

CMST 4315.060: Organizational Communication
Undergraduate
Spring 2021

Instructor: Ashleigh M. Day, Ph.D.

CRN: 20355

Course Location: Synchronous, on Zoom

Course Time/Days: Thursdays, 6:00pm - 8:45pm on Zoom

Instructor's Office Location: 229 CAS

Instructor's Email Address: ADay@uttyler.edu

Office Hours: Tuesdays & Thursdays, 3:30pm-5:00pm on Zoom

My Zoom ID: <https://uttyler.zoom.us/j/6413285741>

Manual Meeting ID: 641 328 5741

WELCOME!

Course Description

An analysis of the flow of communication within formal organizations with emphasis on the interrelationship between interpersonal, small group and mass communication.

Simply put, communication is the stuff organizations are made of! This course provides an introduction to the theories and practices of organizational communication: that is, how communication is intrinsic to organizations and organizing processes, not just in terms of transmitting information but constituting the very “stuff” of organizing. Our focus will be on applying organizational communication theory for particular case studies, critiquing existing organizational practices in everyday life, and suggesting meaningful recommendations for effective operations in a global society.

Learning Outcomes

Specifically, through this course, you should be able:

- 1) To appreciate the central nature of communication within diverse organizational contexts (e.g., corporations, nonprofits, consultancies, government agencies).
- 2) To distinguish between different approaches to the study and practice of organizations, from classical to contemporary.
- 3) To use a communicative lens to study key organizational and workplace issues (e.g., conflict, culture, globalization, technology, diversity), from the perspective of internal and external publics.

- 4) To critique and apply organizational communication theory in contemporary cases, suggesting concrete recommendations to improve organizational practices and/or stakeholder relationships.
- 5) To reflect on your own communicative experiences in organizations.

REQUIRED Course Materials

Kramer, M. W., & Bisel, R. S. (2017). *Organizational communication: A lifespan approach*. New York, NY: Oxford University Press.
ISBN: 9780190606268

- Any additional assigned readings will be posted on Canvas for student access.
- All course readings are to be read *previous* to coming to class on the day they are assigned for. It is expected that students have access to their book/reading(s) for each class.

Assignments, 500 points total

1. Chapter Summaries (SLOs 1-5)

15%, 75 pts.

Throughout the semester you will be asked to write about course concepts. Three (3) of these writings are not associated with the Group Project, but rather focus on assigned readings. These short writing assignments (2 pages, double spaced) ask you to summarize a chapter or assigned readings, reflect on how the concepts are applicable to society or current events, pose questions, etc. You will pick the chapters that you want to summarize. You will pick a total of three chapters. ***The Chapter Summary for the assigned reading is due by the time class starts on the day that the reading is assigned.*** For example, if you choose to summarize Chapter 4, you must submit your Chapter Summary by 6:00pm on January 28.

Reading Summaries = 3 @ 25 points each.

Summary #1: You pick one chapter to summarize from Chapters 1-5

Summary #2: You pick one chapter to summarize from Chapters 6-10

Summary #3: You pick one chapter to summarize from Chapters 11-15

2. Quizzes, (SLOs 1-4)

20%, 100 pts.

Rather than a midterm or final exam, there will be **4 quizzes, each worth 25 points.**

Each quiz covers readings up to the date that the quiz is given but does not include readings that the previous quiz already covered. The chapters covered for each quiz are noted on the Course Calendar. Quizzes are on Canvas and are timed (60 min. each). They may be a mix of true/false, multiple choice, short answer, or fill in the blank

questions.

3. Group Project: Case Analysis, (SLOs 1-5)

35%, 175 pts.

You will be assigned groups (3-4 members), and each group will be tasked with analyzing a case using organizational communication concepts.

A. You will create a group case analysis paper (100 pts.)

This group paper should be 8-10 pages (double-spaced, 12 font, 1-inch margins) and should draw on three key concepts of organizational communication that you choose and that are concepts we've discussed in class. At least five APA references are required. The paper should draw from your semester-long observations, chapter summaries, class activities, etc.

