

**Eastern Illinois University**  
**New/Revised Course Proposal Format**  
(Approved by CAA on 4/3/14 and CGS on 4/15/14, Effective Fall 2014)

**Banner/Catalog Information (Coversheet)**

1. ☐ New Course or ☒ Revision of Existing Course
2. Course prefix and number:  CMN 5170
3. Short title:  Sem in Org CMN
4. Long title:  Seminar in Organizational Communication
5. Hours per week:  3  Class  0  Lab  3  Credit
6. Terms: ☐ Fall ☐ Spring ☐ Summer ☒ On demand
7. Initial term: ☒ Fall ☐ Spring ☐ Summer Year:  2022
8. **Catalog course description:** This seminar course offers an in-depth examination of issues and theories in Organizational Communication. Topics will vary from semester to semester, allowing students the opportunity to study topics of special interest and/or timeliness. The seminar course may be repeated once with a change in course content.
9. **Course attributes:**  
General education component:  N/A   
☐ Cultural diversity ☐ Honors ☐ Writing centered ☐ Writing intensive ☐ Writing active
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 ☐ 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.  N/A
12. **Equivalent course(s):**  None 
  - a. Are students allowed to take equivalent course(s) for credit? ☐ Yes ☐ No
13. **Prerequisite(s):**  None 
  - a. Can prerequisite be taken concurrently? ☐ Yes ☐ No
  - b. Minimum grade required for the prerequisite course(s)?
  - c. Use Banner coding to enforce prerequisite course(s)? ☐ Yes ☐ No

**d. Who may waive prerequisite(s)?**

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

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

**15. Enrollment restrictions**

a. Degrees, colleges, majors, levels, classes which may take the course: ☐ Graduate students \_\_\_\_\_

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

**16. Repeat status:** ☐ 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:** ☒ 6 \_\_\_\_\_

**18. Grading methods:** ☒ 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.

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

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

**20. Additional costs to students:**

Supplemental Materials or Software ☐ None \_\_\_\_\_

Course Fee ☒ No ☐ Yes, Explain if yes \_\_\_\_\_

**21. Community college transfer:**

☐ A community college course may be judged equivalent.

☒ 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. ☐ Course is required for the major(s) of \_\_\_\_\_  
☐ Course is required for the minor(s) of \_\_\_\_\_  
☐ Course is required for the certificate program(s) of \_\_\_\_\_  
☒ Course is used as an elective

**2. Rationale for proposal:** This course proposal has not been revised in well over a decade. This revision updates the proposal to bring it in line with how the course is currently being taught. The catalog description and course objectives have been updated.

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

Similarity to other courses: N/A

Prerequisites: N/A

Co-requisites: N/A

Enrollment restrictions: This course is designed to provide advanced in-depth examination of theories and concepts suitable for students who are engaging in research at the graduate level.

Writing active, intensive, centered: 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: Although the course will primarily be offered face-to-face, it may be offered online from time to time for the Communication and Leadership degree, and the Graduate Certificate in Communication Processes. These two areas are growing exponentially, 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 5170: Seminar in Organizational Communication. 3 credit hours.
2. **Catalog description:** This seminar course offers an in-depth examination of issues and theories in Organizational Communication. Topics will vary from semester to semester, allowing students the opportunity to study topics of special interest and/or timeliness. The seminar course may be repeated once with a change in course content.
3. **Learning objectives:** (graduate learning goals noted in parentheses)  
Upon completion of this course, students will be able to:
  1. employ relevant theories in appropriate organizational communication contexts (GLG: 1-5)
  2. critically evaluate theory and research related to the topic (GLG: 1-5)
  3. generate appropriate recommendations for improved organizational communication in specific contexts (GLG: 1-5)
4. **Course materials:** Weekly readings will be posted on the university's online learning management system.

**\*\*\*The following assumes a sample seminar course in “today’s organizational landscape” as a course example**

5. **Weekly outline of content:**
  - Week 1: Introduction to organizational communication
  - Week 2: Clarifying the communication lens
  - Week 3: Work-life concerns
  - Week 4: Work-life balance
  - Week 5: Leadership in organizations
  - Week 6: Emotions in the workplace
  - Week 7: Spirituality in the workplace
  - Week 8: Gender and Identity in the workplace
  - Week 9: Alternative organizing
  - Week 10: Sense-making in organizations
  - Week 11: Globalization and the changing face of work
  - Week 12: Culture and open dialogue in organizations
  - Week 13: Diversity in the workplace
  - Week 14: The dark side of work
  - Week 15: Health and well-being in organizations
  - Week 16: Final exam week: project presentations

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

Discussion Leader and weekly discussion participation	30%
Response Paper	15%

Application Paper	20%
Final paper and Presentation	35%

## 7. Grading scale:

Letter grades will be assigned based on the following 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:

Course objectives	Discussion Leader & participation 30%	Response Paper 15%	Application Paper 20%	Final Paper & Presentation 35%
Employ relevant theories in appropriate organizational communication contexts (GLG: 1-5)	X	X	X	X
Critically evaluate theory and research related to the topic (GLG: 1-5)	X	X	X	X
Generate appropriate recommendations for improved organizational communication in specific contexts (GLG: 1-5)		X	X	X

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

Date approved by the college curriculum committee: March 2, 2022

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

Date approved by CAA: CGS: