Organizational Communication – COM 320 001 (CRN: 71074) – fall, 2007

Class Meets: MW, 3:30-4:15pm  
Class Held: 08/20-12/14  
Computer Lab: Crawford 220  
Classroom: BusAd D106  
Lecturer: Jeff McNeill, jeff@jeffmcneill.com

Final Exam: Wednesday, December 12, 4:30-6:30pm (optional if attained B+; see below)
Mailing list: Will use your @hawaii.edu email (if you do not check it, forward to an address you do check)
Website: http://garden9.com/courses/organization/  
Office/Hours: MW 2:30-3:30pm, Crawford 310

Course Description
This course is a broad overview of organizational communication. We look at theory, the changing reality of modern organizations, broad behavioral trends (social, economic, political), and practical communication within an organization. We place special emphasis on hands-on communication and organization communication technology habits, skills, and knowledge.

Required Textbooks
The Effective Executive, Drucker, 2002 (campus bookstore; need first week of class)
Snow Crash, Stephenson, 1992 (order online)
Rainbows End, Vinge, 2007 (order online)
Six Thinking Hats, de Bono, 1999 (order online)

Additional Reading
There is additional supplemental reading which includes handouts on particular topics as well as documents and URLs emailed to your @gmail.com email account that is required for class. Make sure to check your email daily, as additional readings and important discussion points may be posted at any time.

Course Requirements
The students’ hawaii.edu email address will be used for email communication, and the student is responsible for all messages sent and received from and to that mailbox.

Attendance is 20% of the grade. Documented emergencies are the only exception. For athletes and unusual situations, individual negotiation with the lecturer will take place. Tardiness past 5 minutes is worth 1/3 of an absence. In all cases, communication as soon as possible is required to maintain goodwill.

Lab work will be conducted in the Saunders 342, Crawford 220, or Crawford 212 computer labs. Use of email, the web, Word, Excel, PowerPoint, and a variety of web-based applications and websites are required outside of the classroom. All files turned in must be in the applicable file formats, though use of other applications is possible. However, any formatting issues or lack of interoperability with the files is the responsibility of the student. The Firefox web browser is also required. It is imperative that these tools are used for the homework and project deliverables, homework not in these formats will be returned without credit. Organizations rely heavily on these technologies and a sense of mastery with them is necessary for success.

Class participation is awarded based on helping to foster a learning environment in the classroom. This will be measured not only through the quantity and quality of contributions in class and on projects, but also through demonstration of a professional demeanor. The mere presence in class does not contribute—rather students must contribute by actively listening and responding in class, and providing quality efforts.
Homework is assigned for most class days and is due at the beginning of class. Homework generally has a reading or research aspect, and a set of questions or deliverables. Usually an outline of the material or research activity, as well as discussion and in some cases presentations to the class. Students will be notified ahead of time what homework will be covered in class and what level of preparation is expected. Homework is given full credit in cases where the assignment has been completed, and turned in on time. Homework turned in late within one week of the due date receives 50% credit.

There is a Final Exam which is a cumulative review of all learning units, and worth 10% of the grade. Note that the Final Exam is optional if the student is receiving a grade of B+ or better. If a student opts out of the Final Exam, then they will receive their current grade. Students with a B or less will be required to take the final exam. All students are welcome to take the final exam.

Classroom interaction should be a positive learning experience, with humor and insight. However, there are times when individuals are unable to maintain collegiality and camaraderie. Disruptive individuals will be asked to leave the classroom. Should disruption continue, a failing grade will result.

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<tr>
<th>Grading will be as follows:</th>
<th>Grade</th>
<th>Score</th>
<th>Grade Point</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>20%</td>
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<tr>
<td>Homework</td>
<td>60%</td>
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<tr>
<td>Presentations</td>
<td>10%</td>
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<tr>
<td>Final Exam</td>
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Extra credit is negotiated on a case-by-case basis, and only in unusual circumstances.

The +/- grading scale will be used:

All grades must be earned. Students who request an Incomplete must meet two criteria: 1) They must be passing the course with a grade of B or better; 2) they must have a documented medical, legal, or family emergency reason for the request.

Consider the deadlines for Withdrawal (with or without a W on the transcript). Please check with your advisor for more information. Note that the School of Communications policy is to administratively drop any students who have not attended the first day of class.

There is zero tolerance for Plagiarism and Cheating. Any instance will result in a grade of F for the class. Especially egregious cases (e.g., distributing quiz answers or any corrupting influence) will be pursued at the level of the University. Unethical behavior harms the trust which must exist in order for us to maintain an effective learning environment. In the business world, the boss must be able to believe what the employees say and that they will act honorably on behalf of the organization in performing independent work. In the University, the lecturer needs the same trust. The lecturer needs to believe what the students tell them, and to not second-guess whether or not it is the truth. Plagiarism and cheating destroy that trust. The lecturer will work hard to make the class one in which students can grow intellectually and personally.