	Department of Communication Studies
POINT 19🏛02 LOMA NAZARENE UNIVERSITY	**COM 3040: Organizational Communication**
	3 units
Fall 2020	

Meeting days: Monday/Wednesday/Friday	**Instructor title and name:** Dr. Jeff Birdsell
Meeting times: 12:15pm-1:20pm	**Phone:** 619-849-3370
Meeting location: Cabrillo 104	**Email:** jebirdse@pointloma.edu
Final Exam: December 4, 10:30am	**Office location and hours:** Cabrillo 204∗ Appointments available Wednesdays 9-2 "Drop in" Thursdays 10:30-2:30 *Office hours will occur on Zoom until in person instruction resumes*

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

COURSE DESCRIPTION

A study of traditional, modern, and post-modern approaches to organizational communication as well as its functions, forms and consequences. Provides a theoretical overview of management theory and gives practical insights for communicating in a variety of organizations.

COURSE LEARNING OUTCOMES

This course is an examination of organizations from a communication vantage point and an exploration of the role of communication in the process of organizing. Combining the study of theoretical perspectives with skill development, you will build organizational communication competencies through understanding the nature of communication in the organizational context and by practicing effective communication skills. Successful completion of the course should enable you to:

•   Distinguish among the major schools of thought/ basic concepts in organizational theory

•   Identify communication problems in a variety of organizational contexts

•   Apply various theoretical perspectives to organizational settings and situations

•   Utilize scholarly research and theory to further understanding of organizational life

PROGRAM LEARNING OUTCOMES

As a required course for a degree in Managerial and Organizational Communication, this course will contribute to the following PLOs

- Develop a sophisticated understanding of communication as the negotiation of meaning.

- Display communication competence both verbally and nonverbally in interpersonal, small group, organizational, and intercultural contexts.

- Formulate a thesis, organize a complex idea, and support it with appropriate evidence using proper grammar and punctuation.

- Demonstrate an ability to present themselves in a professional manner including resume, interview skills, and presentations.

- Demonstrate an understanding and ability to work collaboratively in a group.

- Analyze and conduct original communication research (quantitative and qualitative) using scholarly journals, data bases, and collecting and analyzing empirical data.

- Demonstrate an understanding of basic theoretical concepts relative to organizational behavior including scientific management, systems theory, and organizational culture.

- Integrate a Christian perspective of values and ethics in their communication in interpersonal, small group organizational and intercultural contexts.

- Develop an awareness of multiple approaches to leadership and develop a personal leadership philosophy.

For students taking this course to fulfill other degree programs, please visit the curriculum maps at http://assessment.pointloma.edu/academic-assessment/department-of-communication-theatre/curriculum-maps/ to identify which PLOs this class addresses for your course of study.

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

Eisenberg, E.M., Goodall, H. L., Trethewey, A. (2014). *Organizational communication: Balancing creativity and constraint* (7th ed.). Boston, MA: Bedford/St. Martin's.

COURSE CREDIT HOUR INFORMATION

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 3 unit class delivered over 15 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 112.5 total hours (averaging 7 hours/week) meeting the course learning outcomes.

ASSESSMENT AND GRADING

During the course of the semester you will be responsible for the following written assignments. These assignments are designed to address the course objectives and will increase in value as the semester progresses. Some will require you to work in a group. See the descriptions below and the detailed instructions at the end of the syllabus for more details.

Fiction

This individual assignment will require you to identify and reflect on a depiction of work or organizational communication in media (music, film, television, art, etc.). You will write a brief (2-3 page) essay about the depiction, give your classmates access to your selected media via

Canvas, and give a 1-2 minute presentation of your analysis in class. Your presentation should be based on your essay but not a reading of it.

Fact

This individual assignment will require you to locate, read, and critique a recent journal article about organizational communication. You will write an extended abstract summarizing and critiquing the article, share the full APA citation via Canvas, and give a 3-5 minute presentation of your analysis in class. Your presentation should be based on your essay but not a reading of it.