B. You will create a group presentation (75 pts.)

The presentation will be 15-20 minutes, with professional-grade PowerPoint slides, and an additional 5 minutes for questions from the audience.

4. Group Project Prep. Assignments, (SLOs 1-5)

15%, 75 pts.

A. Group contract (10 pts.)

B. Topic Proposal (15 pts.)

C. Rough draft outline of the group paper (25 pts.)

D. Workday summaries/posts (10 pts.)

E. Group member evaluations (15 pts.)

5. Class Participation & Assignments, (SLOs 1-5)

15%, 75 pts.

If you've taken my classes before, you know that I value dialogue; my preference to explore course concepts through discussion and activity-centered learning, versus lecture alone. Verbalizing course concepts and theories is one of the best ways to learn new material, and our shared stories and insights provide a rich context for the theories and constructs discussed throughout the course. To help encourage and incentivize discussion participation among all students, I will assess your participation in class discussions, written prompts, and activities several times during the semester, if not during every class period.

For this class, part of your participation grade will be based on your Zoom etiquette. You are required to have your cameras on during the entire class. You should be visible from the chest up.

I will call on everyone; yes, even if you didn't raise your hand! This learning technique is not to embarrass you or make you feel put-on-the-spot. Rather, this technique is used to assess students' understanding of concepts and help all students actively engage

with course content. 'Cold calling' on students ensures that everyone is accountable for the course content and encourages each student to begin to formulate a possible answer. This technique increases student engagement and achievement, which is what you're here for!

Part of your participation grade may include homework. These assignments may be distributed in class (and be due the next class period), or these assignments may be part of your weekly course assignments that are noted in the course calendar. Some homework may be unannounced take-home quizzes or short in-class 'pop' quizzes at the beginning of class to assess your knowledge of the assigned readings. Homework is always due by the time class begins on the assigned due date, unless otherwise noted.

In regard to Participation, I want to emphasize the importance of "quality" as much as "quantity." You don't have to talk all the time to receive a "high participation" score; in fact, you are better off contributing a few high quality, topic-relevant comments that show you did the reading than many low quality, personal observations or stories that don't illustrate your understanding of the reading. Participation may also take the form of Q&A, in-class activities/simulations, student discussion leader, micro team presentations, etc.

Distracting, inappropriate, and/or unprofessional behavior(s) will result in the student earning zero (0) points for participation on each day these behaviors occur. If this type of behavior is a pattern, the student will be asked to schedule a meeting with the professor. In more serious circumstances, other university officials will be notified.

Detailed grading rubrics for participation and discussions are located in the "Files" folder on Canvas. Be sure to review the criteria.

More details about assignments and requirements are provided in class and on Canvas.

Grading Scale

500 - 450 pts. = A 90%-100%
449 - 400 pts. = B 80%-89%
399 - 350 pts. = C 70%-79%
349 - 300 pts. = D 60%-69%
299 - 0 pts. = F 0%-59%

Course Policies

Feedback

Feedback from the professor and your peers is an essential part of this course. Feedback should be used not only to assess how well you've done, but also to help you grow; to expand your

skills; to identify areas in need of improvement, and; to help you master course learning outcomes!

Grading

Why are grades important? Well, they serve multiple roles, including:

- evaluation of the quality of student work;
- communication of performance to the student, employers, and graduate schools;
- motivation for students to study and put effort into the course;
- a defined organization, with grades marking transitions or bringing closure to sections of a course; and
- faculty/student reflection of what students are collectively learning and how instructors might adapt their teaching

Source: Walvoord, B. E., & Anderson, V. J. (2010). *Effective grading: A tool for learning and assessment in college* (2nd ed.). San Francisco, CA: Jossey-Bass.

