

COM 345: Management Communication

M 3-5:40 pm – C202 - Spring 2015

Instructor: Dr. Kathleen C. Czech
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Required Texts:

Hackman, M.Z., & Johnson, C.E. (2013). Leadership: A communication perspective (6th ed.). Prospect Heights, IL: Waveland.

There will be several articles posted on Canvas by the instructor to supplement the course that will be required reading.

Course Description:

This course is an in-depth analysis of the primary issues in management communication including leadership, conflict, decision-making, and ethics. Students explore the communication abilities, dilemmas, and challenges confronting organizational leaders.

Course Objectives:

- ✓ To gain an understanding and appreciation of management as a communication phenomenon.
- ✓ To continue the study of organizational communication by focusing specifically on issues of leadership, communication ethics, decision-making, and conflict management.
- ✓ To develop a personal philosophy of leadership and learn to analyze organizational issues in terms of that philosophy.
- ✓ To provide opportunities to improve written and oral communication, interpersonal skills, and conceptual and analytical thinking.



Explanation of Class Assignments:

- ✓ **Leadership Book Review** (50 pts): Each student will be responsible for selecting and reviewing one book related to leadership. The goal of your review is to concisely summarize and evaluate the book.
- ✓ **Movie Review** (25pts): There will be a movie shown in class illustrating the principles of leadership. A 2-3 page paper explaining how the movie applies to specific theories of leadership will be assigned.
- ✓ **Leadership Current Event Presentation** (75 pts): Each small group will select a current organizational issue relating to leadership and prepare and deliver a 20 minute workshop on the issue to the rest of the class. The issue / event you select should be directly related (focused) on leadership and the topics covered by this course. It's always a good idea to have your event/issue approved in advance by the instructor before you proceed.
- ✓ **Leadership Philosophy** (100 pts): Each student will research (a minimum of 10 scholarly articles) on an issue related to leadership and write a 4-5 page review of literature on that topic. Then each student will write a 2-3 page philosophy of their own based of of their research, lectures, and text.
- ✓ **Mid-Term Exam** (100 pts): The Midterm Exam will cover all the material in the readings and discussion up to that point in the course. The exam will be objective (multiple choice).
- ✓ **Final Exam** (100 pts): The Final Exam will cover all the material in the readings and discussion from the midterm to the end of the course. The exam will be objective (multiple choice).
- ✓ **Quizzes** (50 pts): Quizzes over assigned readings may be given at any time, announced or unannounced by the professor.



Grading:

	Possible Points	Your Score
Book Review	50 pts	
Movie Analysis	25 pts	
Current Event Presentation	75 pts	
Mid-Term Exam	100 pts	
Philosophy Paper	100 pts	
Final Exam	100 pts	
Quizzes	50pts	
Total	500 pts	

Grading Scale:

Grade	Percent	Points	Grade	Percent	Points
A	93-100	463 - 500	C	73-76	363 - 382
A-	90-92	448 - 462	C-	70-72	348 - 362
B+	87-89	433 - 447	D+	67-69	333 - 347
B	83-86	413 - 432	D	63-66	318 - 332
B-	80-82	398 - 412	D-	60-62	298 - 317
C+	77-79	383 - 397	F	0-59	0 - 297

Grade Concerns:

If you feel that you were unjustly evaluated on any assignment, please talk with me within 2 weeks after the assignment has been returned. An appeal is welcome by scheduling an appointment or coming to my office hours. Please come with a well reasoned and written explanation of why the grade should be changed, and I will be happy to discuss it with you. Asking for an appeal and defending your case does not secure, nor imply a change of grade. If at any point during the course you are concerned with your overall class grade or other issues in the course, please feel free to make an appointment or stop by my office. I want to help you learn and succeed in this course.

Assignments:

All assignments must be typed. Hand written work will not be accepted. Please note that APA standards will be expected on all papers. All papers should be 12pt Times New Roman font. There should be no grammatical errors or misspelled words in your assignments. Always proof read your assignments and have someone else proof them too.

