

**Communication 3170: Introduction to Organizational Communication
Spring 2004: Tuesdays and Thursdays, 2:00-3:20 p.m., in LNCO 1110**

Professor George Cheney

Teaching Assistant: Katie Sullivan

George's Office: LNCO 2526; Phone: 581-5918; E-mail: george.cheney@utah.edu

George's Office Hours: Tuesdays and Thursdays, 3:30-5:00, and by appointment

Katie's Office: LNCO 2810; Phone: 581-5002; E-mail: katie.sullivan@utah.edu

Katie's Office Hours:

Course Philosophy and Objectives:

This is designed as a first course in the area of organizational communication. The course offers a fairly comprehensive survey of concepts and principles related to a communication-based perspective on work and organizational life. Just as the textbook is organized around important issues and topics (such as change, leadership, and ethics), so will be our classroom experience. The five themes of this course (as explained in the textbook) are:

- The "disciplinarity" and multi-disciplinarity of organizational communication
- The internationalization and multi-culturalism of organizational life
- The interdependence of internal and external forms of organizational communication
- The unity of theory and practice
- Critical thinking about organizational messages

After completing this course, students will have a basic understanding of the range of communication phenomena in contemporary organizations and will have some useful analytical tools for describing, critiquing and improving organizational communication.

Format:

We will use a creative combination of lectures, discussions, debates, exercises, cases, and guest speakers. *Although the class is large, your active participation is essential to its success!* We will learn a lot and have fun doing it. *You will leave the course thinking about work, organizations, and communication differently and more deeply than before.*

Required Readings:

There is one required textbook and one required secondary text. The required text is: Cheney, G., Christensen, L. T., Zorn, T. E., Jr., & Ganesh, S. (2004). *Organizational communication in an age of globalization: Issues, reflections, practices*. Prospect Heights, IL: Waveland Press. You should buy this book. The secondary text is: Ciulla, J. (2000). *The working life*. New York: Three Rivers Press, 2000. We will distribute relevant handouts and short articles mostly on line.

Formal and Graded Assignments (see critique forms on line):

- Exam (with mixture of types of items): 125 Points
- Individual Case Analysis Paper (five pages): 100 points
- Group/Team Presentation on Contemporary Issue (20 minutes): 75 points

Grading (with +'s and -'s to be determined at the end of the semester):

270-300=A 240-269=B 210-239=C 180-209=D Below 180=Failing

Policies:

Active engagement is essential to the success of this course; therefore, consistent attendance is required. Each student is permitted *four absences*; after that, *10 points* will be deducted for each day missed. Late assignments are strongly discouraged; *10 points* will be lost for each day past an announced deadline, except in emergency circumstances. Plagiarism or any other form of academic dishonesty will result in an automatic zero for the relevant assignment as well as the notification of relevant UofU administrators. (Please see University and departmental policies on these matters; see separate handout on these and other policies.)

Tentative Schedule for the Semester

Week	Day,Date	Topic	Assignment
1	J 13, 15	Orientation	Read Ciulla (all); Vision Statement (not graded)
2	J 20, 22	The Communication Perspective on Org's	Read Text, Preface, Ch. 1 + Ch. 15; Sample Case Analysis
3	J 27, 29	Org'l Structure; Rationality	Read Text, Chs. 2 + 3
4	F 3, 5	Org'l Culture; Identity	Read Text, Chs. 4 +5;
5	F 10, 12	Org'l Networks & Relationships	Read Text, Ch 6; Exercises; Outlines Due
6	F 17, 19	Leadership; Participation	Read Text, Chs. 7 + 8
7	F 26	T: Library Day	Th: Case Analyses Due
8	M 2, 4	Power; Conflict	Read Text, Chs. 9 + 10
9	M 9, 11	Change; Technology	Read Text, Chs. 11 +12
--SPRING BREAK--			
10	M 23, 25	Pause for Reflection	Class Debate; Review
11	M 30		Exam
12	A 6, 8	Globalization; Guest Speaker	Read Text, Ch. 13
13	A 13, 15	Ethics	Read Text, Ch. 14; Exercise
14	A 20, 22		Group Presentations
15	A 27		Group Presentations
Final Exam Week: Friday, April 30, 1:00-3:00 p.m.			Group Presentations

