

MGT 606: Organizational Communication

Section 301 (Tuesday 6:30-9:20 p.m.)

Fall, 2006

Syllabus and Policies

Instructor: Michal Dale

Office: Glass Hall 214

Office Hours: T/R 10:45-12:30; T 5:00-6:30

Phone: 836-5582

Course Catalog Description: Prerequisite: MGT 286. Intensive study of communication behavior within various types of business organizations. Provides student opportunities to develop communication skills further and to apply one's capacity to use effective organizational communication concepts through written and oral presentations. Emphasis upon the study of oral communication within business.

Course Objectives: Studying assigned readings, participating in class exercise, and sharing experiential information while interacting with other students and with the instructor should enable each student to do the following:

1. Identify and describe organizational variables that affect communication patterns.
2. Apply concepts and practice skills of communication that are useful in improving organizational effectiveness.
3. Describe and discuss the basic principles of both organization and communication theory.
4. Identify and describe the key variables and purposes of individual, small group, and public organizational communication.
5. Identify and discuss organizational communication research methods.
6. Investigate and analyze completed research projects in communication practices and procedures.
7. Identify and understand the common barriers to effective communication in an international environment.
8. Understand important ethical considerations in organizational communication.

Attendance Policy: You are expected to be regular in attendance, to arrive in class on time, and to remain in class until class has ended. Attendance will be taken at the beginning of every class session. You are responsible for obtaining class notes, assignments, announcements and handouts from a responsible colleague before the next class in order to prepare for it and meet assignment deadlines. In-class assignments or quizzes may not be made up. Because this course is designed to allow for group interaction and discussion, attendance and class participation takes on special significance. You are expected to engage in class discussions and activities; to treat everyone with respect, courtesy and tact; to act in a professional and ethical manner; to turn off all cell phones; and to use good listening skills. For complete university attendance policy, see www.missouristate.edu/recreg/attendan.html.

Assignments: Assignments prepared outside of class should be brought to class and submitted when requested. All assignments must be clearly and completely identified with student's name, section number, assignment description and date of submission. Unless otherwise indicated, all assignments should be completed on the computer.

Makeup/Late Work Policy: Students who provide appropriate documentation from doctors when ill or in advance from coaches, sponsors or others in authority for university-sponsored absences will be permitted to make arrangements for outside

class assignments scheduled during the class. UNAUTHORIZED LATE
WORK WILL NOT BE ACCEPTED FOR CREDIT.

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Class Policies: The use by student of cell phones, pagers, or similar communication devices during scheduled classes is prohibited. All such devices must be turned off or put in a silent mode and cannot be taken out during class. At the discretion of the instructor, exception to this policy is possible in special circumstances. See <http://www.missouristate.edu/provost/Policies/default.html> for complete policy.

Academic Dishonesty: Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's student honor code, *Student Academic Integrity Policies and Procedures*, available at www.missouristate.edu/provost/AcadmicIntegrity.html and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

ADA Nondiscrimination Policy Statement: Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office of Equal Opportunity Officer, Siceluff Hall 296, (417) 836-4252. Other types of concerns (i.e., concerns of an academic natures) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.

Disability Accommodation: To request academic accommodation for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, 836-4192 or 836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 836-4787, www.missouristate.edu/contrib/ldc.

Drop Procedure: It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. To drop a class anytime after the first week of classes, you must complete and turn in a drop slip at an authorized registration center (see www.missouristate.edu/recreg/chnsched.html). You do not need to obtain any signatures on the drop slip. It does not need to be signed by your instructor, your advisor, or a department head. If you wish to withdraw from the University (i.e., drop all your classes), contact the Registration Center, Carrington 320, 836-5522.

Course Evaluation: Total points earned throughout the semester will be based on out-of-class assignments, in-class activities, group projects, exams, quizzes and class participation. Student will know in advance the value of assignments, activities and exams/quizzes. The resulting percentage will determine the final course grade according to the following scale: A: 100-90%; B: 89-80%; C: 79-70%; D: 69-60%; F: below 60%.

Class Schedule (Subject to change.)

Aug 22	Class Introduction; Inventory of Communication Experience; EQ
Aug 29	Communication at Work, Listening; Nonverbal Communication
Sept 5	Communication Across Cultures
Sept 12	Working in Small Groups/Team Building; MBTI
Sept 19	Effective Writing of Business Correspondence; Managing Technology
Sept 26	Positive Messages, Negative Messages, Persuasive Messages
Oct 3	Interviewing; Conducting Training Sessions
Oct 10	Leadership; Managing Meetings and Conferences
Oct 17	Giving Oral Presentations
Oct 24	Employee Relations; Motivation; Moving from Talking to Action
Oct 31	Conflict Management
Nov 7	Project Preparation
Nov 14	Project Preparation
Nov 21	No Class; Thanksgiving Holiday (Thursday classes meet.)
Dec 5	Project Preparation
Dec 12	Final Time; Presentations