## HUMAN COMMUNICATION STUDIES

## SEMINAR IN ORGANIZATIONAL COMMUNICATION

## HCOM 525

## Fall 2017

**Instructor**: Dr. S. Irene Matz **Office Hours**:

 Associate Professor Tuesday 11:30-12:30 p.m. & 2:30-3:30 p.m.

 Thursday 2:30-3:30 p.m.

 Or by appointment

**Office**: CP 420-11

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**Class Meeting Time & Place**

**HCOM 525**

**SCHEDULE NO. 21748**

Thursday 4:00 – 6:45 p.m. Classroom CP 129

## Course

**Required Text:** Kennedy, R. F. (1971). *Thirteen days A memoir of the Cuban missile*

 *crisis.* New York: WW. Norton & Company, Inc.

 Course packet of selected readings and syllabus is available at the Titan

 Bookstore on campus.

**Course Description:**

 Theoretical postulates concerning managerial and organizational communication. Research findings and case studies relating to communication determinants and organizational effectiveness. Communicative relationships among individuals, the work unit and the organization.

Prerequisites: [HCOM 324](http://catalog.fullerton.edu/content.php?filter%5B27%5D=HCOM&filter%5B29%5D=525&filter%5Bcourse_type%5D=259&filter%5Bkeyword%5D=&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=3&expand=&navoid=287&search_database=Filter&filter%5Bexact_match%5D=1#tt8030) , [HCOM 326](http://catalog.fullerton.edu/content.php?filter%5B27%5D=HCOM&filter%5B29%5D=525&filter%5Bcourse_type%5D=259&filter%5Bkeyword%5D=&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=3&expand=&navoid=287&search_database=Filter&filter%5Bexact_match%5D=1#tt421) , [HCOM 420](http://catalog.fullerton.edu/content.php?filter%5B27%5D=HCOM&filter%5B29%5D=525&filter%5Bcourse_type%5D=259&filter%5Bkeyword%5D=&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=3&expand=&navoid=287&search_database=Filter&filter%5Bexact_match%5D=1#tt696)  or admission to the graduate program.

**Learning Goals & Outcomes:**

* Explore and critique organizational theories and perspectives
	+ Identify organizational theories and critique relevance in the workplace
	+ Critically analyze their effectiveness and implications
* Integrate theory and practice
	+ Transfer these theories into present day organizations
	+ Analyze their effectiveness; do these advance applications in the workplace
	+ Discuss work/life balance; conflict and management styles
	+ Influences of technology on the workplace
* Identify organizational innovation
	+ Argue for exploration of these innovations into the workplace
	+ Show how the application leads to a healthier organization
* Discuss ethical considerations, its implications and the effect on the organization
	+ Identify how ethical standards are met in organizations
	+ Identify how these have been violated
	+ Identify the overall effect on the organization, personnel, outside the organization and globally
* Enhance your own intellectual grow and development
	+ Identify how you have changed over the semester
		- Educationally, professionally and personally

### Assignment & Assessment Percentage

**Attendance & Participation**

A = 0-1

B = 2 classes

C = 3 classes

D = 4 classes

Below = F

**Course Policies**

University regulations require that you are provided with a statement about plagiarismin thecourse syllabus.

**Plagiarism**: Plagiarism is defined as the act of taking the specific substance of another and offering it as one’s own without giving credit to the source. Sources must be cited accurately and appropriately. When sources are used, acknowledgment of the original author or source must be made following standard scholarly practice. Cases of plagiarism will constitute dismissal from the course with a failing grade.

**Integrity:** Academic honesty is a core value at Cal State Fullerton (please see http://www.fullerton.edu/senate/PDF/300/UPS300-021.pdf.) It is cheating if you develop your answers from sources other than those permitted by your professor or represent the work of others as your own. A few specific examples are:

* Using the notes of others
* Using the work of other students
* Handing in work that isn’t yours
* Taking a test for someone else
* Sharing your answers to examination questions or class assignments with others

**Attendance:** Part of your grade will depend on your attendance. Please reference the attendance scale for your letter grade that will be factored into your final grade. Good attendance and promptness are professional behaviors that reflect a responsible employee who is valued. If you must miss a class, please email or phone the professor prior to the class meeting. Please be on time for classes; tardiness interrupts the entire class – use this opportunity to develop habits that lead to your success. A “F” on attendance will automatically earn you a failing grade for the course unless you previously have contacted the professor. Participation is rated on respect for other students and your professor in addition to your active interest and comments during the course. Doing other work in our class; reading other materials; studying for exams; using your computer for other than taking notes are all examples of behaviors that are disruptive to other students and your professor. Please be respectful!

