

# **CMN 5170: Seminar in Organizational Communication Spring 2024 SYLLABUS**

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Time: Tuesdays 7-9:30 p.m.  
Credit Hours: 3  
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Office Hours: 10-10:50a.m. Tuesdays & Thursdays  
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**Course Overview:** The objective of this course is to introduce students to special topic areas in the sub-discipline of organizational communication. The course will be organized by topic and special emphasis will be given to discussing how analyzing these topics from an organizational communication perspective informs our understanding of complex issues in the 21<sup>st</sup> century.

## **Course Learning Objectives:**

- Students will review foundational perspectives
- Students will be exposed to key topical concerns and issues
- Students will reflect on their own membership in organizations and how they can contribute to their organizations

**Course Materials:** Readings will be posted on D2L.

## **Class Policies**

### **Communication with the Professor**

Please use your university email to communicate with the professor. Please talk to me at any time if you have questions or concerns. I am here to help, but if you don't ask me, I can't help you.

All electronic communication should be professional. If you decide to communicate with the professor via email, you should:

- use only professional email (nothing like [donotcallme@yahoo.com](mailto:donotcallme@yahoo.com)),
- always use the following subject line: SEMINAR IN ORGANIZATIONAL COMMUNICATION: MAIN REASON YOU ARE WRITING,
- have a professional greeting, include your full name, class (PR Campaigns) in your email,
- write email as you were to write an actual letter (use a standard greeting, clearly state the purpose of your email in the lead, choose words carefully, etc.), and
- be SHORT, professional, and respectful.

A grammatically correct, organized short email is a simple and effective way to show your respect and professionalism. **I reserve the right NOT to answer any emails that**

**do not meet these requirements.** Any emails on weekdays will be answered within 48 hours. Weekend emails will be answered on the next weekday of classes (i.e., if there is a school holiday on Monday, the email will be answered on Tuesday).

**Attendance:** Attendance is the KEY to pass this class, you are expected to be in the class every day. That said, I understand that life happens. Family issues, health issues, and other concerns may, and do, occur. So everyone will get **ONE** absence with no penalty. They can be excused or unexcused. Use them wisely as anything beyond these absence, will result in point deductions. So, don't use up your two excused absence just because... something may come up later in the semester when you really do need to miss class.

For each absence after that you will lose 10 points (until 5 absences including the 2 with no penalty). After your sixth absence you will lose 100 points. You will get 0 for the attendance. If you are absent seven times or more then your final grade will be deducted by a letter grade in addition to getting 0 for the attendance.

Please do not arrive late to the class or leave early. If you arrive to class more than 5 minutes late then that will be considered as ½ absence. If you arrive late more than 2 times, then each tardiness will be considered absence.

If you miss a class, you are responsible for accessing the information we covered in class and for completing all readings and assignments that are due that class (by the current deadline) and the next class. Please make sure to contact your classmates to get lecture notes and review materials on Canvas. **Do not contact the professor asking what you missed or if you missed anything important.** You are responsible for figuring out yourself what you missed and how best to prepare for the next class. Missing a class does not excuse you from completing assignments.

**Make-up Policy:** If you miss a class, you **will not be able to make-up any quizzes** and/or any in-class activities. However, if you have an excused, documented absence such as illness or family emergencies, you will have one opportunity to make-up missed quizzes. Please note that this option will be available **one time only** for missed quizzes. Please contact me ahead of time, or as soon as possible (in case of emergency), to take advantage of this option. Please note that **scheduled routine appointments with a doctor, dentist, etc. will not qualify you for this make-up option.**

**Personal Electronics:** You may use your laptops or iPads to take notes. However, even if you get a permission to use the device, you cannot use it for other activities (such as surfing the internet or accessing social media accounts). **If you do, you will be banned from using the device in class for the remainder of the semester.**

Lectures may not be recorded. If you are caught using your cellular phone or any other banned device during a quiz or exam, you will be considered in violation of the university's policy on academic dishonesty and I will assess the harshest punishment available. **If you surf the internet, send text messages, or utilize any technology during lectures, then you will lose class attendance points (10 points) each time I see you using your cell phones. If I see you using your phones more than two times, then you will lose (50 points) each time. I DO see you using your phones in the class. So don't be surprised if you get 0 for the attendance at the end of the semester if you have been using your cell phone in the class. I am NOT going to hear any excuses.**

**Professionalism: The classroom is a place of learning.** I will attempt to make that process as enjoyable as possible but the classroom is not a meeting place for casual conversation or a lounge for taking naps. It also is not a place for rudeness. Displays of disrespect for fellow students or the professor will not be tolerated. If you have a cellular phone, turn it off before you enter the room. If you forget and the phone goes off during class, turn it off immediately and stow it away. If you answer your phone, you must leave the room and may not return for the remainder of the period. **Do not use your cell phone or internet in any way during lectures! Do not walk out of the class during the lectures without an excuse. It will distract your professor and your fellow classmates. As a result, the learning process will be interrupted.**

### **Plagiarism and Cheating**

For information on Eastern's policy on plagiarism and academic dishonesty, please check EIU's current Academic Regulations in the undergraduate catalogue.

