

**Eastern Illinois University**  
**New/Revised Course Proposal Format**  
(Approved by CAA on 9/30/21 and CGS on 11/16/21)

**Banner/Catalog Information (Coversheet)**

1. ☐ New Course or ☒ Revision of Existing Course
2. Course prefix and number: \_\_\_\_\_ CMN 4950 \_\_\_\_\_
3. Short title: \_\_\_\_\_ Workplace Relationships \_\_\_\_\_
4. Long title: \_\_\_\_\_ Workplace Relationships \_\_\_\_\_
5. Hours per week: ☐ 4 Class ☐ 0 Lab ☐ 4 Credit
6. Terms: ☐ Fall ☐ Spring ☐ Summer ☒ On demand
7. Initial term: ☒ Fall ☐ Spring ☐ Summer Year: ☐ 2022 \_\_\_\_\_
8. **Catalog course description:** This course explores the principles of effective professional and relational communication in the workplace. The course combines both theory and practice in an effort to help students manage workplace interactions and to create and maintain successful workplace relationships.
9. **Course attributes:**  
  
General education component: \_\_\_\_\_ N/A \_\_\_\_\_  
  
☐ Cultural diversity ☐ Honors ☐ Writing centered ☐ Writing intensive ☒ Writing active  
  
☐ Department Capstone as Senior Seminar
10. **Instructional delivery**  
**Type of Course:**  
  
☒ Lecture ☐ Lab ☐ Lecture/lab combined ☐ Independent study/research  
  
☐ Internship ☐ Performance ☐ Practicum/clinical ☐ Other, specify: \_\_\_\_\_  
  
**Mode(s) of Delivery:**  
  
☒ Face to Face ☒ Online ☒ Online Synchronous ☒ Online Asynchronous  
☐ Study Abroad  
  
☐ Hybrid, specify approximate amount of on-line and face-to-face instruction \_\_\_\_\_
11. **Course(s) to be deleted from the catalog once this course is approved:** ☐ CMN 4720 \_\_\_\_\_
12. **Equivalent course(s):** \_\_\_\_\_ None \_\_\_\_\_
  - a. Are students allowed to take equivalent course(s) for credit? ☐ Yes ☐ No

13. Prerequisite(s): \_\_\_\_\_ CMN 2630, CMN 2650, CMN 3660 \_\_\_\_\_

a. Can prerequisite be taken concurrently? \_\_\_ Yes \_\_\_X\_\_\_ No

b. Minimum grade required for the prerequisite course(s)? \_D\_\_

c. Use Banner coding to enforce prerequisite course(s)? \_X\_\_\_ Yes \_\_\_ No

d. Who may waive prerequisite(s)?

\_\_\_ No one \_\_\_X\_\_\_ Chair \_\_\_X\_\_\_ Instructor \_\_\_ Advisor \_\_\_ Other (specify)

14. Co-requisite(s): \_\_\_\_\_ None \_\_\_\_\_

**15. Enrollment restrictions**

a. Degrees, colleges, majors, levels, classes which may take the course: \_\_\_ Juniors, Seniors, Graduate Students \_\_\_

b. Degrees, colleges, majors, levels, classes which may not take the course: \_\_\_ Freshmen, Sophomores \_\_\_

16. Repeat status: \_X\_\_\_ May not be repeated \_\_\_ May be repeated once with credit

17. Enter the limit, if any, on hours which may be applied to a major or minor: \_4\_\_

18. Grading methods: \_X\_\_\_ Standard \_\_\_ CR/NC \_\_\_ Audit \_\_\_ ABC/NC

**19. Special grading provisions:**

\_\_\_ Grade for course will not count in a student's grade point average.

\_\_\_ Grade for course will not count in hours toward graduation.

