

# Organizational Communication Syllabus Fall 2009

COM 590 3 Credit Hours  
University Center Monday 6:00-8:50  
Professor: Dr. Brandau-Brown  
Telephone: 294-4668 Email: [FBB@shsu.edu](mailto:FBB@shsu.edu)  
Office : Dan Rather Bldg. 212

## Required Course Text

Papa, M.J., Daniels, T. D., Spiker, B. K. (2008). Organizational communication: Perspective and trends. Los Angeles: Sage.

Sypher, B. D. (1997). Case studies in organizational communication: Perspectives on contemporary work life. (2<sup>nd</sup> ed.). New York: Guilford.

## Course Objectives

The goal of this course is to study and understand the importance and impact of communication on organizations. Students will explore a variety of issues related to contemporary work like such as leadership, power, conflict, technology, and strategic communication from a three theoretical perspectives (traditional, interpretive, and critical). Examining multiple theoretical perspectives and a incorporating a case study book is intended to generate creative discussions and innovative and theoretically integrated thinking.

## Course Policies

1. **Attendance.** Discussion and student participation are the primary means of instruction in this course, therefore regular attendance is required. You are allowed to miss **3 class hours** without penalty. Students missing **six or more class hours** will receive an "F" in the course. Students will not be dropped from the course due to absences, therefore you are responsible for attending or dropping. Your signature becomes official documentation that you were in class; if you do not sign-in you will be considered absent!

If you are absent, it is your responsibility to find out what work you missed and complete all assignments by the due date. You are responsible for signing the class attendance sheet for each class session. You will be considered absent if you do not attend the entire class period.

2. **Late Examinations.** If you miss an examination and have a **legitimate** reason for doing so, you must make it up within a reasonable time (normally 1 week or less). All arrangements for missing an examination must be made **prior** to the time the examination is scheduled. If such arrangements are not made, then no make-up examination will be given and you will receive a zero for that examination.

Note: You must be on time for all exams.

Students more than 15 minutes late will not be allowed to take the exam.

3. NO late assignments will be accepted. No late presentations will be allowed. You are responsible for turning in assignments on time. Keep up with the course activities and due dates to ensure you do not miss a deadline. ALL assignments must be typed.

4. **Plagiarism.** Plagiarism is defined as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work” (Dictionary.com). All work must be the original composition of each student. Although you must use outside sources, you must cite them appropriately. Plagiarism will result in a zero for the assignment. Assignments will be checked for plagiarism by **any and all means available**, including electronic checking services (i.e. Turnitin.com). The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

5. **Americans with Disabilities Act.** If you are a qualified student with a disability seeking accommodation under the Americans with Disabilities Act, you are required to self-identify with the Committee for Continuing Assistance for Disabled Students at 294-1720.

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, then the student is encouraged to register with the SHSU Counseling Center and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until the student registers with the Counseling Center.

6. **Religious Holidays.** Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

7. **Classroom Visitors.** Unannounced visitors to class must present a current, official SHSU identification card to be permitted into the classroom. They must not present a disruption to the class by their attendance. It is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

8. **IDEA System.** Students are asked to complete an IDEA evaluation of the course and the instructor at the end of the semester. Participation is voluntary.

9. **Classroom conduct.** Free discussion, inquiry, and expression is encouraged in this class. Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Examples may include routinely entering class late or departing early; use of beepers, mobile phones, or other electronic devices; IMing via computer or phone; repeatedly talking in class without being recognized; talking while others are speaking or arguing in a way that is perceived as "crossing the civility line". In the event of a situation where a student legitimately needs to carry a beeper/phone to class, prior approval of the instructor is required.

Students are expected to read and abide by all rules and policies in the SHSU Student Handbook. The Code of Student Conduct and Discipline is found at the following link: <https://www.shsu.edu/students/guide/dean/codeofconduct.html>. Section 5.2.22 defines classroom disturbances.

### Assignments and Requirements

The scale for determining grades is: A = 90-100% B = 80-89% C = 70-79%  
D = 60 -69% F = 59% and below

Discussion Leader/Case Study Analysis Paper	30%	(minimum of 2/maximum of 4)
Exam I	25%	
Exam II	25%	
Participation (discussion & written assignment)	15%	
Attendance	5%	

### Instructor's Notes

My office is in the Communication building room 212. If there is something you do not understand or need help with please come see me. I encourage you to make an appointment even if it is during office hours because I may step out of my office for a few minutes.

My office hours are tentatively scheduled as:

**WF:** 10:00-12:00 & 1:00-2:00

I am in my office much more than the posted office hours if you need to see me at another time please make an appointment.

You can also reach me via email (FBB@shsu.edu).

**Continuation of enrollment in this course indicates acceptance of the terms and requirements of this syllabus.**