“C” or Lower: All students that receive a “C” or lower on any major assignments are highly encouraged to come to office hours. Please take responsibility and accountability for your learning and improvement. Remember, learning is a process and I am here to guide you along the way! These meetings are meant to help you strategize your planning, preparation, and performance for the future so that you can achieve mastery in course concepts and skills. These meetings will be productive, supportive, and dialogic.

Grade Discussion: Wait *at least* 24 hours after receiving a grade to talk with the professor about your grade (unless there was an error in calculation of the grade). I ask that you wait so that you can look back over the assignment and review your notes and the textbook, then think about the reasons why you earned the grade. I want you to *act* rather than *react* to the grade. After this, you are to discuss any extant concerns with the professor in a scheduled meeting or during office hours. The tone of all meetings concerning grades are to be respectful and professional. Failure to act in such a manner will result in termination of the meeting. I will **not** discuss individual grades during class time. Nor will I entertain grade complaints during class time. I will **not** discuss grades/grading/etc. via email. Such discussions are to occur in a meeting and having a meeting does **not** imply that a grade will be altered.

After a meeting, if deemed appropriate, the student may be asked to submit an appeal in writing (*again, only after a meeting*). I must receive the e-mail within two days of its request; include your specifications and the grade you believe you deserve. Disputes will not be entertained beyond two days after its request. You cite sources and course material to support your written appeal. Meaning, if the student fails to send it within the specified timeframe (two days), the dispute will be automatically forfeited by the student. If any grade is to be reevaluated, the new earned grade *may be lower than the previous grade*. If an assignment is reevaluated, the professor may find something that they did not find before that should actually *lower* the grade.

Earning Your Grade: You will receive the grade that you *earn* throughout the semester; so, please start working hard early on and applying feedback you've received early on, too. Review feedback on your assignments through Canvas, in writing/email, and/or schedule a meeting with me to receive additional feedback. Drop by my virtual office hours! Review course policies. Thoroughly read assignment instructions and rubrics. Review your class notes and readings before AND after class. Take advantage of extra credit opportunities, which are provided to the entire class—not individual students. Remember, learning is a process—one that requires iteration, effort, feedback, and application of feedback.

E-mail & Communications

UT-Tyler e-mail is my preferred form of contact. Allow a 48-hour window for a response. I cannot guarantee that emails sent the day before or the day of an assignment due date will be answered before the due date; thus, plan ahead and begin working on assignments well before the due dates!

You should treat our online correspondence with the same respect as any business or legal communication. Emails that do not conform to these standards will not be answered. It is in your best interest to write your course emails with professionalism in mind. Also, be sure to include the course number and specific topic of discussion in the subject line, address the email to your recipient, specify what you are referencing in as much detail as possible in the body of the email, and sign your first and last name in the email.

All students must email the professor using their UT Tyler assigned email. All other emails will not be responded to (e.g., Gmail, Yahoo, etc.). This policy is in place to protect you and your privacy.

All students are required to check their UT Tyler email as well as Canvas for course-related announcements. Please be sure to have your Canvas settings configured so that you receive the Canvas announcements in your UT Tyler email and receive Canvas notifications for our course. Failure to check course-related communications or failure to configure your email/Canvas settings to receive this information is not an excuse for missing assignments, lecture, or any other course-related information/changes/assignments/etc.

Due Dates and Late Work

You should always strive to turn in course assignments on the noted due dates. However, life happens—and I know this! The assignments in this class are vital to your success; thus, I want you to complete them, even if it is a bit late. However, late work should not become a norm. Late work is not ideal for a variety of reasons, one top reason being point deductions. For each day an assignment is late, 10% of the assignment's points will be deducted. After five days of lateness, assignments are no longer eligible for late submission and will receive zero points.

