

Eastern Illinois University

From the Selected Works of Rashmi Thapaliya

Fall 2020

CMN 5710-001: Organizational Communication

Rashmi Thapaliya, *Eastern Illinois University*



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Available at: <https://works.bepress.com/rashmi-thapaliya/4/>

CMN 5710-001: Organizational Communication

Fall 2020

SYLLABUS

Instructor: Rashmi Thapaliya, Ph.D.

Time: August-October (Online)

Credit Hours: 3

E-mail: rthapaliya@eiu.edu

Office Hours: Monday and Tuesday 1-2:30 p.m. Wednesday 1-2 p.m. ([Virtual Email/Zoom](#))

Contact: You can get in touch with me via EIU email (I will respond within 24 hours during the weekdays). I will respond to your weekend emails on Monday.

Course Materials: Readings will be posted on D2L.

Course Overview: Organizations are a crucial part of our existence as human beings. We form organizations for an array of reasons—to work, to socialize, to play, and so on. Whether you realize it or not, organizations are ubiquitous and inform and/or mediate every facet of our lives. It is for this reason that we as scholars and critical consumers of everyday life study organizational forms and their impacts on our daily lives.

Course Objectives:

- Critically engage organizational forms and their meanings for our lives
- Analyze how organizations are social, cultural, economic, and political
- Cultivate theoretically informed opinions and perspectives regarding organizational phenomena
- Link the study of organizations to one's research interests, projects, and/or other goals
- Hone skills to discuss organizational issues both verbally and in the written form

Online Format: This class takes place 100% online. This is an eight-week class and you are expected to finish a semester worth of materials in eight weeks making this a condensed class. It requires you to complete one module per week (which you can find under the content tab). You will need to carefully review all instructions for each module on D2L at the beginning of each module, so that you can independently complete all tasks by all deadlines. The deadlines for each task will be posted on D2L, and it is your responsibility to keep track of them. If you are ever unsure, please don't hesitate to contact me.

You need to schedule enough time for each module. You will not be able to complete a module in just one sitting. Make sure to allocate enough time to read all the materials

posted on D2L before starting the assignment for each module. I highly recommend logging in to D2L and checking your D2L email and newsfeed regularly to receive all updates regarding our class.

Tech Requirements: For this class you will need:

- Stable internet access
- An internet browser that runs D2L and its features
- Software that allows you to read PDF and .doc files

Tech Support: For problems with D2L and other software used in this class, contact EIU's Technology Support (<https://www.eiu.edu/panthertech/>) at (217)581-HELP

Class Policies

Communication with the Professor

Please use your university email to communicate with the professor. Please, please, please talk to me at any time if you have questions or concerns. I am here to help, but if you don't ask me, I can't help you.

All electronic communication should be professional. If you decide to communicate with the professor via email, you should:

- use only professional email (nothing like donotcallme@yahoo.com),
- always use the following subject line: ORGANIZATIONAL COMMUNICATION: MAIN REASON YOU ARE WRITING,
- have a professional greeting,
- include your full name, class (Organizational Communication) in your email,
- write email as you were to write an actual letter (use a standard greeting, clearly state the purpose of your email in the lead, choose words carefully, etc.), and
- be SHORT, professional, and respectful.

A grammatically correct, organized short email is a simple and effective way to show your respect and professionalism. **I reserve the right NOT to answer any emails that do not meet these requirements.** Any emails on weekdays will be answered within 24 hours. Weekend emails will be answered on the next weekday of classes (i.e., if there is a school holiday on Monday, the email will be answered on Tuesday).

Late work policy

Deadlines are critical in organizations and therefore they will also be critical in this class. Late work, which is every assignment submitted after deadline, will be dropped by one letter grade (10%) per day it is late and only accepted until two days after the initial due date. Any work handed in after that will receive 0 points.

Plagiarism and Cheating

For information on Eastern's policy on plagiarism and academic dishonesty, please check EIU's current Academic Regulations in the undergraduate catalogue.

You are responsible for knowing the university policy on what constitutes academic dishonesty. Here is the short version: **ALWAYS** give credit—I will assume that

everything you turn in (unless otherwise noted) is your own personal work, not borrowed work or group-created work.

It is important to remember that plagiarism is not based upon intent. Just because it wasn't intentional or it was an accident does not mean that it was not plagiarism. It is! If you turn in something without giving credit to others whose ideas or words you used, you will definitely receive a 0 for the assignment; additional consequences can include failure of the course and even expulsion from the university.

If you collaborate with someone else on an assignment and turn in substantially similar work, you are both guilty of plagiarism.

If you turn in something written by someone else, expect to fail the course and be reported to the Dean of Students. Do your own work. Give credit where credit is due.

Academic integrity

Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>).

Violations will be reported to the Office of Student Standards.