Faith

This individual assignment will require you to identify and reflect on a biblical example of organizational communication. You will write an essay that explores the organizational lessons presented and offer a criticism of an organization in which you are currently a member.

Field Proposal and Paper

This individual assignment will require you to interview individuals about a topic of your choosing *or* conduct a case study investigating a recent organizational response to contemporary events. A proposal with will be submitted for feedback before data gathering takes place.

Assignment Distribution:		Grade Scale						
Fiction Paper & Presentation	100 pts		Percentage			Points		
Fact Presentation	50 pts	A	93	-	100	930	-	1000
Fact Paper	100 pts	A-	90	-	92.9	900	-	929
Field Proposal	100 pts	B+	87	-	89.9	870	-	899
Faith Paper	150 pts	B	83	-	86.9	830	-	869
Field Paper	300 pts	B-	80	-	82.9	800	-	829
Online Activities	200 pts	C+	77	-	79.9	770	-	799
		C	73	-	76.9	730	-	769
		C-	70	-	72.9	700	-	729
		D+	67	-	69.9	670	-	699
		D	63	-	66.9	630	-	669
		D-	60	-	62.9	600	-	629
		F	0	-	59.9	0	-	599

ASSIGNMENTS AND READINGS

All assignments must be typed (double-spaced, 8.5" x 11" paper, one-side, 225-250 wpp, 1" margins, 12pt font, Times New Roman or Courier typeface) unless otherwise instructed. Use the APA style guide where necessary (see https://owl.english.purdue.edu/owl/resource/560/01/ for formatting assistance). The most likely time for your computer/internet connection to crash is minutes before an assignment is due. Please plan ahead.

GRADING

Regardless of your prior experiences with grading, I am insistent that a "C" is considered "average" or acceptable work, grades of "B" and "A" are awarded for above average and

exceptional work respectively. Normally, those students receiving A's represent the top 10 - 25% of a class.

Feedback on assignments will be provided using the "Annotated Comments" feature in Canvas. Please follow the instructions at https://tinyurl.com/BirdsellGrades to access them.

There is a 24-7 rule in this class: you must wait at least 24 hours after receiving a grade to discuss it, and no later than 7 days. Any discussion of grades must occur outside of class time. I will gladly talk about assignments (non-grade issues) past the 7-day period. To avoid confusion, you must (a) document the error in writing, (b) state why you think it is an error (based on the syllabus (course expectations, grading policies, etc.) and specific assignment details.), and (c) suggest what you think should be done to rectify the error (in cases where this is not obvious). These matters will be dealt with promptly. (If an error had been made which benefits you, please accept it as a "gift" which does not need to be reported.)

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in on Canvas. Incompletes will only be assigned in extremely unusual circumstances. Assignments turned in past due will be accepted but the grade will be reduced by 10% as soon as the assignment is tardy and another 10% for every 24 hour period after that.

ONLINE ATTENDANCE AND PARTICIPATION
Throughout the course, you will be asked to complete online activities. Your submissions in response to these activities will contribute to your grade (see Assessment and Grading). Submissions must be graded as "complete" in order to receive credit. If a submission does not meet the requirements for an activity, you will receive feedback on how it can be improved and a date by which that improvement must occur via a resubmission. If the re-submission does not substantially address the feedback provided, it will remain "incomplete."

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See Academic Policies in the Undergraduate Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

PLNU COPYRIGHT POLICY

STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on State Authorization to view which states allow online (distance education) outside of California.

PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic Policies for definitions of kinds of academic dishonesty and for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center (DRC@pointloma.edu or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

SPIRITUAL CARE

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the Office of Spiritual Development

USE OF TECHNOLOGY

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the *Technology and System Requirements* information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student is in need of technological resources please contact student-tech-request@pointloma.edu.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

ASSIGNMENTS AT-A-GLANCE

Note: Given the hybrid and online modalities being used in the 2020-2021 academic year, the content of the course schedule and assignments will be posted in Canvas.