**Disability:** Students with documented special needs are supported through the

 Disabled Student Service Office, UH 101, 657-278-3117 and as

 documented at [www.fullerton.edu/disabledservices/](http://www.fullerton.edu/disabledservices/).

**Emergency:** <http://emergencypreparedness.fullerton.edu>. Make certain that the

 University has your updated and current contact numbers.

**Electronics:** Please make certain that all cell phones and other technical equipment are turned off during class meetings. Laptops are for class notes only and need professor’s approval before using in class. Other use in class is not appropriate or tolerated.

**Class Expectations:** Please demonstrate respect for all students while they are speaking and professor while lecturing. No food in class; beverages are allowed.

**Flexibility:** Please allow for flexibility with our schedule due to class enrollment, class speakers, or other events.

**Assignments:** All assignments are accepted on or before the due date. **Assignments should be “professional” quality and must be completed and handed in for a final grade. Please type all assignments. If assignment is late, it will be graded down.**

**Grading:** Use this as a guide for your written assignments:

 **CLARITY** – structural pattern clear, sentences and paragraphs well developed, transitions and report development.

 **CONCISENESS –** strive for brevity, avoid redundancies, and include well-developed ideas.

 **COMPLETENESS** – introduction, body, and conclusion with support and good development.

 **GRAMMAR** – capitalization, punctuation, references, grammatical correctness, proofreading, professional appearance.

**GRADING SYSTEM**

**PLUS/MINUS GRADING**

**Definition of Grades and**

**Their Corresponding Grade**

**Points**

**A+ 4.0**

**A 4.0**

**A- 3.7**

**B+ 3.3**

**B 3.0**

**B- 2.7**

**C+ 2.3**

**C 2.0**

**C- 1.7**

**D+ 1.3**

**D 1.0**

**D- .7**

**F Failing**

**ASSIGNMENT & ASSESSMENT PERCENTAGE**

|  |  |
| --- | --- |
| **Attendance & Participation** | **15%** |
| **Team Discussion (topical)** | **15%** |
| **Short Paper (individual)** | **20%** |
| **Interview Paper (individual)** |  **20%** |
| **Research Paper (team)** | **30%** |

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|  | **SCHEDULE****Monday/Wednesday** |  |
| **Date** | **ASSIGNMENT** | **READINGS** |
|  |  |  |
| 8/24 | Introduction to course; Self-introductions | **Matz** |
| 8/31 | Organizational Communication; Changing World, Perspectives, Definition | Eisenberg et al. Chapters 1, 2, 3  |
| 9/7 | Diversity/Intercultural/Globalization in the Workplace**TEAM ONE DISCUSSION** | Ting-Toomey, Chapter 2, 10 |
| 9/14 | Leadership **TEAM TWO DISCUSSION** | Northouse, Chapters 1 & 8 |
| 9/21 | Leadership – Toxic & Intoxicating Leaders | Matz  |
| 9/28 | ***SHORT PAPER DUE/DISCUSSION*** | All members |
| 10/5 | Ethics/Honesty **TEAM THREE DISCUSSION** | Bandura, A. |
| 10/12 | Conflict Management **TEAM FOUR** | Kim, E. et al. |
| 10/19 | Collaboration; crisis management  | Kennedy, R.  |
| 10/26 | Groups/Hot Groups **PROPOSAL FOR FINAL PROJECT****(See syllabus for assignment requirements)** | Lipman-Blumen/Leavitt, Chapters 1,2,4 |
| 11/2 | ***INTERVIEW ASSIGNMENT DUE/DISCUSSION*** | All members |
| 11/19 | Technology in the Workplace**GUEST SPEAKER**  | Guest speaker |
| 11/16 | Work/Life Balance  | Dizaho, E. et al.  |
| 11/23 | **HOLIDAY – SEMESTER BREAK**  | Enjoy! Eat turkey! |
| 11/30 | Humble Leadership | Matz |
| 12/7 | **FINAL RESEARCH PAPER DISCUSSION** |  |
| 12/14 (5:00) | Wrapping it all up! Takeaways from course!Dinner Marriott (Professor host) |  |