Below, an example is outlined:

- Assignment 1 is due on Thursday at 2:00pm, worth 100 points.
- You submit Assignment 1 on Thursday at 5:00pm. The highest grade you could get is 90 points (10% deduction for being one day late).
 - Note: The 'one day' late starts the minute after the assignment due date time. In this example, 2:01pm would technically be 'late.'
- Let's say another student submits Assignment 1 on Friday at 8:00pm. The highest grade they could get is 80 points (10% deduction x 2 days late = 20% reduction).
- The following Tuesday at 2:01pm is the fifth day in the late work sequence and the late assignment would not earn any points at this point.

Feedback for late assignments will be provided at a time convenient to the professor. I set up specific times to grade and provide students with timely feedback; thus, due dates are also important for this reason. Assignment submitted late may conflict with other course timelines or priorities; thus, timely feedback (like what is given for assignments submitted on time) is not guaranteed for late work.

Exceptions: Assignment make-ups will be allowed only in emergency situations with verifiable documentation (e.g., doctor's note, jury duty summons). Work-related events do not qualify as an extreme emergency. The course schedule and due dates are set well in advance and students have access to this information; thus, please plan accordingly. In order to make up an assignment:

- The student must take the initiative to contact the professor for permission to do a make-up an assignment within two days of missing the due date. After this point, if the professor does not hear from the student, they will not be allowed to make up the assignment and will have earned zero points.
- Verifiable documentation that excuses the student's absence must be provided to the professor before a make-up opportunity is discussed or scheduled. Such documentation should be provided to the professor within two days of the student's absence.
- The student must meet the make-up deadline set by the professor. If the student misses the make-up deadline, there will not be another opportunity to make-up the speech.
- There must be sufficient class time remaining for the student to make up an assignment. If not, the student may have to make-up the assignment in the professor's office at a set, scheduled time.

Attendance

You are a vital part of this class; so, come and arrive on time! Students that miss more than two (2) classes (unexcused) will likely notice a substantial impact on their grade due to missing discussions, application activities, etc. On the third absence, -10 points will be deducted from the student's final grade. A deduction of -10 points will accrue for each unexcused absence from the third absence onward.

Students who miss two or more classes often perform poorly on course assessments. Furthermore, I do track attendance in Canvas so that I can see correlations between student attendance, effort, performance, outcomes, and grades. If you acquire two (2) or more unexcused absences, it is likely that the professor will check-in with you via email and ask you to schedule an appointment with her to ensure that you are setup to succeed in the class.

If you arrive late to class, it is your responsibility to ensure that the professor marks you present. Attendance will be taken at the beginning of class. If you leave class early without notifying the professor, you will be marked absence. This clause is applicable to Zoom/online courses as well.

If you know you will miss class due to a university-related activity, let me know beforehand. These are excused *with proper notice*, but course work is still expected to be turned in on time. If you are absent from class—for any reason—it is *your* responsibility to determine what was missed, to hand in any work, and complete any homework or readings that were assigned in-class during your absence. If you need assistance because of university-related absences (e.g., debate, sports, etc.), you must contact me before the missed class. As this is a synchronous class, lecture and discussion will not be recorded/posted online.

Diversity and Classroom Civility

People and ideas must be treated with respect in the classroom. We all bring unique, valid, and diverse experiences to the classroom. Please avoid disruptive behavior that makes it difficult to accomplish our mutual objectives. Disrespectful, threatening, diminishing, minimizing, racist, sexist, homophobic, etc. and/or inappropriate talk, nonverbals, suggestions, drawings/writing, etc. will not be tolerated. Such actions will result in point deductions and the student(s) being removed from the classroom. The Department Chair and/or College Dean may be notified if the infraction is major, which may result in more serious repercussions.

Expectations for Respectful Dialogue & Behavior

We all come to the classroom with differing experiences and viewpoints, which means that we have so much to learn from each other! In order to get the most out of this opportunity, it is important that we don't shy away from our differences. Rather, we should show respect for differences by seeking to understand, taking ownership for our learning and growth, asking questions, clarifying our understanding, and/or respectfully explaining our own perspective. This way, everybody walks away with new perspectives on the issue and respecting others with different values or beliefs.

