I. Course Description: Organizational Communication is the study of human communication, including interaction, presentation, and management, within organizations. There are a wide variety of organizations, including corporations, governments, non-profit organizations, religious groups, social movements, political parties, universities, sororities, communities, and families. All are built with people and their communication with each other. This course will treat organizations as ecologies in which multiple communication media and other systems are used in complementary ways to achieve organizational goals.

II. Course Objectives:

The overall objective of INGL 3190 is to examine the process of organizational communication as a means through which we work, build relationships, and make the world just a little bit better place to live through effective communication.

Specifically, this course will stress:

1. The understanding of key principles of organizational communication.

2. The application and adaptation of the fundamentals of organizational communication to typical work related situations.

3. The development of the ability to listen deliberately and critically.

4. The understanding of ethical responsibilities in organizational communication.

III. Textbook:


IV. The Student's Responsibilities in this course are:

1. To attend regularly and to develop critical and active listening skills when not speaking.

2. To prepare assignments, and speak when scheduled.

3. To participate in class discussions, to offer constructive criticism of your classmates as speakers; to complete all written assignments.
4. To confer with your instructor about your progress and problems, if any, in this course.

5. To prepare supplementary assignments and reports as required.

6. All written assignments are to be computer-generated unless specifically exempted by the instructor.

V. Standard Areas of Assignments:

1. Two written examinations (100 pts. each/ 200pts.).

2. A written final examination (May 12= 100 pts.)

3. Group Project (50 pts.)

4. Class Attendance (50 pts.)

Grading Scale:

- 400-354 pts.   A
- 353-318 pts.   B
- 317-280 pts.   C
- 279-240 pts.   D
- Below 239 pts.   F

STUDENTS WITH SPECIAL NEEDS WILL BE GRADED ACCORDINGLY.

VI. Class Attendance: (50 pts.)

1. Class attendance is mandatory. Violation of this policy will seriously affect the student’s academic standing in the course.

2. The student must complete class requirements (exams, home work, readings) the day it is scheduled to OR make prior arrangements with the instructor OR receive the letter grade of F unless the absence is officially excused. Whenever possible, notify your instructor of any absences in advance. Messages for your instructor may be left at the instructor’s voice or email.

VII. Students Rights & Responsibilities

A. Special accommodations (Law 51): For those students who are registered with the Rehabilitation Services Administration or students who are in need of special accommodations, please let me know on the first day of class. Possible arrangements dealing with assistive technology or equipment you may need should be coordinated through the Disability Services Office (OAPI) of the UPR-RRP, Dean of Students Affairs.

B. Grievances

Students with a grievance against another student in this class or students with a conflict with the instructor are referred to the grievance procedures outlined in the UPR- Rio Piedras Campus Student Handbook. It says, in part, "in academic matters such as a grade complaint, the student should first speak with his or her professor. The normal hierarchy then leads to the department chairperson, dean of the college, and provost.

C. Cheating & Plagiarism

Students are reminded that cheating and plagiarism will not be tolerated. Even one incident of cheating or plagiarism is grounds for failing the course or more serious action by the university. Please study carefully the University policies on cheating and plagiarism that are detailed in the Student Handbook.
Below, you will find the class schedule and assignment due dates. This is SUPER important. Do NOT lose this syllabus!

