

ORGANIZATIONAL COMMUNICATION (Com 440) 3 Credits
University of Hawaii, Hilo

Instructor: Dr. Catherine Becker, Associate Professor

Class Meets: 12:30 – 1:45 pm Tuesdays and Thursdays in K 111

Office: 209 K **Hours:** W 8-9:50 (K 209); 10-11:30 (UCB 120); 12-12:50 (K209); R 8-9:15 (K209) and by appointment (the best way to contact me for appointments is via email).

Phone: 974-7464 **email:** beckerc@hawaii.edu **Course Website:** <https://laulima.hawaii.edu/portal>

Course Description:

This course focuses on the relationship between communicating and organizing. It includes an examination of a variety of organizational communication theories and practices.

Objectives:

After successfully completing this course you should be able to 1) discuss the historical and contemporary trends surrounding organizational communication; 2) apply the concepts from the course to examine communication in a variety of real and fictional organizations; 3) gain experience using a variety of contemporary organizational communication channels 4) evaluate the organizational communication effectiveness of yourself and others 5) consider ways that organizations effect your life and the lives of others 6) gain insight into the way you could or would communicate in a variety of ethically challenging situations.

Materials:

Organizational Communication, 5th Edition. Eric M. Eisenberg and H.L. Goodall. (New York: St. Martin's Press, 2007).

Laulima – This class comes with an accompanying website, <https://laulima.hawaii.edu/portal>. After accessing via your browser, scroll across top until you get to the Spring 2008 section of Com 499. Click on modules. There are eleven modules; each module contains a lesson (power point notes of key ideas of each chapter), vocabulary, media and web resources (to access these click on links under each chapter). Additional materials such as discussions, test questions, or others. may be added by students and/or instructor as the semester progresses.

HOW YOU WILL BE GRADED IN THIS COURSE:

Personal Experience Presentation.....	10
4 Exams (lowest dropped).....	60
Team Presentations.....	20
Team Assessment (Self).....	5
Team Assessment (Others).....	5
Creativity (up to 20 bonus points)	

Participation and Attendance:

Members of organizations are typically responsible for their own success and learning. Therefore, you will be expected to come to every class having read the chapter that was assigned. Bring your comments or questions about the material we are discussing to class. When I call role, instead of answering, "present," you should be prepared to share one thing that you learned from the reading or a question that you have. You should listen carefully to these discussions, as they will allow you to evaluate how well you understand the material. You are also responsible for participating fully in group meetings, ethical discussions, and case studies. Be sure to read these ahead of time also.

You will be expected to cultivate a supportive climate and respect the opinions of others. You will earn 3 bonus points that will be added on to your final grade if you have perfect attendance and 3 points if you have consistently demonstrated that you were prepared for class.

Personal Experience Presentation:

The purpose of these presentations is to offer you the opportunity to articulate how the material you are learning can be applied to analyze actual work experiences. The assignment has two parts. Part one of this assignment requires that you share a narrative based on an actual experience you have had in or with an organization. Please construct a story following the example provided; include dialogue and a vivid description of the setting. Include a brief explanation of how you came to be involved with the organization. Part two of this assignment will involve using one or more concepts we are learning in the course to analyze the organizational communication aspects of your narrative. You will have 5 minutes to make this presentation and a few additional minutes for questions and answers.

"A" presentations include the telling of a good story (Part I) and clearly and correctly applying the appropriate concepts to illustrate the story (Part II). Concepts and theories should be defined or explained and then explicitly linked to your example. Successful presentations should spark a provocative discussion and questions are answered appropriately.

Exams:

There will be four exams comprised of multiple choice, true/false, brief essay questions, and/or case studies. The lowest grade will be dropped and you have the option of replacing another exam with extra credit. Therefore, no make exams will be offered.

Teamwork:

Throughout the semester, a variety of approaches to organizational management will be implemented so that the implications they have for communication may be directly experienced. In order to become a member of this organization, you must apply and become a member of a team. Applications will be handed out during the first week of class. *You must fill out an application.* Based on your previous experience and the information in your application, you will be assigned to be on a team.

Teams will meet throughout the semester. The purpose of these teams is to assist one another in assimilating the course material and to develop a topic for the final presentation. Just as in "real" organizations, you will find that teams are often comprised of members with various abilities, aspirations and experience. At the end of the semester you will be required to turn a log of your team's meetings, a self-assessment and a quantitative and qualitative evaluation of your own and each of your team member's contributions, strengths, and areas to improve upon.

Team Presentations:

Your team will make two presentations to the class. Each presentation should be a minimum of 30 minutes long and will be based on your team's ability to successfully expand on or engage classmates in discussion regarding a specific chapter of the text. i.e. You may chose to have the class engage in the ethical dilemmas or case studies in the chapters or you may want to discuss some of the web sites, films or concepts provided with the resource materials.

Additional Information:

It is my intention to do everything I can to make this course a success. For me, this means setting high standards (you learn as much as or more than you thought you would or could) and that we have some fun (enjoy the experience as much as possible). If you have any questions, concerns or suggestions, please do not hesitate to discuss them with me.

Special Needs:

If you have a documented learning disability and would like to request accommodation please contact the University Disability Services at 933-0816 (V), 933-3334 (TTY), Campus Center Room 311, as early in the semester as possible. If there is anything else I can do to help you succeed in this course, please come and talk with me.