If someone says something that bothers you for any reason, assume that your peer did not mean to be offensive and ask your peer to clarify what they meant. Then explain the impact it had on you. If your classmates tell you that something you said or wrote bothered them, assume that they are not attacking you, but rather that they are sharing something that might be important for you to know.

At your comfort and convenience, please let the professor (and the class, if desired) know your preferred name and preferred gender pronouns. Please note, you do not and are not required to ever share this information if you do not want to.

Everyone's diverse identities are to be respected. In the case that a student ridicules, threatens, violates, disrespects, etc. another student's gender, sexual, racial, religious, ethnic, physical, etc. identity/ies, that student will be in violation of the Classroom Civility policy and likely the Expectations for Respectful Dialogue policy (and likely other policies for our class and at the university-level, too). In these instance, the student will be asked to leave the classroom and the incident will be reported to the appropriate university personnel, such as the Office of Student Conduct and Intervention, the CAS Dean, etc.

Electronics and Technology Policy

All electronics and technology that are being used in the classroom must be for purposes related to the class. Meaning, students are not permitted to use electronics and technology for non-education purposes (e.g., texting friends about lunch plans, surfing social media, etc.). All electronics must be placed on 'silent' mode and students should be muted on Zoom unless they are called on or engaged in class discussion.

Students tend to learn more when taking notes by hand (compared to typing notes during class). Also, refer to an article written by Ann Curzan from *The Chronicle* as to why I am asking you to adhere to this policy: <http://chronicle.com/blogs/linguafranca/2014/08/25/why-im-asking-you-not-to-use-laptops/>. Research has shown that taking notes on laptops may not be as effective as paper-and-pen note-taking ([Mueller & Oppenheimer, 2014](#)). Writing by hand helps encode information, offers fewer distractions than a laptop, and enables you to customize your notes. Although students may write more notes with a laptop than by hand, it is more likely that they are directly copying what the professor has stated without thinking fully about what they're writing. Pen-and-paper note-takers are more selective in what they write down, and they process the information from the lecture more fully ([Mueller & Oppenheimer, 2014](#)). You may use an electronic device to take class notes, but in the event that class notes are permitted for use on an exam, they must be handwritten or printed out and verified by the professor. NO electronic devices will be allowed during in-person exams.

The professor will kindly remind you on your first occurrence if you violate the electronic and technology policies. If a student has to be told to put their phone/laptop/other electronic device on silent or put it away beyond this, or is using any other device inappropriately or in a distracting manner, they will not earn points for that day and/or their grade on the next assignment will be lowered by *-10 points*. If subsequent behavior takes place, your final grade for the course will be lowered by *-10 points for each additional occurrence*. Students violating this policy may be asked to leave the classroom and to visit the professor in her office hours. It is the student's responsibility to attend office hours in this case. If you must use your phone or electronic device during class for purposes not related to the course, please quietly excuse yourself.

Zoom/Online Lectures

Please show up to class on time via Zoom. Your camera should be turned for the entirety of class. You should be visible from the chest up. This helps us build a sense of community and promotes an engaged classroom environment. You are required to be prepared to engage in discussion; thus, be sure to 'unmute' yourself when asked. **You must join through your UT Tyler Zoom accounts.** You must have your full name displayed when using Zoom for class. Please ensure you have a working laptop, camera, microphone/audio, and solid internet connection.

Students attending class via Zoom or another online modality are expected to participate in class at the same level as they would in-person. Please use proper virtual etiquette (e.g., ensuring you are muted when the professor or another student is presenting, refraining from surfing the web during class, responding to the professor if you are called on, etc.).

