



**Introduction of Organizational Communication
2650-001 (3CU)
Spring 2024**

Instructor: Chigozirim Utah Sodeke, Ph.D.

Office: 2415 Buzzard Hall

Office Hours: T 9.30-10.30 (in office)

W 9.30-11.30 (online)

Th 9.30-10.30 (in office)

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Course Description

This course will introduce you to practical and theoretical dimensions of communication in business and professional settings. It also includes content on effective leadership, decision-making, and management of communication techniques.

Instructor Notes

Effective communication is the foundation of organizing. But what does effective communication mean? How can individuals and organizations position themselves to communicate more effectively? This course provides a framework for responding to these questions by:

- Defining communication and organizations in a more complex way (Chapter 1)
- Discussing foundational theories that influence how many organizations operate and communicate (Chapter 4)
- Accounting for the influence of organizational culture on communication, relationship, processes, and outcomes (Chapter 6)
- Emphasizing the centrality of interpersonal and relational context in communication (Chapter 7)
- Discussing leadership as a complex, communicative process (Chapter 8)
- Reframing conflict as necessary and productive in organizations when engaged in functional ways (Chapter 10)
- Acknowledging the pervasiveness of power and potentials for resistance (Chapter 11)

Course Learning Objectives

- Students will describe traditional theories of organization
- Students will analyze the basics of internal and external organizational environments
- Students will describe basic principles of superior-subordinate communication, peer communication, and internal and external organizational communication
- Students will state basic principles of organizational change
- Students will apply basic conflict management processes
- Students will describe the basics of organizational ethics

Course Materials

- Organizational communication: A lifespan approach by Kramer & Bisel
- Other materials provided on D2L

Course Structure

I follow a 2-week structure, i.e. we spend 2 weeks on every chapter.

COURSE OUTLINE

Week 1 (Jan 8-14): Course Introduction

Week 2 (Jan 15-21): Ch 1 Lecture Week

Week 3 (Jan 22-28): Ch 1 Discussion Week

Week 4 (Jan 29-Feb 4): Ch 4 Lecture Week

Week 5 (Feb 5-11): Ch 4 Discussion Week

Week 6 (Feb 12-18): Ch 6 Lecture Week

Week 7 (Feb 19-25): Ch 6 Discussion Week

Week 8 (Feb 26-Mar 3): Ch 7 Lecture Week

Week 9 (Mar 4-10): Ch 7 Discussion Week

Week 10 (Mar 11-17): Ch 8 Lecture Week

Week 11 (Mar 18-24): Spring Break

Week 12 (Mar 25-Mar 31): Ch 8 Discussion Week

Week 13 (Apr 1-7): Ch 10 Lecture Week

Week 14 (Apr 8-14): Ch 10 Discussion Week

Week 15 (Apr 15-21): Ch 11 Lecture Week

Week 16 (Apr 22-28): Ch 11 Discussion Week

Week 17 (Apr 29- May 5): **Finals Week**

Assignments

Reading Quiz

There will be timed open-note reading quizzes for each chapter online. There will be 20 questions on each test and questions will be a combination of multiple choice and

true/false. **Do not attempt the test until you have studied all the assigned material.** You may drop your lowest test score.

Discussion Lead

In the assigned weeks, you will be in charge of creating an in-class discussion session. **Read the discussion lead assignment description and discussion leader schedule** (check COURSE DOCUMENTS).

Discussion Participation

You will be expected to be present during discussion week by fully engaging with the discussion leader.

Written Reflection

You will complete in-class written reflections after each lecture. Read the written reflection assignment description (check COURSE DOCUMENTS)

Reading Quiz (7 @ 20 points each) - (1 lowest score) = 120

Discussion Lead = 100

Discussion Participation (7 @ 5 points each) = 35

Written Reflection (7 @ 20 points each) - (1 lowest score) = 120

TOTAL = 375

A (100-90%)

B (89-80%)

C (79-70%)

D (69-60%)

F (59-0%)

Course Policies

Please pay special attention to the following guidelines:

Technology Requirements

You must have a computer with internet access, must be able to access D2L, must be able to use the Dropbox function, and must be able to use Adobe Acrobat Reader. It is also your responsibility to come up with a backup plan for dealing with technology issues. **Do not wait until the last minute to complete work.**

Participation and Attendance

I will treat you like professionals in training i.e. I expect you to take responsibility for your own learning. I do not have a formal attendance policy in this course. Every day is designed to aid your success and we work incrementally.

Communication

I check my email messages frequently but please allow 24 hours for response. I do not check email on weekends unless completely necessary. I can be contacted via D2L email or my EIU email. If you send a message to my EIU email, use your official EIU email. Mail sent from other email addresses may be filtered out by the Eastern system. You are expected to check your D2L email address on a consistent basis in order to stay current with course communications.

My Ethical Code

I do not entertain or respond to random requests for “points”. **It is highly unethical to ask your professor to give you a grade you have not earned.** Your grade will be based on careful, thoughtful, and honest evaluation of ALL your work. If you are struggling, it is your responsibility to communicate with me right away and pursue legitimate channels for improving your work.

Respect and Etiquette

Please trust that I will never intentionally seek to harm anyone in the class. I also want to stress that I cannot build a climate of trust and respect on my own.

I have a **zero-tolerance policy** when it comes to disrespectful, discriminatory, and abusive communication. I will not stand for it whether it is directed at me or another student. I will defend my dignity and the dignity of all my students. Sadly, speaking to one another without basic kindness, humanity, and regard has become a norm in our society, especially in online contexts. If anyone has any concerns about another student’s behavior, please contact me. I expect that you will respect each other and the different ideas that the course will generate. If not, why are you here? Hopefully, when we disagree, we can do so respectfully and intellectually.

In the context of our classroom, email is a formal, professional communication. Begin your email with a salutation and conclude with an appropriate closing. Write concisely, proofreading for grammar, spelling, and punctuation errors. Pay attention to tone.

Academic Integrity.

Students are expected to maintain principles of academic integrity and conduct as defined in EIU’s Code of Conduct: (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards.

Students with Disabilities.

If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Accessibility & Accommodations (OAA). All accommodations must be approved through OAA. Please stop by McAfee Gym, Room 1272, or call 217-581-6583 to make an appointment.

Academic Support Center.

Students who are having difficulty achieving their academic goals are encouraged to contact the Academic Support Center (www.eiu.edu/success) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Academic Support Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to McAfee Gym, Room 2230.

Booth Library.

Located in the center of campus, Booth Library is the best place to do research, find expert help, or study in a calm, distraction-free environment. In addition to the many print resources, Booth provides access to high quality e-books, journals and scholarship not freely available on the Web. Stop by the Reference Desk or go to <http://library.eiu.edu> to explore library resources. Get expert help with your research by contacting the Booth

Library reference librarians. Visit, call 581-6072, or go to <http://booth.eiu.edu/ask> to connect with a librarian.