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**ASSIGNMENTS**

**Team Discussion (15%)**

As a team member, you will lead the topic discussion for the week. Each team is responsible for the following:

1. Additional research (5-8 outside sources for your discussion) journal or scholarly articles that will provide more insight into your topic.
2. Prepare a list of questions that will stimulate discussion of your topic. These should be given to class members one week prior to your discussion. This will aid the class in preparation for your topic.
3. Turn in a summary of your readings. The summary should be at least four to five pages (typed, double-spaced) in addition to a reference page of your readings.
4. You will have 230 minutes to conduct your discussion followed by a question and answer period for questions from your classmates and professor.

**Short Paper (20%)**

You are responsible for selecting an article that relates to organizational communication. You may chose a topic from our course or any other appropriate topic (please submit a prospectus – one paragraph for discussion and our mutual agreement).

Your research should include the following:

1. A topic of interest to you and one that stimulates your intellectual curiosity.
2. Support your paper with at least five articles from scholarly journals and books.
3. Be prepared to give a 15 minute discussion of your findings.
4. Write a paper that has a purpose statement of your findings; summarize the key points; discuss why this is of interest to you; and advance an argument for future research on this topic.
5. Paper should be typed, double-spaced and at least six to eight pages in addition to a reference page (APA style) and a title page. Your paper can be longer.

**Interview Assignment (20%)**

You are responsible for selecting a professional and scheduling an interview. Use this as an opportunity to meet a professional and network in the industry. Do not interview someone you know, but rather another person who expands your professional network.

You should include the following:

1. Prepared questions for the interview; given to your professor before you send to your professional. Having the questions beforehand provides an opportunity for your interviewee to prepare and think about the response.
2. Take one or two of our class discussion topics and use as a theme for your interview.
3. Write a six to eight page report that includes background information on your interviewee; brief discussion about the industry or career; your interview; and other information that you think would be of interest.

***Research Paper (30%)***

The goal of this assignment is to explore an organizational theory, phenomenon or perspective that is of particular interest to you. You are required to complete a scholarly review of the literature, investigate the topic, discuss its implications and rational for future investigations. ***You need to have your topic approved by me before beginning your research.*** Please hand in one or two paragraphs that describe the topic and your curiosity and interest in it.

Paper structure:

1. Title page (include team member names, course name and number, semester date, and professor name.
2. Introduction (approximately 1-2 pages)
	1. Identify the focus of your paper. Create interest for the reader.
	2. Why is the topic worthy of study.
	3. Purpose statement
3. Literature Review (approximately 7-9 pages)
	1. Reference other studies and link these to your paper.
	2. All references must be cited. Un-cited research will result in plagiarism and a failed paper.
	3. At least 20 sources. You may use more.
4. Implications (approximately 5-7 pages)
	1. Make connections of your research and future benefits to organizational studies.
	2. Offer suggestions that go beyond your research. You’re just as clever and intelligent as the researchers you cited.
5. Summary and your thoughts (approximately 3-4 pages)
	1. Reiterate the significance of the topic and necessity of future research.
6. Reference page
	1. APA research style

Requirements:

1. All papers are due on schedule date.
2. Choose a topic that you are interested in or have passion for investigating.
3. No folders please – just staple the right hand corner or report.
4. Reference grading standards in syllabus.
5. Have fun with this research.

*Let’s make this the best class ever! In addition to office hours and class time, I am available to*

*support and assist you! We will learn from each other; and I value and respect you. I look*

*forward to working with you and making this a great semester – together, we can do it!*

*On the seesaw of life, you are not alone; I support and encourage you!*