

# Course Outline for CMST 380: Leadership & Org Comm

**Fall 2016** | Communication Bldg. 1006: T/R, 12.35 – 1.50 p.m.

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Office Hours: Tues/Thurs 11 a.m.–12.30 p.m.; 2–3.00 p.m.; W 11.00 a.m.–1.00 p.m.;  
 By appointment  
 (see [craingstrom.ninja/contact](http://craingstrom.ninja/contact))

**WHEN YOU CONTACT ME**

Email subject line = **CMST 380: *Something specific or informative***

Attachments submitted electronically: **EngstromC-Assignmentdetails.docx** (or .rtf). (Replace my name with yours and assignment details with appropriate information.)

**A. Course Policies and Details:** [craingstrom.ninja](http://craingstrom.ninja)

**B. Social:** @\_CraigEngstrom (Twitter) | [craingstrom.info](http://craingstrom.info) | [linkedin.com/in/craingstrom](http://linkedin.com/in/craingstrom)

**C. Course Schedule (Tentative)**

**Important Milestones**

Week 1:	Leadership Styles & Approaches 1.17 & 19 Introductions / D2L Reading (Richmond <i>et al</i> , Chap 9)
Week 2:	Leadership & Storytelling I 1.24 & 26 Gallo, pp. 1–11; 109–134 (T); 135–179 (R)
Week 3:	Leadership & Storytelling II 1.31/2.2 Gallo, pp. 181–201 (T); 203–246 (R)
Week 4:	Leadership & Storytelling III 2.7 & 9 Gallo, pp. 15–40 (T); 40–74 (R)
Week 5:	The Nature of Organizations 2.14 & 16 Richmond <i>et al.</i> , 1–14
Week 6:	Practice 2.21 & 23 2-minute talks
Week 7:	The Nature of Communication in Organizations 2.28/3.2 Richmond <i>et al.</i> , 15–29
Week 8:	Nonverbal Behavior & Communication 3.7 & 9 Richmond <i>et al.</i> , 30–44; <i>Midterm Exam</i>
Week 9:	Spring Break (3.11–3.19)
Week 10:	Admin, Supervision, & Communication 3.21 & 23 Richmond <i>et al.</i> , 45–55
Week 11:	Barriers to Effective Communication 3.28 & 30 Richmond <i>et al.</i> , 56–65
Week 12:	Personality, Temperament, and Comm. Traits 4.4 & 6 Richmond <i>et al.</i> , 66–81
Week 13:	Org. Orientations & Comm. Traits 4.11 & 13 Richmond <i>et al.</i> , 82–93

- Assignments**
- Assessment (1.22)
  - Leadership Talk Draft 1 (2.9)
  - 2-min talk (2.21)
  - Leadership Talk Draft 2 (3.23)
  - Leadership Talk & Final Draft (4.25)
  - Assessment (5.14)
- Exams**
- Midterm Exam (3.9)
  - Final Exam (TBD)

Week 14:	Perceptions of People in Orgs 4.18 & 20 Richmond <i>et al.</i> , 94–103	
Week 15:	Leadership Talks 4.25 & 27 TBD	
Week 16:	Leadership Talks 5.2 & 4 TBD	
Finals:	Final Exam - TBA	

## D. Activities and Assignments

Activities / Assignments	% of Final Grade
Assessments	2.5%
Reading Activities	20.5%
Exams	37%
Leadership Talk	40%
	<b>100%</b>

**Assessment.** You're required to complete pre- and post-course assessments. If you complete both assessments, you'll receive full credit. If you fail to complete either the pre- or post-assessment, you'll receive zero credit.

**Reading Activities.** You'll be given various reading assignments, quizzes, and so on. These will always be based on the Study Guide questions found at the back of each chapter in the primary textbook (Richmond *et al.*) Read, fill in, and study these questions. For the Gallo book, you'll be answering questions that will help you develop your leadership talk.

**Exams.** There is a midterm and final examination in this course. The midterm exam will include multiple-choice, true-false, and short answer questions. The comprehensive final exam will be a combination of multiple-choice, true-false, short answer questions, and one essay.

**Leadership Talk.** This is a 10-min (max.) speech that will be of TED caliber. You will be required to write, rewrite, rewrite again, and practice, and practice, and practice this talk. You will be graded along the way to make sure you're learning and applying concepts. You'll primarily be evaluated along the five canons of rhetoric: invention, arrangement, style, memory, and delivery. Your grade will be an average of all the grades you receive on the assignment or the final evaluation grade, whichever is higher.

**Attendance Policy.** Read [craigengstrom.ninja/attendance-policy.html](http://craigengstrom.ninja/attendance-policy.html) for grade reward and grade penalty policy.