Lectures for this synchronous course will not be recorded. However, there may be instances when the professor might record these lectures and post them to Canvas. Thus, please be aware of this policy. No one but the professor is to record the Zoom/online lectures or meetings. Only registered students are permitted to attend Zoom/online lectures or meetings. Students are not permitted to share any online/Zoom course content, share Zoom invite links or passcodes, etc. or anything else that would threaten the safety and security of the class, your peers, or the professor. Unless otherwise noted, lectures will not be recorded when operating our regularly scheduled course modality (i.e., synchronous face-to-face). Lecture will only be recorded if and when the professor deems necessary and/or we are unexpectedly mandated to function as an online course. The university positions on course recordings is presented below:

Class sessions may be recorded by the instructor for use by students enrolled in this class. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the class and only for educational purposes. Course recordings should not be shared outside of the class in any form without express permission.

For any asynchronous lectures that are pre-recorded and uploaded to Canvas, *I try to keep the videos for each chapter 35 minutes or less.* The video lectures will be uploaded via Canvas Studio and located under the "Modules" tab in the appropriate week/module number section (unless noted otherwise).

Students are responsible for understanding how to operate Zoom and having the proper technology and materials needed to comply with Zoom/online lectures.

Canvas Support

It is your responsibility as a student to understand how to operate Canvas and access/upload assignments. If you need assistance with Canvas, seek out help:

- call the Canvas Support hotline at: 844.214.6949
- visit UT-Tyler's Canvas Help page: <https://www.uttyler.edu/canvas/>
- visit UT-Tyler's Canvas Student Resources page: <https://www.uttyler.edu/canvas/canvas-student-help.php>
- Contact UT-Tyler's Office of Digital Learning for Canvas at: 903.566.6200 or canvas@uttyler.edu

College-Worthy Work is Expected

Not only does this mean that you are expected to turn in college-level work, but that it also must be presented appropriately. All assignments must be typed using Times New Roman in 12-point font, double-spaced, one-inch margins (with no extra spaces between paragraphs), and proper APA style. You must cite ALL bibliographic sources used in your papers/outlines (using APA format), within text and on a reference page. For help with APA style and writing, please do not hesitate to visit the Undergraduate Writing Center on campus or online. You may also wish to consult [Purdue OWL's website about APA](#).

Paper/outline headings should include the student name, course name/number, and assignment title. Papers/outlines will be turned in via Canvas. Word documents are the only type of documents accepted, unless otherwise noted. Assignments submitted in the wrong format will earn zero points. Always check the assignment instructions and ask the professor if further clarification is needed. Spelling, grammar, and neatness count towards your grade, for all assignments.

Elasticity Clause

The professor reserves the right to modify the existing course calendar and assignments. If changes must be made, the professor will notify students as soon as possible. Students are expected to adapt to and abide by any changes. Further, if it is decided that moving to a hybrid or online format is needed, students will be notified immediately of such changes.

Plagiarism

In addition to UT Tyler's Academic Honesty and Student Standards of Academic Conduct policies (listed in forthcoming sections), students are also required to adhere to the following standards:

The "Common Knowledge" Clause. Material does not have to be cited if it is common knowledge—that is, knowledge that most American high school graduates already know (e.g., Humans once painted in caves. Berlin is the capital of Germany.).

The "10% Rule". As a general rule, a college assignment is considered an original work only if the vast majority of text is original. Generally, no more than 10% of a work can be someone else's words, regardless of proper quotes or citation.

Intent. When reviewing a possible case of plagiarism, the student's intent will not be taken into consideration. In other words, an act of plagiarism is plagiarism whether or not the student claims to have intended plagiarism.

Mistakes & Accidents. The possibility that the student mistakenly or accidentally committed plagiarism will not be taken into consideration. I strongly suggest that you discuss your sources with the Writing Center before turning in work.

Appeal to Ignorance. A student's claim to ignorance with concern to policy will never be treated as a valid justification of plagiarism.

Collaboration. Students are not permitted to collaborate on an essay, discussion post, quiz, test, or any written assignment, unless noted otherwise. Having someone proofread your work is fine and encouraged.

Disciplinary Action for Plagiarism. Per departmental policy, the first offense of plagiarism will result in a zero for the assignment. Any additional acts of plagiarism will result in a "F" for the course and possible disciplinary action by the university.

