



## COMM 70: Organizational Communication

(#27155) COMM-070.-01Y [11:30 a.m.- 1:20 p.m.] MW in L49

TBA hour is asynchronous on Canvas  
[Wednesday: 8:30 a.m.– 9:20 a.m.]

Office: F3-1H

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408-864-8381 [voice mail only]

Office Hours [In person in F3-1H]

MW – 1:30 p.m. to 2:20 p.m.



### Hello and welcome to the class,

I am here to help you. If you have outside responsibilities or other potential barriers to completing the work for this course, please come and talk to me *as soon as possible*. Please don't wait until it's too late to get help.

If you have any disability, either temporary or permanent, which might affect your ability to participate fully in the course, please let me know immediately. We can determine what accommodations will be necessary for equitable participation.

Don't be a stranger! I want to learn a little bit about all of you, including your names, and it would help enormously if you would feel comfortable enough to come up and introduce yourself to me before or after Zoom sessions; remember to state your name in emails and discussions, and visit me during my online office hours.

Every single one of you can do well in this class. I expect you to try your best, to put as much into this class as you can and get as much out of this class as you can, to ask me for help when you need it, to ask for and offer support to your classmates, and to work with me to ensure your success.

Finally, I want to stress that ALL students are welcome in my class, regardless of national origin, religious affiliation, ethnicity, gender, sexual orientation, age, physical challenge, socioeconomic status, or cultural background. Let us work to make our classroom an environment of kindness and mutual respect. Even more than our similarities, our differences offer the wealthiest learning opportunities. – *Shagun Kaur*

### COURSE DESCRIPTION:

The course examines the application of organizational communication theories, processes, and functions. It explores topics of ethics, diversity, leadership, teams, networks, and globalization and their role in creating collaborative, equitable, and inclusive work environments.

### STUDENT LEARNING OUTCOMES:

- Evaluate and apply organizational communication theories and practices.
- Examine how organizational identity, diversity, and cultural ideologies influence communication processes and outcomes.
- Demonstrate communication skills necessary for effective performance as a knowledgeable and culturally competent organizational team member.
- Evaluate the role of ethical frameworks in organizational communication.

# What you need to be Successful in this Course

## Textbook & Readings

Required: **FREE BOOK:** An Introduction to Organizational Communication

The [Virtual textbook](#) is available to download/read at:

[[https://socialsci.libretexts.org/Bookshelves/Communication/Book%3A\\_Organizational\\_Communication\\_\\_Theory\\_Research\\_and\\_Practice](https://socialsci.libretexts.org/Bookshelves/Communication/Book%3A_Organizational_Communication__Theory_Research_and_Practice)]

[**NOTE:** We are not using the entire book. The relevant chapters are available on Canvas. We will also be using readings from other openly licensed sources or linking to external sites like TED]

**Access to the Internet and a webcam:** Access the class Canvas site, zoom sessions, and an active email address checked thrice weekly.

## An Openness to Participating Fully in Class Activities:

Students learn best when presented with various teaching strategies. Not everyone will like every strategy; paraphrasing Lincoln, you can't always make everybody happy. As much as possible, given the constraints of time learning objectives, the class will be organized with a hands-on approach, asking students to engage in discussion, research, analysis, and group work. This creates a fun and engaging learning environment and helps you practice your communication skills.

You will also be asked to participate in various discussions to facilitate this. Your challenge is to keep an open mind and open yourself to the possibility of different opinions being valid. If you are usually quiet or an observer, your challenge will be to take risks, step up, and voice your opinion occasionally.

Students have consistently told me that when they consulted and worked with others in the class, their learning, confidence, enjoyment, and skills increased significantly beyond when they worked alone. So, communicate with your class peers outside this space and time. Don't wait! Approach them! Exchange emails/ phone numbers. Who knows, you might make some new friends. HAVE FUN!!

## Expectation Agreement

As a student in COMM 70, you are expected to...

- Keep up with this class's assigned readings, videos, and handouts by following the weekly schedule.
- Read and re-read the assignments before the due dates. Your success in this class is dependent on reading and digesting the assignment.
- Stay focused and ready to participate in class.
- Show up for any presentations promptly, ready to engage.
- Participate in civil and respectful class discussions.
- Be an active, engaged, and respectful listener.
- Turn in assignments, discussions, etc., on time.
- Check your class site and emails regularly and promptly respond to classmates.

## Graded work for the course

The following is a breakdown of all graded assignments in the class. This will give you a general sense of the class and the expected work. Detailed rubrics and instructions will be on the class Canvas site.

Assignments	Points
Weekly Participation (online + in class)	60 Points
Ethics Presentation	120 Points
Case Study Project	200 Points
Team Evaluations	30 Points
Job Hunt	90 Points
Assignments	70 Points
Reflection Essay #1	30 Points
Reflection Essay #1	50 Points
<b>TOTAL POSSIBLE POINTS</b>	<b>650 Points</b>

## Grade Scale

All measurable assignments will be given a point value detailed in the heading "Assignments, Discussions, and Case Study." Your final grade is based on a percentage; the grade scale corresponding to each percentage is listed here.

