

Organizational Communications

- To learn the current types and uses of communications technology
- To learn and develop effective correspondence skills, including writing formal business letters, e-mail and memorandums
- To learn and develop the skills necessary to write effective reports, for both internal and external uses
- To learn and develop the skills necessary to run effective business meetings and facilitate group projects
- To learn and develop the skills necessary to make effective business presentations

Student Learning Outcomes:

Upon completing the course, students will be able to:

- Explain the theoretical foundations and basic facts of organizational behavior, including those associated with motivation, job satisfaction, power, leadership, communication, stress, and organizational structure.
- Articulate well-justified personal stances regarding ethical behavior, cultural diversity and other important issues in organizations.
- Be able to apply knowledge of organizational phenomena to various real-life organizational situations.
- Show progress in developing skills in presenting ideas to others, both orally and in writing.

Teaching Methods:

This course will involve a variety on-line methods. Blackboard will be used extensively in this course.

Course Policies:

Communication: Communication will be through the course Blackboard site and e-mail. For e-mail, correspondence from your WPUNJ e-mail account is preferred.

Late Assignments/ Make-up Exams: No assignments will be accepted after the final class date (1/14). Missed quizzes cannot be made up.

Plagiarism/ Cheating Papers will be electronically checked for plagiarism. Plagiarism may result in a failing grade for the course.

Caveat: The instructor reserves the right to make minor modifications to the schedule, assignments and/or grading if required, based on our progress during the semester.

Means of Learning Assessment:

Course Involvement The success of the course depends on your active involvement. Course involvement will be evaluated on preparation and participation in the discussion boards, offering unique insights, and actively participating in group activities. Like anything, course involvement can be productive, nonproductive, and even counter-productive, and the responsibility of channeling it lies with both the instructor and the student.

Individual Project Working individually or in pairs, students will submit a 1500-2500 word paper and prepare a 10 -15 minute narrated, professional presentation using PowerPoint. The topic can be anything related to Organizational Behavior. Topics and format will be presented online, and guidelines posted on blackboard. You will upload your presentations to the discussion boards. The paper itself will be e-mailed to the professor.

Group Project The class will be divided into groups. Each group is to design and prepare seminar on an organizational behavior topic. The seminar is to be targeted towards an undergraduate audience and to last from 40 to 50 minutes. The topic is to fall within the following general topic areas: leadership, motivation, group dynamics, business communication, or professionalism. The group will determine the exact focus, goals and manner of presentation for the seminar. Because this course is being given in the winter, we will not be conducting the workshops, but I may use them during the regular semester.

Quizzes There will be baseline and final comprehensive quizzes, and 9 online chapter quizzes. The top 9 quiz grades will be counted, and the rest dropped. The baseline and final comprehensive quizzes must be taken even if they are to be dropped.

LearnSmart We will be using a cutting edge intelligent adaptive learning technology during this course. There will be modules for seven chapters of the text.

Discussion Board The discussion board on blackboard will be used for commenting on the readings and other course material. Discussion board participation is the principle component of the course involvement grade. The standards for participation will be posted on blackboard.

Grade Components:

| | | |
|-----------------------------|------------------|------------|
| Group Project | 30 points | 15% |
| Course Involvement | 30 points | 15% |
| Term Project - Presentation | 10 points | 5% |
| Term Paper - Written | 30 points | 15% |
| Learnsmart | 10 points | 5% |
| <u>Quizzes</u> | <u>90 points</u> | <u>45%</u> |
| Total | 200 points | 100% |

Grade Assignment:

| | | | |
|----|----------------|----|----------------|
| A | 93.3% to 100% | C+ | 76.7% to 79.9% |
| A- | 90.0% to 93.2% | C | 73.3% to 76.6% |
| B+ | 86.7% to 89.9% | C- | 70.0% to 73.2% |
| B | 83.3% to 86.6% | D | 65.0% to 69.9% |
| B- | 80.0% to 83.2% | E | 0% to 64.9% |

LearnSmart Module and Quiz Schedule

| <i>Mod/Quiz</i> | <i>Due</i> | <i>Topic</i> |
|-----------------|------------|--|
| Baseline | 12/28 | Comprehensive Quiz (all topics) |
| Chapter 1 | 12/29 | The Exceptional Manager |
| Chapter 3 | 12/31 | The Manager's Changing Work Environment and Ethical Responsibilities |
| Chapter 7 | 1/1 | Individual & Group Decision Making: How Managers Make Things Happen |
| Chapter 9 | 1/3 | Human Resource Management: Getting the Right People for Managerial Success |
| Chapter 11 | 1/4 | Managing Individual Differences & Behavior: Supervising People as People |
| Chapter 12 | 1/6 | Motivating Employees: Achieving Superior Performance in the Workplace |
| Chapter 13 | 1/7 | Groups & Teams: Increasing Cooperating, Reducing Conflict |
| Chapter 14 | 1/9 | Power, Influence, & Leadership: From Becoming a Manager to Becoming a Leader |
| Chapter 15 | 1/10 | Interpersonal & Organizational Communication: Mastering the Exchange of Information. |
| Final Quiz | 1/12 | Comprehensive Quiz (all topics) |