\_X\_\_\_ Grade for course will be removed from GPA if student already has credit for or is registered in: \_\_\_\_\_ CMN4720 Workplace Relationships \_\_\_\_\_

\_X\_\_\_ Credit hours for course will be removed from student's hours toward graduation if student already has credit for or is registered in: \_\_\_ CMN4720 Workplace Relationships \_\_\_\_\_

**20. Additional costs to students:**

Supplemental Materials or Software \_\_\_\_\_ N/A \_\_\_\_\_

Course Fee \_\_\_X\_\_\_ No \_\_\_ Yes, Explain if yes \_\_\_\_\_

**21. Community college transfer:**

\_\_\_ A community college course may be judged equivalent.

\_X\_\_\_ A community college may not be judged equivalent.

Note: Upper division credit (3000+) will not be granted for a community college course, even if the content is judged to be equivalent.

## Rationale, Justifications, and Assurances (Part I)

1. ☒ X Course is required for the major(s) of CMN Studies: Communication in Organizations  
☐ Course is required for the minor(s) of \_\_\_\_\_  
☐ Course is required for the certificate program(s) of \_\_\_\_\_  
☒ X Course is used as an elective

**2. Rationale for proposal:** The intent of this revision is to change the course number to above 4750 to allow graduate students to take the course. Doing so will provide another course option for the accelerated MA in CMN program. This course is regularly taught online for the Communication in Organizations option in the CMN major. Currently most of our courses in the accelerated MA program are taught face-to-face. Changing the course number and adding it to the accelerated program will increase the opportunity for online majors to join the accelerated program. The graduate school's learning goals and graduate assignments have also been added.

**3. Justifications for (answer N/A if not applicable)**

Similarity to other courses: N/A

**Prerequisites:** CMN 2630, CMN 2650, and CMN 3660. These three courses provide the necessary theoretical background for the capstone experience including issues of interpersonal relationships, organizing principles, and conflict management in interpersonal settings.

Co-requisites: N/A

**Enrollment restrictions:** This is an upper division course which requires extensive theoretical knowledge of relational and professional communication skills obtained during the first two years of college coursework.

Writing active, intensive, centered: The course utilizes several writing assignments such as written case analyses, in-class writing assignments, and essays on exams. While the percentage of the grade dedicated to writing is not enough to designate the course writing intensive, this should be considered a writing active course.

Capstone as Senior Seminar: N/A

**4. General education assurances (answer N/A if not applicable)**

General education component: N/A

Curriculum: N/A

Instruction: N/A

Assessment: N/A

## **5. Online/Hybrid delivery justification & assurances (answer N/A if not applicable)**

Online or hybrid delivery justification: This course is offered online for the Communication in Organizations degree and will also provide an additional online course option for students interested in the accelerated MA program. These areas are growing and online options are needed for these students.

Instruction: All resources and activities will be available through the university learning management system. The system provides students with 24-hour online access to all course files, syllabus, PowerPoint files, media content, assignments, group activities, and discussion. Faculty assigned to teach the course will have completed OCDi training, or the equivalent.

Integrity: Several mechanisms will be in place to ensure the integrity of the course. Any exams or quizzes will be administered through the learning management system and must be completed within a pre-determined time limit. Written assignments will be processed through anti-plagiarism software (such as Turnitin). Discussion boards will be monitored for accurate and original content.

Interaction: The learning management system will be the required means to facilitate interaction between students, and between students and instructor. Discussion boards will be used extensively, as will video and/or audio PowerPoint presentations. Students will also facilitate using widely available interactive technology. While primarily asynchronous, faculty may choose to schedule synchronous meetings using the learning management system or equivalent.

### **Model Syllabus (Part II)**

Please include the following information:

1. Course number and title: CMN 4950: Workplace Relationships
2. Catalog description: This course explores the principles of effective professional and relational communication in the workplace. The course combines both theory and practice in an effort to help students manage workplace interactions and to create and maintain successful workplace relationships.
3. Learning objectives.

