

**Note:**

**Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.**

## ***COURSE SYLLABUS***

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### **COMS 622**

#### **ORGANIZATIONAL COMMUNICATION**

#### **COURSE DESCRIPTION**

Analysis of theories and practices that assist individuals in success in organizations. Students develop the ability to add value to employing organizations and enhance individual careers.

#### **RATIONALE**

This course examines the theories and practices of contemporary organizational communication. This course will allow the student to understand how and why organizations operate as they do. Upon completion of the class, the student will have a better understanding of managing people, motivating employees, managing organizational stress, developing teams or groups in organizations, making decisions in organizations, leading employees, and designing organizational jobs. The class will prepare the student for developing effective organizational communication skills that will lead to success in his/her career and organizational work.

#### **I. PREREQUISITE**

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

#### **II. REQUIRED RESOURCE PURCHASE**

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

#### **III. ADDITIONAL MATERIALS FOR LEARNING**

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Blackboard [recommended browsers](#)
- D. Microsoft Office

#### **IV. MEASURABLE LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

- A. Summarize and compare organizational communication theories.
- B. Compile research surrounding a particular organizational communication theory.
- C. Explain to people, within an organization, communication concepts.
- D. Discriminate between effective and ineffective communication in organizations.

- E. Explain small group and team dynamics in organizations.

**V. COURSE REQUIREMENTS AND ASSIGNMENTS**

- A. Textbook readings

- B. Course Requirements Checklist

After reading the Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Chapter Presentation

The instructor will randomly assign the student to a chapter in the text. The student will be in charge of outlining the chapter, presenting the chapter, and leading discussion regarding the chapter once during the course. He or she will create and upload a 10-minute video to YouTube and then embed the video in the Discussion Board Forum. In addition, the student will create a corresponding PowerPoint presentation. The student will then pose 1 thoughtful question to which other students will respond.

- D. Chapter Presentation Replies (3)

During the modules/weeks in which the student is not responsible for submitting a Chapter Presentation, he or she will answer at least 1 presentation question. Replies must be at least 150 words and enhance the content of the chapter.

- E. Literature Review

The student will write a 5–6-page paper on an organizational communication topic or issue of interest to him/her, and which will then serve as the topic for his or her Research Paper. The Literature Review will include a bibliography that cites at least 15 resources, formatted according to current APA style.

- F. Research Paper

The student will write a Research Paper concerning a specific aspect of organizational communication. The Literature Review completed in Module/Week 3, in shortened form, will serve as the foundation of the Research Paper. The student will use the topic he or she chose for the Literature Review to write the Research Paper. The Research Paper will be 6–8 full pages, accompanied by a list of references (works cited) in current APA format.

- G. Research Paper Presentation

The Research Paper will be presented to the class in a video presentation. For the paper presentation, the student will create a 6–8-minute video using a digital video recorder, upload the video to YouTube, and then embed the video in the Discussion Board Forum.

## H. Research Paper Presentation Reply

During the module/week in which the student is not responsible for completing his or her Research Paper Presentation, he or she will post a reply of at least 150 words to at least 1 classmate's presentation. The reply must include 1 positive comment and 1 constructive criticism comment.

## I. Exams (2)

The student will have a Midterm Exam and a Final Exam. These exams will be open-book/open-notes, and will each contain 100 multiple-choice and/or true-false questions that cover material from the textbook readings. The student will have 2 hours and 45 minutes to complete each exam.

**VI. COURSE GRADING AND POLICIES**

## A. Points

Course Requirements Checklist	10
Chapter Presentation	180
Chapter Presentation Replies (3 at 20 pts ea)	60
Literature Review	80
Research Paper	150
Research Paper Presentation	110
Research Paper Presentation Reply	20
Exams (2 at 200 pts ea)	400
<b>Total</b>	<b>1010</b>

## B. Scale

A = 940–1010   A- = 920–939   B+ = 900–919   B = 860–899   B- = 840–859  
 C+ = 820–839   C = 780–819   C- = 760–779   D+ = 740–759   D = 700–739  
 D- = 680–699   F = 0–679

## C. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Accommodation Support (ODAS) at [LUODAS@liberty.edu](mailto:LUODAS@liberty.edu) to make arrangements for academic accommodations. Further information can be found at [www.liberty.edu/disabilitysupport](http://www.liberty.edu/disabilitysupport).

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at [equityandcompliance@liberty.edu](mailto:equityandcompliance@liberty.edu). Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](#) or the [Student Disability Grievance Policy and Procedures](#).

## ***COURSE SCHEDULE***

### **COMS 622**

Textbook: Griffin, Phillips & Gully, *Organizational Behavior: Managing People and Organizations* (2012).

<b>WEEK/ MODULE</b>	<b>READING &amp; STUDY</b>	<b>ASSIGNMENTS</b>	<b>POINTS</b>
<b>1</b>	Griffin, Phillips & Gully: chs. 1–2	Course Requirements Checklist Class Introductions	10 --
<b>2</b>	Griffin, Phillips & Gully: chs. 3–4	Chapter Presentation Chapter Presentation (1–4) OR Reply*	180 15
<b>3</b>	Griffin, Phillips & Gully: chs. 5 - 6	Literature Review	80
<b>4</b>	Griffin, Phillips & Gully: chs. 7- 8	Chapter Presentation (5–8) OR Reply*	15
<b>5</b>	Griffin, Phillips & Gully: chs. 9	Research Paper Midterm	150 200
<b>6</b>	Griffin, Phillips & Gully: chs. 10-12	Chapter Presentation (9–12) OR Reply*	15
<b>7</b>	Griffin, Phillips & Gully: ch. 13-14	Research Paper Presentation Research Paper Presentation Reply	110 20
<b>8</b>	Griffin, Phillips & Gully: chs. 15-16	Chapter Presentation (13–16) OR Reply* Final Exam	15 200
<b>TOTAL</b>			<b>1010</b>

\*Students will be assigned to complete one Chapter Presentation throughout the course. The student is also responsible to three replies for each week of presentations in this course.

**NOTE:** Each course week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on Friday.