Students with disabilities- If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by McAfee Gym, Room 1210, or call 217-581-6583 to make an appointment.

The Student Success Center- Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (www.eiu.edu/success) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to McAfee Gym, Room 1301.

Discussion Etiquette

Eastern Illinois University (EIU) is committed to open, frank, and insightful dialogue in all of its courses. Diversity has many manifestations, including diversity of thoughts, opinion, and values. We encourage all learners to be respectful of that diversity and to refrain from inappropriate commentary. Should such inappropriate comments occur, faculty will request that inappropriate content be removed and will recommend university disciplinary action. Learners as well as faculty should be guided by common sense and basic etiquette. The following are good guidelines to follow:

- Never post, transmit, promote, or distribute content that is known to be illegal.
- Never post harassing, threatening, or embarrassing comments.
- If you disagree with someone, respond to the subject, not the person. Conflict of ideas are encouraged, while conflicts of feelings are discouraged.
- Never post content that is harmful, abusive; racially, ethically, or religiously offensive, vulgar; sexually explicit; or otherwise potentially offensive.

Response Time

I will respond to your emails within 24 hours during weekdays (Monday to Friday afternoon). I will respond to your weekend emails on Monday. I will grade your assignments and posts within a week of the due date.

Assignments

Discussion Board-Students are required to post to the discussion board as well as reply to at least two other students' post on the board. The posts should be several sentences long and should reflect key concepts discussed in the module. The reply should be thoughtful and provide important insights to other students' post ("Yes, I agree" will not be enough). There will be two separate due dates for the discussion posts and replies to discussion.

Article critique- Starting from the second module, you are required to write 4 article critiques on one of the assigned readings of a module (e.g., CCO theories, Structuration theory). You can choose the weeks that you want to write critiques. You must have a total of 4 critiques at the end of the semester (remember, only one critique per module. So, do not wait till the end to write all the critiques). The critiques should be 2-3 pages double-spaced and can cover any of the following: main points or arguments, primary contributions, organizational communication theories or models, research questions or hypotheses, methodology, main findings, article strengths, article weaknesses etc. Follow APA guidelines.

Five-page biography of a leading organizational communication researcher/scholar- This is a 5-page double-spaced APA-formatted assignment. You are to investigate any leading scholar/researcher of Organizational Communication of your choice (you can pick your favorite researcher/scholar from the class readings) and write a biography that includes your scholar's educational history and background, dissertation topic and major advisor, employment history and background, primary research areas, major research contributions, important/major publications, a short summary of one of the major publications, teaching areas, and anything else that is interesting or unique about your chosen researcher. You are also expected to submit two additional academic articles or book chapters written by your chosen Organizational Communication scholar/researcher.

Final paper- Final paper will be a 10-12-page synthetic theorizing paper where students will theorize about relationship between two or more course concepts as a means of explaining some relevant organizational phenomena. The work will contain at least four original propositions as well as defense of those proposition as a means of explaining some relevant organizational communication phenomena.

Point Distribution

Grading

This class will be based on a system of 600 points.

Final Paper	200 points
Article Critiques	100 points
Researcher/Scholar biography	100 points
Discussions/Participation	200 points

Grading Scale

A (100-90%)

B (89-80%)

C (79-70%)

D (69-60%)

F (59-0%)

Tentative Class Schedule

Week	Topic	To Dos
1 (Aug 24-30)	Class Introduction Defining Organizational Communication Three Early Perspectives on Organizations and Communication	Assigned Readings Discussion Posts and Responses (Complete Module 1)
2 (Aug 31- Sept 6)	CCO (Communication Constitutes Organization) theories	Assigned Readings Discussion Posts and Responses (Complete Modules 2) Articles critique starts from this week
3 (Sept 7-13)	Structuration Theory	Assigned Readings Discussion Posts and Responses (Complete Modules 3)
4 (Sept 14-20)	Discourse theories (Inc. Positioning Theory; Identity Work Theory)	Assigned Readings Discussion Posts and Responses (Complete Module 4)
5 (Sept 21-27)	Social Identity Theory; Organizational Identification, Image, Concertive Control and Unobtrusive Control Theory	Assigned Readings Discussion Posts and Responses (Complete Module 5)
6 (Sept 28-Oct 4)	Leadership Framing and Leader-Member Exchange (LMX) Theory	Assigned Readings Discussion Posts and Responses (Complete Modules 6) Scholar/Researcher Biography Due
7 (Oct 5-11)	Organizational Dissent, Voice, Silence and Learning; Implicit Voice Theory; Moral Mum Effect	Assigned Readings Discussion Posts and Responses Assignments (Complete Module 7)
8 (Oct 12-18)	Wrap-Up	Class reflection discussion Final Paper due

		(Complete Module 8)
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