Financial & Tutoring Resources for Students

- On-Campus Food Pantry
Website: <https://www.uttyler.edu/service/food-pantry.php>
Location: Library 223
Email: patriotpantry@uttyler.edu
Phone: 903.565.5645 (Student Engagement)
- University Health Clinic
Website: <https://www.uttyler.edu/clinic/>
Location: 3310 Patriot Drive, Tyler, TX 75701
Option for student health insurance:
<https://www.uttyler.edu/wellness/studenthealthinsurance.php>
Phone: 903.939.7870
- Center for Student Financial Wellness
Website: <https://www.uttyler.edu/center-for-student-financial-wellness/tools-and-resources/>
Location: Center for Student Financial Wellness, STE 381, 3900 University Blvd.
Email: csfw@uttyler.edu
Phone: 903.565.5978
- Student Financial Aid and Scholarships
Website: <https://www.uttyler.edu/admissions/financialaid/>
Email: admissions@uttyler.edu

Phone: 903.566.7203

Scholarship info.: <https://www.uttyler.edu/scholarships/>

Grants info: <https://www.uttyler.edu/admissions/grants/>

- Resources for New Students

Website: <https://www.uttyler.edu/admissions/newstudents/>

- PASS Tutoring Center

The PASS Tutoring Center supports a variety of courses. Due to COVID-19, we are asking that you schedule an appointment for your face-to-face tutoring support. Tutoring is also available through Zoom tutoring sessions. Check the website to see the courses supported for the Fall 2020 term.

Website: <https://www.uttyler.edu/tutoring/>

Phone: 903.565.5964

Email: tutoring@uttyler.edu

- Upswing (24/7 Online Tutoring)

Upswing is a free, confidential, and convenient way to receive help in nearly all of UT Tyler's undergraduate courses.

Website: <https://uttyler.upswing.io/>

Extra Credit

Over the course of this semester, I may present a few opportunities for extra credit. I want students to have the opportunity to demonstrate their learning and work towards mastering the learning outcomes and skills relevant to this class. Opportunities are noted below and any ad-hoc opportunities (if any) will be posted to Canvas and/or discussed in class:

- If you go to the writing center to get help on your Final Paper (any component) and submit verifiable documentation to the professor, you can earn up to +10 bonus points. You can only earn these bonus points once. April 15 is the last day that this opportunity can be submitted to the professor.

University Policies

Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Instructors can ask students who do not comply with these requirements to leave class in the interest of everyone's health and safety. They may also report the incidences of non-compliance to the [Campus Assessment, Response, and Evaluation \(CARE\) Team](#). However, at no point should the instructor or other students put themselves into an unsafe situation while attempting to enforce the face-covering policy.

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do. To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed

weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Academic Honesty Policy

Students will adhere to the highest standards of academic honesty. Anyone caught cheating will earn a "0" for that assignment and will be subject to academic and disciplinary action. Plagiarism (the use of written and oral words or ideas of another person, including another student, without the expressed acknowledgment of the speaker's or writer's indebtedness to that person) will not be tolerated. This includes the use of papers or other materials previously submitted to instructors in other classes, as well as video and audio recordings. Students caught plagiarizing will fail this class and be subject to academic and disciplinary action. **(See next section for University Policy)**

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- "Cheating" includes, but is not limited to:
 1. copying from another student's test paper;
 2. using, during a test, materials not authorized by the person giving the test;
 3. failure to comply with instructions given by the person administering the test;
 4. possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 5. using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 6. collaborating with or seeking aid from another student during a test or other assignment without authority;
 7. discussing the contents of an examination with another student who will take the examination;

8. divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 9. substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 10. paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 11. falsifying research data, laboratory reports, and/or other academic work offered for credit;
 12. taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 13. misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
 - “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
 - All written work that is submitted will be subject to review by plagiarism software.