The real world operated under the assumption that when a deadline is established, it must be met. People fail to meet deadlines, lose their jobs, and companies that don't meet deadlines lose money and go bankrupt. You are expected to have your assignments in ON TIME.

Academic Dishonesty:

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. Therefore, cheating and/or plagiarism of any kind will not be tolerated. Academic dishonesty will result in a failing grade for the course.

Attendance Policy:

You will be allowed 1 excused or unexcused absences for any reason. The third absence will result in the lowering of the final grade by one grade step (i.e., B to a B-). After the second absence, every other absence lowers the grade by one grade step. Attendance in class means that you are fully attending to the course. Students who choose to read the paper, engage in irrelevant and disruptive conversations, study for your next class exam, etc... will be counted as absent for that day. Please plan accordingly and use your absences wisely. There are no exceptions to this policy so please do not ask (barring serious illness or tragedy, of course).

Make-up's and Extra Credit:

All assignments are due on the date specified in the syllabus, within 5 minutes of the beginning of the class period. Late assignments are accepted with penalties. Your grade on the assignment will be lowered a grade for each day it is late. After three days the assignment will not be accepted. I am not responsible for turning in your assignments on time – YOU ARE! Please be responsible and figure out how you will get the assignment done and turned into me. In the event of an unexpected and unavoidable scheduling conflict, it is your responsibility to make prior arrangements (well in advance) with me to resolve problem. Excuses after the assignment dates are unacceptable with the exception of extreme circumstances (death in the family, severe illness requiring medical attention...). Extra credit is not available, so please do well on the assignments in the course.

Classroom Demeanor:

While I enjoy a relaxed classroom atmosphere, with lots of discussion and jokes, disrespect will not be tolerated. Again, behavior that interrupts the class will result in an absence for that day. This simply means that you need to pay attention and participate in class. While the course will encounter lots of opinions and views, it is everyone's responsibility to keep an open mind, and avoid character attacks, stereotypes, and racist or sexist language.

Appearance:

Your physical appearance on presentation days is important. You should be neatly groomed and dressed in a way that suggests you expect to be taken seriously. At a minimum this means a dress shirt and dress slacks for men, and dress skirt or dress slacks and blouse for women. Please do not wear hats, tennis shoes, shorts, or chew gum during your presentations. Physical appearance has been shown to affect the credibility of public speakers and as a result will also affect yours in this class!

Presentations: Presentations can be a nervous experience for some. Please NEVER walk in on a presentation under any circumstances. Do not leave either, but simply wait until you hear applause and then enter the class room quietly and quickly. Furthermore, when presentations are occurring this is not the time to talk with your neighbor, read the paper, or rearrange your backpack. If you engage in these behaviors you will be considered absent for that day!

Daily Syllabus

Date	Classroom Discussion	Reading
T Jan. 13	Introduction to Course	
M Jan. 19	MLK Day – No Class	
M Jan. 26	Communication & Leadership	Chp. 1 & 2
M Feb. 2	Trait, Situational, & Functional Leadership	Chp. 3
M Feb. 9	Transformational Leadership	Chp. 4
M Feb. 16	Adaptive Leadership	Articles on Canvas
M Feb. 23	Movie Analysis	
M Mar. 2	Mid-Term	
M Mar. 9	Spring Break – No Class	
M Mar. 23	Leadership & Power <i>Book Review Due!</i>	Chp. 5 & 6
M Mar. 30	Leadership in Groups & Teams Decision Making Models	Chp. 7 & 8 Chapters on Canvas
M Apr. 6	Easter Break – No Class	
M Apr. 13	Case Study Presentations	
M Apr. 20	Case Study Presentations	
M Apr. 27	Ethics & Leadership <i>Leadership Philosophy Paper Due!</i>	Chp. 11
M May 4	FINAL EXAM	