- 100%- A+
- 99%- 93%- A
- 92%- 90%- A- • 89%- 88%- B+
- 87%- 83%- B
- 82%- 80%- B- • 79%- 78%- C+
- 77%- 70%- C
- 69%- 68%- D+
- 67%- 63%- D
- 62%- 60%- D-
- 59% or below- F

## Assignment, Discussions, and Case Study

**CASE STUDY:** The case study project will be done in groups of 6-7. You will facilitate and participate in a case discussion to analyze critical topics and issues in organizational communication. The case study will culminate into a presentation requiring preliminary research, multiple draft submissions, and a final submission. It will be based on some/all these topics: organizational structure, leadership, organizational communication, organizational ethics, crisis management, and social responsibility.

**JOB HUNT:** A vital skill required for effective organizational communication is communicating your goals and vision in a written and verbal manner. Traditionally, this is done via a resume, cover letter, and interview. This assignment is aimed at refining those skills and will include:

- a. Preliminary Resume [20 pts.]
- b. Final Resume [20 pts.]
- c. Interview [30 pts.]
- d. Peer Evals [20 pts.]

**ASSIGNMENTS:** A series of tasks during the quarter, like trait tests, research analysis, etc., to bring real-world examples, content, and expertise to the class content and discussions. **These are part of TBA hour.**

**ETHICS PRESENTATION:** An in-depth analysis using ethical lenses on the ethics of an organization. This assignment will include:

- a. Topic Proposal [15 pts.]
- b. Research Analysis [15 pts.]
- c. Preliminary Draft [20 pts.]
- d. Final Video or brochure [40 pts.]
- e. Presentation [30 pts.]

## Note about participation, late work, and other class policies.

### In Class

1. Participation is an integral part of this course. We cannot collaborate without a group or public speaking without a public. Participation means coming prepared with the readings and assignments, active listening, discussion, group conversation, and contribution to in-class activities.
2. Please know that lack of participation will result in a loss of points from your final grade up to the maximum of **30 participation points** for in-class participation. I know unique circumstances might become a barrier to achieving this goal. Please get in touch with me and communicate, and we will figure it out.
3. **Please do not disrupt a speech in progress if you are late.** Wait outside until the speaker has finished the speech and enter the class. The same rule applies to electronic devices.

### Online

1. All assignments will be turned in/ presented on the due date indicated in the schedule. **I do not accept late assignments unless you have negotiated with me in advance or there are extreme circumstances.** Makeup is decided on a case-by-case basis, and only partial credit is given for late work. It is also your responsibility to keep track of your absences and scores.
2. Online participation includes but is not limited to timely and meaningful participation in all discussions, timely submission of all assignments, responsible and active participation in group activities, courteous and responsive communication with all class members. Failure to follow these guidelines will result in a loss of participation points from your final grade for a maximum of **30 participation points** for online participation.
3. All class policies around late work, participation, etc., are explained in greater detail on the class website. It is imperative and incumbent on you to read them carefully.

## Additional Information

These are some suggestions to make this course **FUN** and **STRESS-FREE** for all of us:

1. **ALWAYS** keep a copy of your outlines, speeches, and assignments as backup in case the one submitted is somehow lost. **I expect you to show me your backup copy as proof of completion before I can give you credit for any work lost.** Please keep all graded assignments till the final grade is received as a safeguard measure.
2. When emailing the instructor, write COMM70 in the subject line and the subject. That way, you won't be confused with Spam. Schedule your time appropriately; I may take up to 2 working days to respond to queries and longer on weekends. **If I don't reply after two days, please nag me. Preferably use the inbox in Canvas to send me emails because, as students, your emails will have priority.**

3. Don't procrastinate and start work early in the week. Sometimes, the Internet may be down later in the week, or you may have another emergency at the eleventh hour. Plan especially for your significant speeches, which are lengthy and require exhaustive research.

## Canvas Log-in Instructions

Our COMM 70 class is published on Canvas, De Anza's course management system, and will be accessible at 9 am on the first day of the quarter. You can access this course by logging in with your MyPortal credentials.

1. Go to <https://deanza.instructure.com> (The link to Canvas is also available in MyPortal under your Student Tab)
2. Use your MyPortal credentials to log in.
3. You will be taken to the Canvas dashboard, where you should see our course.

As a hybrid course, many components of our class (assignment submissions, quizzes, accessing guidelines and other materials) are conducted via Canvas. I will do my best to ease the transition for you and act quickly in resolving issues I control. **If you experience technical issues with Canvas, contact their technical support at 1-844-592-2207.**

## Plagiarism

Don't cheat. It is unethical and, frankly, disappointing. When you cheat, you cheapen what we are doing here in class; you deprive yourself of learning and growth; you sell yourself short; and you betray the time and effort I devote to teaching the class. Many of you do not fully understand plagiarism or how to cite reference materials properly. I am happy to go over this with you.