The UT-Tyler Writing Center

The Writing Center (<https://www.uttyler.edu/writingcenter/>) provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair, or operate on your paper.

If you go to the writing center to get help on a course assignment and submit verifiable documentation to the professor, you can earn up to +10 bonus points. You can only earn these bonus points once. April 15 is the last day that this opportunity can be submitted to the professor.

Appointments:

Phone: 903.565.5995

Email: writingcenter@uttyler.edu

Address: UT-Tyler Campus, CAS 212, 3900 University Blvd.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application.

The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, #3150 or call 903.566.7079.

Student Counseling Center

The Student Counseling Center is committed to student success through supporting students in developing balance, resiliency, and overall well-being both academically and personally.

Regular Phone: 903.565.5746

24/7 Crisis Line: 903.566.7254

Website: <https://www.uttyler.edu/counseling/>

Address: UT-Tyler Campus, Student Counseling Center, 3900 University Blvd.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the **Census Date (September 4, 2020)** of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The **Census Date (January 25, 2021)** is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.

- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second-class meeting of the semester.

Accommodations will be negotiated with the student to ensure their religious observance.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time, the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Other UT Tyler Resources for Students

- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu

- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
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Undergraduate Course Calendar

Date	Topic	Readings To Be Completed <i>Before</i> Class	Assignments Due
Jan 14	Welcome and Course Review Chapter 1: Introduction to Organizational Communication <i>Review Chapter Summary assignment</i>	Syllabus Ch. 1	What is organizational communication? http://www.youtube.com/watch?v=e5oXygLGMuY
Jan 21	Chapter 2: Communication and Anticipatory Socialization Chapter 3: Communication and Organizational Encounter	Ch. 2-3	<i>Jan 25: Census Date</i>
Jan 28	Chapter 4: Communication and Management Theory <i>Groups assigned</i>	Ch. 4	Quiz #1 due (Ch. 1-4)
Feb 4	Chapter 5: Communication Channels and Structures <i>Review Group Project Instructions/Documents</i>	Ch. 5 Group Project Instructions & Documents	Last day to turn in Chapter Summary #1
Feb 11	Chapter 6: Communication and Organizational Culture Chapter 7: Communication with Organizational Members <i>Review Group Project Instructions/Documents</i>	Ch. 6-7 Group Project Instructions & Documents	Quiz #2 due (Ch. 5-7) Group contracts due
Feb 18	Chapter 8: Communication and Leadership	Ch. 8	Group Topic Proposals due

Feb 25	Chapter 9: Communication and Decision-Making Chapter 10: Communication and Conflict	Ch. 9-10	Last day to turn in Chapter Summary #2 Fill out the Start-Stop-Continue Survey on Canvas
Mar 4	Chapter 11: Communication, Power, and Resistance	Ch. 11	Quiz #3 due (Ch. 8-11)
Mar 8 – Mar 13	No Classes – Spring Break		
Mar 18	Chapter 12: Communication and Work-Nonwork Issues	Ch. 12	Group rough draft outlines due
Mar 25 <i>CSCA Conference</i>	No Class Meeting - GROUP WORKDAY We are <i>not</i> meeting synchronously for class today. You are, however, expected to use class time to meet with your group and work on your project.		By 11:59pm, post a summary of what your group did when you met and an updated outline of your paper & member duties for the presentation (on Canvas Discussion Board)
Apr 1	Chapter 13: Communication and the Changing Work Environment: Technology, Diversity, and Globalization	Ch. 13	
Apr 8	Chapter 14: Communication During Career and Organizational Transitions Chapter 15: Communication During Organizational Exit	Ch. 14-15	Quiz #4 due (Ch. 12-15) Last day to turn in Chapter Summary #3
Apr 15	WORKDAY We will meet briefly to review the Group Project & Group member evaluations		<i>Last day to turn in any extra credit.</i>
Apr 22	Final Group Presentations		<u>All Group Project Materials due:</u> Paper, presentation, group member evaluations

****The course calendar is subject to change****