**Class schedule**  
*(Due to changes)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Work</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One</td>
<td>Introduction to the class</td>
<td>Introduce yourself to the class.</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Syllabus</td>
<td>“I think Organizational</td>
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<tr>
<td></td>
<td>Class materials</td>
<td>Communication is________*</td>
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<tr>
<td></td>
<td>Topic One: What is Human Communication?</td>
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<tr>
<td>Week Two</td>
<td>Chapter One</td>
<td></td>
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<tr>
<td>Jan. 25-27</td>
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<tr>
<td>Week Three</td>
<td>Chapter Two</td>
<td></td>
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<tr>
<td>Feb. 1-3</td>
<td></td>
<td></td>
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<tr>
<td>Week Four</td>
<td>Chapter Three</td>
<td>Homework 20 pts.</td>
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<tr>
<td>Feb. 8-10</td>
<td></td>
<td>Case Study: Riverside State Hospital</td>
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<tr>
<td>Week Five</td>
<td>Chapter Four</td>
<td></td>
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<tr>
<td>Feb. 15-17</td>
<td></td>
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<tr>
<td>Week Six</td>
<td>22- Exam #1</td>
<td>GOOD LUCK / 100pts.</td>
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<tr>
<td>Feb. 22-24</td>
<td>24- Chapter Five</td>
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<tr>
<td>Week Seven</td>
<td>Chapter Five II</td>
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<tr>
<td>March 1-3</td>
<td>Movie: Workplace</td>
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<tr>
<td>Week Eight</td>
<td>Chapter Six</td>
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<tr>
<td>March 8-10</td>
<td></td>
<td></td>
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<tr>
<td>Week Nine</td>
<td>Chapter Seven</td>
<td>Homework: 20 pts.</td>
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<tr>
<td>March 15-17</td>
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<td>Case Study: Postmodern University I</td>
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<tr>
<td>Week Ten</td>
<td>HOLY WEEK – NO CLASS</td>
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<tr>
<td>March 22-24</td>
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<tr>
<td>Week Eleven</td>
<td>Presentations: Group Project</td>
<td>50 pts.</td>
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<tr>
<td>March 29-31</td>
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<tr>
<td>Week Twelve</td>
<td>Presentations: Group Project</td>
<td>50 pts.</td>
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<tr>
<td>Week</td>
<td>Event/Assignment</td>
<td>Points</td>
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<tr>
<td>April 5-7</td>
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<tr>
<td>Week Thirteen</td>
<td>Presentations: Group Project</td>
<td>50 pts</td>
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<tr>
<td>April 12-14</td>
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<tr>
<td>Week Fourteen</td>
<td>April 19 Exam #2</td>
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<tr>
<td>April 19-21</td>
<td>April 21 Chapter Eight</td>
<td></td>
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<tr>
<td>Week Fifteen</td>
<td>Chapter Nine</td>
<td>Homework: 10 pts.</td>
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<tr>
<td>April 26-28</td>
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<td>Case Study: Sexual Harassment</td>
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<tr>
<td>Week Sixteen</td>
<td>Chapter Ten - Eleven</td>
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<tr>
<td>May 3-5</td>
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<tr>
<td>Week Seventeen</td>
<td>Summary and Review of Class Materials</td>
<td>100pts.</td>
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<tr>
<td>May 10-12</td>
<td>12 - Final Exam</td>
<td></td>
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</table>
Bibliography


Below is a selection of publications concerning organizational discourse. They are designed to be a resource for those researching in the field. [Source: International Centre for Research in Organizational Discourse, Strategy & Change  http://wdev.ecom.unimelb.edu.au/mgt/www/icrod/biblio.html]


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Dean, M (1994) Critical and Effective Histories: Foucault's Methods and Historical Sociology, London,
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Responsible Workplaces, Cresskill, NJ, Hampton Press.

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Drake, B. & Moberg, B. (1986) 'Communicating influence attempts in dyads: Linguistic sedatives and

Cambridge University Press.


Foucault Reader, Harmondsworth, Penguin.


Fraser, B. (1993) ‘The interpretation of novel metaphors’ In Ortony A. (ed) Metaphor and Thought,
Chicago, University of Chicago Press, pp. 329-341.


857-875.

Gabriel, Y. (1991b) ‘On organisational stories and myths: Why it is easier to slay a dragon than to kill a

Gabriel, Y. (1991c) ‘Organizations and their discontents: A psychoanalytic contribution to the study of


Organizational Dynamics, Vol. 21, No. 1, pp. 33-46.


Other resources:

Barney, J. “Strategic Factor Markets: Expectations, Luck, and Business Strategy” Management Science, 32, pp. 1231-1242


Walsh, J. and G. Ungson,” Organizational Memory,” Academy of Management Review, 19,1, pp. 57-91