In short, plagiarism is when you use someone else's ideas without giving them credit or introduce information you learned from a specific source without credit. If you didn't make it up from your mind, you need to provide an in-text citation. The De Anza Student Handbook specifies that students can be subject to college discipline (including suspension and expulsion) for plagiarism and cheating.

## Use of AI

AI tools, including ChatGPT, are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (this includes in-text citations and/or use of quotations and in your reference list). Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

## Important College Dates

October 6	Last day to add classes
October 6	Last day to drop classes without a W
November 11	Veterans Day – no classes; offices closed
November 15	Last day to drop with a W
Nov 28- Dec 1	Thanksgiving holiday – no classes; offices closed
December 9-13	Final Exams

## Course Calendar

The tentative schedule below details everything you need to know to stay on top of this class. I use the word "tentative" because this schedule might change; however, you will be informed of any changes in the schedule

On	What's due [points]	What's happening in class	Read <b>BEFORE</b> coming to class	TBA Hour	Homework
<b>WEEK 1</b>					
9/23	Hard copy of syllabus [extra credit]	Orientation to the class	The syllabus	1. Do Employee Trait Test	1. Complete Goals Sheet 2. Readings & videos listed for the week
9/25	Goals sheet (online) [10 pts.]	Organization Comm	Chapter 1		
<b>WEEK 2</b>					
9/30	Employee Trait Test (online) [20 pts.]	Traditional theories	Chapter 3	1. Do Prelim Resume	1. Readings & videos listed for the week 2. Work on Final Resume 3. Prep for Mock Interview
10/2	Prelim Resume (2 copies) [20 pts.]	Resume Workshop	Resume Handout		
<b>WEEK 3</b>					
10/7	Final Resumes (3 copies) [20 pts.] Mock Interviews [30 pts.]	Mock Interviews		1. Do Peer Evaluations	1. Work on topic proposal for Case Study 2. Readings & videos listed for the week 3. Work on Reflection Essay1
10/9	Peer Evaluation [20 pts.]	Modern Theories	Chapter 4		
<b>WEEK 4</b>					
10/14	Topic Proposal (online) [15 pts.] Team Meeting 1 [10 pts.]	Organizational Ethics-Part I	Chapter 2	1. Do AI assignment	1. Readings & videos listed for the week 2. Work on Prelim draft
10/16	AI Assignment [20 pts.] Reflection Essay 1 [30 pts.]	Organizational Ethics-Part II	Chapter 13		
<b>WEEK 5</b>					
10/21	Preliminary Draft (online) [15 pts.] Team Meeting 2 [10 pts.]	Leaders and Followers	Chapter 6	1. Make Team Contract	1. Readings & videos listed for the week 2. Work on Final Draft
10/23	Team Contract [15 pts.] Team Meeting 3 [10 pts.]	Communication Networks	Chapter 5		
<b>WEEK 6</b>					
10/28	Final Drafts (online) [20 pts.] Team Meeting 4 [10 pts.]	Crisis Communication	PR Handout	1. Do Team Draft	1. Readings & videos listed for the week 2. Work on slide deck for the presentation
10/30	<b>Team Prep Day [15 pts.]</b>				

On	What's due [points]	What's happening in class	Read & Watch this <b>BEFORE</b> coming to class.	TBA Hour	Homework
<b>WEEK 7</b>					
11/4	Case Study Presentation – Round 1 [50 pts.] Team Drafts (online) [30 pts.]	Presentations		1. Topic Proposal for Ethics Presentation	1. Prep for Case Study Presentation 2. Work on Team Evaluations
11/6	<b>Class Holiday</b>				
<b>WEEK 8</b>					
11/11	<b>Veteran's Day Holiday</b>			1. Research analysis for Ethics Presentation	1. Prep for Case Study Presentation 2. Work on Team Evaluations
11/13	Topic Proposal [15 pts.] Team Eval for Round 1 [10 pts.] Case Study Presentation – Round 2	Presentations			
<b>WEEK 9</b>					
11/18	Research Analysis [15 pts.] Team Eval for Round 2 [10 pts.] Case Study Presentation – Round 3	Presentations		1. Work on Preliminary Draft	1. Prep for Case Study Presentation 2. Work on Team Evaluations 3. Work of Reflection Essay 2 4. Readings & videos listed for the week
11/20	Team Eval for Round 3 [10 pts.]	Public Relations	PR Chapter		
<b>WEEK 10</b>					
11/25	Reflection Essay 2 [50 pts.] Preliminary Draft [20 pts.]	Ethical lens Overview	Ethical Lens Handout	1. Solicit feedback on brochure/video	1. Prep for Ethics Presentation
11/27	Video/Brochure Feedback [20 pts.]	<b>Presentation prep</b>			
<b>WEEK 11</b>					
12/2	Final Video/Brochure [40 pts.] Ethics Presentation – Round 1 [30 pts.]	Presentations			
12/4	Ethics Presentation – Round 2 [30 pts.]	Presentations			
<b>WEEK 12: Ethics Presentation – Round 3 [30 pts.]</b>					
<b>Finals are on Monday, December 9th from 11:30 a.m. to 1:30 p.m.</b>					