Upon completion of this course, students will be able to:

1. Articulate the importance of communication in the development of successful workplace relationships [CT1-6, WR 1-7, RC1-4] [GLG 1-5]
2. Identify, discuss, and analyze effective communication strategies in building successful co-worker, supervisor, and customer relations [CR1-6, WR1-7, RC1-4] [GLG 1-5]

3. Identify, discuss, and analyze problematic relationships in the workplace, workplace stressors, and conflict [CT1-6, WR1-7, RC1-4] [GLG 1-5]
4. Identify, discuss, and analyze connections between technology and effective workplace relationships [CT1-7, WR 1-7, SL1-7, RC1-4] [GLG 1-5]
5. Appreciate and understand work-to-home and home-to-work challenges and their influence on professional and relational communication [CT1-7, WR 1-7, RC1-4] [GLG 1-5]

4. Course materials.

The following are recommended textbooks for the course:

Harden Fritz, J. M., & Omdahl, B. (2012). Problematic Relationships in the Workplace (Volume 2). New York: Lang Publishing, Inc.

Sias, P. M. (2009). Organizing Relationships: Traditional and Emerging Perspectives on Workplace Relationships. Los Angeles, CA: Sage.

Additional course materials will be posted on the LMS.

5. Weekly outline of content.

Date	Topics for Discussion
Week 1	Introduction to course; Approaches to Studying Workplace Relationships
Week 2	Organizational Culture & Climate
Week 3	Communicating at Work (Developing Effective Interpersonal Skills)
Week 4	Groups as Systems/Effective Decision Making
Week 5	Adaptability & Change in the Workplace
Week 6	Diversity in Workplace Relationships
Week 7	Supervisor-Employee Relationships/Leadership
Week 8	Peer Relationships & Team building
Week 9	Intergenerational Relationships in the Workplace
Week 10	Serving the Customer/ Building Customer Relations
Week 11	Problematic Relationships at Work & Managing
Week 12	Emotional Labor & Tension on the Job
Week 13	Power Distance in the Workplace
Week 14	Technology and the Nature of Work
Week 15	Family & Work: Home & Work Boundaries
Week 16	Student Presentations/Course wrap-up

6. Assignments and evaluation, including weights for final course grade.

Quizzes and Exams 25%

Discussion Boards & Online Chat Rooms 10%

Written Assignments 25%

Field Observations 20%

Final Case Analysis 20%

Graduate Students:

Quizzes and Exams 20%

Discussion Boards & Online Chat Rooms 10%

Written Assignments 25%

Field Observations 15%

Final Case Analysis 20%

Discussion Leader 10%

7. Grading scale.

A= 100-90%

B= below 90-80%

C= below 80-70%

D= below 70-60%

F= below 60%

8. Correlation of learning objectives to assignments and evaluation.

	Quizzes & Exams (undergrad: 25%; grad: 20%)	Discussion/ Participation (undergrad: 10%; grad: 10%)	Written Assignments (undergrad: 25%; grad: 25%)	Field Observations (undergrad: 20%; grad: 15%)	Final Case Analysis (undergrad: 20%; grad: 20%)	Discussion Leader (Grad: 10%)
Articulate the importance of communication in the development of successful workplace relationships [CT1-6, WR 1-7, RC1-4] [GLG 1, 2, 3, 4, 5]	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Identify, discuss, and analyze effective communication strategies in building successful co-worker, supervisor, and	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

customer relations [CR1-6, WR1-7, RC1-4] [GLG 1, 2, 3, 4, 5]						
Identify, discuss, and analyze problematic relationships in the workplace, workplace stressors, and conflict [CT1-6, WR1-7, RC1-4] [GLG 1, 2, 3, 4, 5]	X	X	X	X	X	
Identify, discuss, and analyze connections between technology and effective workplace relationships [CT1-7, WR 1-7, SL1-7, RC1-4] [GLG 1, 2, 3, 4, 5]	X	X	X			
Appreciate and understand work-to-home and home-to work challenges and its influence on professional and relational communication [CT1- 7, WR 1-7, RC1-4] [GLG 1, 2, 3, 4, 5]	X	X	X			

**Date approved by the department or school:** February 9, 2022

**Date approved by the college curriculum committee:** February 16, 2022

**Date approved by the Honors Council (*if this is an honors course*):**

**Date approved by CAA:**      **CGS:**