ORGL 3321.2CW, Organizational Communications

COURSE SYLLABUS

INSTRUCTOR INFORMATION

Instructor: Patricia Palacios M.A.
Office Location: Online
Office Hours: Email or Virtual by Appointment
University Email Address: patricia.palacios@tamuc.edu
Preferred Communication: Email
Communication Response Time: 24-48 hours

COURSE INFORMATION

Materials

This course has been designed using Open Educational Resources (OER). All materials are embedded within the course and are accessible via the internet. After taking the pre-test, students are encouraged to bookmark, download, or save materials provided via the internet for use during quizzes, assignments, and projects.

Supplemental Materials: Links and files will be provided in the document sharing tab within the course.

ORGANIZATION LEADERSHIP PROGRAM DESCRIPTION

The Bachelor of Applied Arts and Sciences in Organizational Leadership (ORGL) degree is a competency-based program that prepares innovative leaders for employment in an increasingly technological and global society. This program provides opportunities for students to receive credit for what they know and can do already, allows them to accelerate completion of their degree, and — because it is fully online — students are able to plan their study schedule around the rest of their day to complete the coursework.

COURSE DESCRIPTION

This course focuses on both formal and informal communication within organizations. It also examines how organizations exhibit their organizational climate and culture. This course provides opportunities and tools for students to further develop their communication skills and apply that learning in organizational settings.

STUDENT LEARNING OBJECTIVES

Completion of this course provides the student with the knowledge to:

1. Identify and apply communication skills needed to succeed in 21st century organizations
2. Apply strategies for planning, writing, and delivering effective organizational communication
3. Develop specific techniques for crafting positive, negative, and persuasive communications
4. Select appropriate organizational formats and channels used in developing and presenting business messages
5. Demonstrate communication strategies to navigate modern organizations in a creative, effective, and ethical way

REGULAR AND SUBSTANTIVE COURSE INTERACTION

As a general guide, students enrolled in a three-semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a traditional semester. Students are expected to double this effort of engagement given that this course is being delivered in a seven-week term. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty to ensure that students are able to demonstrate competency.

COURSE REQUIREMENTS

Minimal Technical Skills Needed: Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Instructional Methods: This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All required assignments must be completed. Please contact the instructor by email for any assistance. Email your instructor as soon as you complete your pre-test so the instructor can access and grade your work.

Student Responsibilities or Tips for Success in the Course: To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor by email for any assistance.

ASSESSMENT

Students must achieve 80% or higher on the each of the module post-tests and for the culminating project to demonstrate competency and pass the course.

Course Module Pre-tests

The purpose of the module pre-tests is to provide a baseline understanding of your knowledge of the competencies of the module. The pre-test is required before you begin studying the module's materials. If you do not make at least 80% on the pre-test, you should complete the module assignments and other course content to prepare for the module post-test and culminating project(s).

Content	Description	Time	Value	Notes
Pre-test	This is the initial assessment in each module to provide a baseline understanding of a student's knowledge of the module's content and competencies. Pre-tests are taken once for each module.	120 minutes	100 points	Required before completing any other work in the module. The grade on the pre-test does **not** count in the final grade for this course.

Course Module Post-tests

The post-test in each module assesses student knowledge and understanding of major concepts, theories, processes, etc., in the module. A **score of 80% or higher is required on each post-test** to demonstrate competency.

Content	Description	Time	Value	Notes
Post-test	Measures your competency of learning outcomes through true/false, matching, essay, short answer, and multiple-choice questions.	120 minutes	100 points	Required and you must score 80% or higher. You have up to three attempts on each post-test. **DUE: Last day of Week 7, Friday, by 11:59 PM CST.**

If you score less than 80% on a post-test, you will have an opportunity to review the material and retake the post-test two additional times. If the post-test score is less than 80% within three attempts, students will receive a grade of "F" in the course and will be required to retake the course in the new term. Students who fail the post-test should review feedback from the instructor before reattempting the post-test.

Culminating Project

The culminating project assess your knowledge of terms and the application of concepts presented in this course. A **score of 80% or higher is required** to demonstrate competency.

Content	Description	Time	Value	Notes
Projects	Measures your competency of learning outcomes the completion of a competency-based project.	Based on the individual	100 points	Required and you must score 80% or higher. You have up to three attempts. **DUE DATE if you want feedback for revisions: End of week 6.** **HARD DUE DATE: Last day of week 7, Friday by 11:59 PM CST**

If students score less than 80% on the culminating projects, they will have an opportunity to review the material and resubmit the project up to two additional times. If the culminating project is less than 80% within three attempts, students will receive a grade of "F" in the course and will be required to retake the course.

GRADING

A score of 80% or higher on both the culminating projects and each module post-test is required to demonstrate competency and receive credit for the course. The following items will be averaged to calculate the final grade in the course.

Item	Worth
Module 1 (SLO1) Post-test	100 points (min 80% required)
Module 2 (SLO2) Post-test	100 points (min 80% required)
Module 3 (SLO3&4) Post-test	100 points (min 80% required)
Culminating Project	100 points (min 80% required)
Total	**400 Points**

Grading Scale

A = 90%-100%

B = 80%-89%

F = 79% or Below

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements

Learning Management System (LMS) Requirements:
View the [Learning Management System Requirements Webpage](#).

LMS Browser Support:
Learn more on the [LMS Browser Support Webpage](#).

YouSeeU Virtual Classroom Requirements:
Visit the [Virtual Classroom Requirements Webpage](#).

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, a TAMUC campus open computer lab, etc.

Communication and Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the [Brightspace Support Webpage.](#)

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

All emails from students should include:
- Course name and subject in the subject line (ex. "ORGL3321– Module 2 Post-test")
- Salutation
- Proper email etiquette (no "text" emails – use proper grammar and punctuation)
- Student name

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail online in the Student Guidebook.

Students should also consult the Rules of Netiquette Webpage for more information regarding how to interact with students in an online forum.

TAMUC Attendance

For more information about the attendance policy, please view the Attendance Webpage and the Class Attendance Policy

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty Policy
Undergraduate Student Academic Dishonesty Form

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce, Velma K. Waters Library Rm 162, Phone (903) 886-5150 or (903) 886-5835
Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services

Counseling Center

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Module	Assignments

Module 1:
    Effective Communication
    Delivering Your Message
    Understanding Your Audience
    Non-verbal Communication
    Group Communication
    Intercultural Communication
	Complete module pre-test (**required**).
	Watch and read the material for the week.
	Complete the module post-test with a grade of 80% or higher (**required**).

Module 2:
    Effective Writing
    Writing Preparation
    Composition and Style
    Revising Documents
    Feedback in the Writing Process
    Writing in Action
	Complete module pre-test (**required**).
	Watch and read the material for the week.
	Complete the module post-test with a grade of 80% or higher (**required**).

Module 3:
    Developing Presentations
    Organization and Outlines
    Informative Presentations
    Persuasive Presentations
    Negative News
    Crisis Communication
    Interpersonal Communication
	Complete module pre-test (**required**).
	Watch and read the material for the week.
	Complete the module post-test with a grade of 80% or higher (**required**).

Module 4: Demonstrating Effective Communication	Submit the culminating project (**required with score above 80%**).