

# Course Outline for COM 220: Intro. to Org. Communication

Fall 2014 | CH 013: T/R, 2.30–4.00 p.m.

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Office Hours: Tues./Thurs. 9.30–11 a.m.; Weds.  
4.30–6 p.m.; or by appointment.

**A. Course Policies and Details:** [bit.ly/ce-policy](http://bit.ly/ce-policy) & [my.elmhurst.edu](http://my.elmhurst.edu)

**B. Social:** @prorhetoric – #ecom220 | [craigengstrom.info](http://craigengstrom.info) – #organizational communication

**C. Course Schedule (Tentative)**

## Due

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| <p>8.26   28: Introductions / On Rhetoric, Public Speaking &amp; Outlining<br/>Reading: <i>PSDW</i>, pp. 1–12; 23–28</p> <p>9.2   4: On Organizational Communication<br/>Reading: <i>UO</i>, pp. 1–18; BB Reading (Cheney, et al. “Intro”)</p> <p>9.9   11: On Persuasion and Organizations<br/>Reading: <i>PSDW</i>, pp. 181–204; 205–225</p> <p>9.16   18: Theories of Organizations and Organizational Comm.<br/>Reading: <i>UO</i>, pp. 19–39</p> <p>9.23   25: Theories of Organizations and Organizational Comm.<br/>Reading: <i>PSDW</i>, pp. 83–113</p> <p>9.30   10.2: Management and Administration<br/>Reading: <i>UO</i>, pp. 40–60</p> <p>10.7   9: Mang. &amp; Admin / Students’ perspectives<br/>Reading: <i>TBD</i></p> <p>10.14   16: Students’ perspectives</p> <p>10.21   23: Culture in Organizations<br/>Reading: <i>UO</i>, pp. 61–84</p> <p>10.28   30: Culture in Organizations<br/>Reading: <i>PSDW</i>, pp. 249–267</p> <p>11.4   6: Organizational Dysfunctions<br/>Reading: <i>UO</i>, pp. 85–104</p> <p>11.11   13: Organizational Environments<br/>Reading: <i>UO</i>, pp. 105–131</p> <p>11.18   20: Organizational Environments<br/>Reading: <i>TBD</i></p> <p>11.25   27: Students’ perspectives [No class 11.27]</p> <p>12.2   4: Students’ perspectives</p> <p>12.9: Final Exam @ 1:00 p.m. (Tuesday)</p> | <p><input type="checkbox"/> Assessment (8.27)</p> <p><input type="checkbox"/> Claim of Fact (10.9)</p> <p><input type="checkbox"/> Claim of Policy (11.25)</p> <p><input type="checkbox"/> Final Exam (12.9)</p> |
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## D. Activities and Assignments

Activities / Assignments	% of Final Grade
Assessments	4%
Reading and Class Activities	21%
Speeches	60%
Final Exam	15%
Tumblr/Twitter extra effort	(up to +8%)
	<b>100%</b>

*Please bring your textbooks to every class meeting.*

**Assessments.** You're required to complete a pre-assessment and post-assessment. This is an all-or-nothing assignment. If you complete both assessments with obvious effort, you'll receive full credit. If you don't complete both assessments or you fail to demonstrate an honest effort, you'll receive no credit.

**Reading and Class Activities.** Reading, in advance of class, is mandatory. Reading not only helps you to understand key concepts for assignments and exams, it makes lectures and discussions more meaningful. Unless otherwise noted by your instructor in class, you're required to read the assigned materials by Tuesday of the week they're assigned. So you can prepare yourself for class discussions and activities, you're required to prepare reader's notes, questions, and responses to select review questions (refer to prompt). Bring your notes to class. (As a rule of thumb, try to keep notes to one, single-spaced page.) During class meetings, a variety of activities may also be administered (e.g., quizzes, impromptu speeches, and group work). Some of these activities will be graded.

**What to do if you miss a class.** If it's a scheduled absence, submit your notes by email or Tumblr (in advance). I'll let you know if there is additional makeup work. If it's an unexpected absence, you'll need to contact me via email to receive your makeup assignment.

**Speeches (a.k.a. Students' Perspectives).** Students will craft and deliver two speeches during the semester. Each speech will explore a single topic related to organizational communication. The first speech will need to prove a persuasive claim of fact. Building upon the first speech, the second speech will need to prove a persuasive claim of policy. You can choose to work solo or with a partner. However, note that only one student can speak and both students receive the same grade. Students will be evaluated using the five canons of rhetoric. Delivery is an important canon; however, a significant portion of the grade is tied to invention, arrangement, and style. You will need to submit a working outline and a speaking outline on the day of your speech. The working outline will be the primary focus of evaluation, so be sure to follow the prompt guidelines and readings from *Public Speaking in a Digital World*.

**Final Exam.** There will be a comprehensive final exam. This exam will be administered during the scheduled final exam time. It will consist of essay responses that are to be completed in an official exam book (a.k.a., "blue book"). You can purchase an exam book for \$0.49 at the bookstore. You can opt to purchase an exam book from me for \$1.00. You must pay me by December 2, 2014. Failure to use an exam book will constitute an immediate deduction of 15% of the earned grade. The final exam will include questions that cover all course materials. Refer to the exam prompt for further details.

**Extra learning opportunities (for credit).** Speak with me if you're interested in doing more work.

If you need to contact me via email, please write the following in the subject line:

**COM 220: Something specific and informative**

Attachments submitted via email or BB should be labeled as follows:

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