: Communication + Anticipatory Socialization	Read Ch. 2 View Mini-Lecture + Take Notes
09.05	IN-CLASS: Communication + Anticipatory Socialization	Ch. 2 Reading Quiz
09.11	ONLINE: Communication + Organizational Encounter	Read Ch. 3 View Mini-Lecture + Take Notes
09.12	IN-CLASS: Communication + Organizational Encounter	Ch. 3 Reading Quiz
09.18	ONLINE: Communication Channels + Structures	Read Ch. 5 View Mini-Lecture + Take Notes
09.19	IN-CLASS: Communication Channels + Structures	Ch. 5 Reading Quiz
09.25	ONLINE: Communication + Organizational Culture	Read Ch. 6 View Mini-Lecture + Take Notes
09.26	IN-CLASS: Communication + Organizational Culture	Ch. 6 Reading Quiz
10.02	ONLINE: Organizational Analysis Presentation Workshop	
10.03	IN-CLASS: Organizational Analysis Presentations	Organizational Analysis Presentations Due
10.09	ONLINE: Organizational Analysis Presentation Workshop	
10.10	IN-CLASS: Organizational Analysis Presentations	Organizational Analysis Presentations Due

10.16	ONLINE: Communication with Organizational Members	Read Ch. 7 View Mini-Lecture + Take Notes
10.17	IN-CLASS: Communication with Organizational Members	Ch. 7 Reading Quiz
10.23	ONLINE: Communication + Conflict	Read Ch. 10 View Mini-Lecture + Take Notes
10.24	IN-CLASS: Communication + Conflict	Ch. 10 Reading Quiz
10.30	ONLINE: Communication, Power + Resistance	Read Ch. 11 View Mini-Lecture + Take Notes
10.31	IN-CLASS: Communication, Power + Resistance	Ch. 11 Reading Quiz
11.06	ONLINE: Communication + Work-Nonwork Issues	Read Ch. 12 View Mini-Lecture + Take Notes
11.07	IN-CLASS: Communication + Work-Nonwork Issues	Ch. 12 Reading Quiz
11.13	ONLINE: Podcast Day	
11.14	ONLINE: Podcast Day	
11.20	ONLINE: Communication + The Changing Work Environment	Read Ch. 13 View Mini-Lecture + Take Notes
11.21	IN-CLASS: Communication + The Changing Work Environment	Ch. 13 Reading Quiz
11.27	ONLINE: Communication During Organizational Exit	Read Ch. 15 View Mini-Lecture + Take Notes
11.28	IN-CLASS: Communication During Organizational Exit	Ch. 15 Reading Quiz
12.05	IN-CLASS: Exit Interview	Exit Interviews (8 – 10:30 am)