You are responsible for knowing the university policy on what constitutes academic dishonesty. Here is the short version: **ALWAYS** give credit—I will assume that everything you turn in (unless otherwise noted) is your own personal work, not borrowed work or group-created work.

**It is important to remember that plagiarism is not based upon intent.** Just because it wasn't intentional or it was an accident does not mean that it was not plagiarism. It is! If you turn in something without giving credit to others whose ideas or words you used, you will definitely receive a 0 for the assignment; additional consequences can include failure of the course and even expulsion from the university. If you collaborate with someone else on an assignment and turn in substantially similar work, you are both guilty of plagiarism.

### **Late work policy**

Deadlines are critical in organizations and therefore they will also be critical in this class. Late work, which is every assignment submitted after deadline, will be dropped by one letter grade (10%) per day it is late and only accepted until two days after the initial due date. Any work handed in after that will receive 0 points.

### **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 for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success 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.

### **Assignments**

*Participation-* Starting from week 2, you must prepare a discussion question **and** a brief contribution to share with the class (i.e. key insight, video, current event, activity, etc.) that connects to the readings. You will also be graded on the quality of your contribution. Every student should also actively contribute in the class discussion.

*Discussion Lead-* Starting from week 3, each student will lead the discussion on the class topic twice the semester. As a discussion leader, you are required to have a brief presentation on the articles assigned for the week and also prepare 6-7 discussion questions to facilitate the class discussion.

*Five-page biography of a leading organizational communication researcher/scholar-* This is a 5-page double-spaced APA-formatted assignment. You are to investigate any leading scholar/researcher of Organizational Communication of your choice (you can pick your favorite researcher/scholar from the class readings) and write a biography that includes your scholar's educational history and background, dissertation topic and major advisor, employment history and background, primary research areas, major research contributions, important/major publications, a short summary of one of the major publications, teaching areas, and anything else that is interesting or unique about your chosen researcher. You are also expected to submit two additional academic articles or book chapters written by your chosen Organizational Communication scholar/researcher.

*Final paper-* Final paper will be a 10-12-page paper proposal on one of the areas of interest in the organizational communication. You will present your proposal at the end of the semester.

### **Point Distribution**

#### **Grading**

This class will be based on a system of 800 points.

Final Paper and Presentation	200 points
Researcher/Scholar biography	100 points
Discussions/Participation	200 points
Discussion Leader	200 points

Attendance

100 points

**Grading Scale**

A (100-90%)

B (89-80%)

C (79-70%)

D (69-60%)

F (59-0%)

**Tentative Class Schedule**

Week	Topic	Readings
1(January 9)	Class Introduction	
2(January 16)	Introduction to Organizational Communication	What is Organizational Communication? (Video on D2L) Defining Organizational Communication
3(January 23)	Introduction to Organizational Communication	Editorial Introduction (Putnam & Krone) Three Early Perspectives on Organization and Communication
4(January 30)	Influential Perspectives	Post-Positivism: Common ground from the post-positivist perspective (Miller) Constructionism: Social constructionism (Allen)
5 (February 6)	Influential Perspectives	Critical Theory (Deetz) Postmodern: Postmodernism (Taylor)
6 (February 13)	Structuration Theory	The Constitution of Society: Outline of the Theory of Structuration (Giddens) The Policy Exists but You Can't Really Use it (Kirby & Krone)
7 (February 20)	Organizational Identity	Sexuality, masculinity, and taint management among firefighters and correctional officers (Tracy & Scott) The role of identification in giving sense to unethical organizational behavior (Ploeger & Bisel) Assigned: Researcher/Scholar Biography
8 (February 27)	Organizational	Development of a Structural Model

	Identity and Control	of Identification in the Organization (Scott, Corman, & Cheney) Unobtrusive Control in a Leadership Organization (Bisel, Ford, & Keyton)
9 (March 5)	Organizational Discourse	Organizations as Discursive Constructions (Fairhurst & Putnam) Blue-Collar Discourses of Workplace Dignity (Lucas)
10 (March 12)	Organizational Discourse	Discursive positioning and planned change in organizations (Bisel & Barge) Identity and Disciplinary Control in Employee Occupational Health and Safety Discourse (Zoller) Due: Researcher/Scholar Biography
<b>11(March 19)</b>	<b>Spring Break</b>	
12 (March 26)	Gender	Creating and responding to gendered realities (Lucas & Steimel) Emotion Work Revealed by Job Loss Discourse (Buzzanell & Turner) Assigned: Final Paper
13(April 2)	Leadership	Constructions of Leadership at the Intersection of Discourse, Power, and Culture (Hall) Shared Leadership in a community theatre group (Kramer)
14(April 9)	Spirituality	From emotions to spirituality (McGuire) Embracing spiritual followership (Fryer, Kisselburgh & Butts)
15(April 16)	Work on Final Paper	
16 (April 23)	Final Paper Presentation	
<b>17 (Finals Week)</b>		

