

Welcome to
Organizational Communication
[#48778] COMM70. 50Z



Shagun Kaur
kaurshagun@fhda.edu
408.864.8381 [Voice Mail only]



Office Hours:
Wednesday: 5:30 pm to 6:20 pm [via Zoom]
Friday: By appointment

Hi everyone,
I'm *so glad* you're here! Whether you're joining us from your kitchen table, a quiet study nook, or somewhere in between—you belong here, and I'm here to support you every step of the way.

Life happens. If you're balancing work, family, or other outside responsibilities that might get in the way of completing classwork, please don't wait until you're buried under emails and caffeine. Reach out early, we'll work together to figure things out.

If you have a disability (temporary, permanent, visible, or invisible) that might affect your participation, please let me know as soon as possible so we can make sure you have what you need to fully engage and succeed. Accessibility is a right, not a request.

Also, don't be a stranger! I genuinely want to get to know you. Yes, you. Names are important, so please use yours in emails and discussions, and stop by during Zoom office hours, even just to say hi.

Here's what I ask of you:

Bring your best effort. Ask questions when you're stuck. Offer and accept support. Be kind—to yourself and to others. This class is a space where we grow *together*.

And I want you to hear this clearly:

You are welcome here—not in some vague, poster-on-the-wall kind of way, but in a real, lived, *you belong* kind of way. I know the world right now can feel uncertain, even unsafe for some of us—because of who we are, what we believe, how we look, or where we come from. But in this class, you are not alone.

This is a space where your voice matters, your identity is respected, and your presence is valued. We may not all share the same experiences, but **we will create a space where everyone is treated with dignity**. And if something ever makes you feel otherwise, I hope you'll feel safe enough to talk to me. We'll face it together.

COURSE DESCRIPTION:

The course examines the application of organizational communication theories, processes, and functions. It explores topics of ethics, diversity, leadership, teams, networks, and globalization and their role in creating collaborative, equitable, and inclusive work environments.

STUDENT LEARNING OUTCOMES:

- Evaluate and apply organizational communication theories and practices.
- Examine how organizational identity, diversity, and cultural ideologies influence communication processes and outcomes.
- Demonstrate communication skills necessary for effective performance as a knowledgeable and culturally competent organizational team member.
- Evaluate the role of ethical frameworks in organizational communication.

– Shagun Kaur

What you need to be Successful in this Course

Textbook & Readings

- **Required: FREE BOOK:** An Introduction to Organizational Communication. The [Virtual textbook](https://socialsci.libretexts.org/Bookshelves/Communication/Introduction_to_Communication/Organizational_Communication_-_Theory_Research_and_Practice) is available to download/read from LibreTexts at [https://socialsci.libretexts.org/Bookshelves/Communication/Introduction to Communication/Organizational Communication - Theory Research and Practice](https://socialsci.libretexts.org/Bookshelves/Communication/Introduction_to_Communication/Organizational_Communication_-_Theory_Research_and_Practice)

NOTE: We are not using the entire book. The relevant chapters are available on Canvas. We will also be using readings from other openly licensed sources or linking to external sites like TED.

- **Access to the Internet and a webcam:** Access the class Canvas site, zoom sessions, and an active email address checked thrice weekly.

An Openness to Participating Fully in Class Activities

Students learn best when presented with various teaching strategies. Not everyone will like every strategy; paraphrasing Lincoln, you can't always make everybody happy. As much as possible, given the constraints of time learning objectives, the class will be organized with a hands-on approach, asking students to engage in discussion, research, analysis, and group work. This creates a fun and engaging learning environment and helps you practice your communication skills.

You will also be asked to participate in various discussions to facilitate this. Your challenge is to keep an open mind and open yourself to the possibility of different opinions being valid. If you are usually quiet or an observer, your challenge will be to take risks, step up, and voice your opinion occasionally.

Students have consistently told me that when they consulted and worked with others in the class, their learning, confidence, enjoyment, and skills increased significantly beyond when they worked alone. So, communicate with your classmates outside this space and time. Don't wait! Approach them! Exchange emails/ phone numbers. Who knows, you might make some new friends. HAVE FUN!!

Expectation Agreement

As a student in COMM 70, you are expected to...

- Keep up with this class's assigned readings, videos, and handouts by following the weekly schedule.
- Read and re-read the assignments before the due dates. Your success in this class is dependent on reading and digesting the assignment.
- Stay focused and ready to participate in class.
- Show up for any presentations promptly, ready to engage.
- Participate in civil and respectful class and group discussions.
- Be an active, engaged, and respectful listener.
- Turn in assignments, discussions, etc., on time.
- Check your class site and emails regularly and promptly respond to classmates.

Graded work for the course

The following is a breakdown of all graded assignments in the class. This will give you a general sense of the class and the expected work. Detailed rubrics and instructions will be on the class Canvas site.

- Weekly Participation (12 @ 5 points each) - 60 Points
- Assignments - 50 Points
- Discussions (10 @ 20 points each) - 200 Points
- Case Study Project - 200 Points
- Job Hunt - 70 Points
- Ethics Project - 70 Points
- Reflection Essay #1 - 30 Points
- Reflection Essay #2 - 50 Points

TOTAL POSSIBLE POINTS - 730 Points

Grade Scale

All measurable assignments will be given a point value detailed in the heading “Assignments, Discussions, and Case Study.” Your final grade is based on a percentage; the grade scale corresponding to each percentage is listed here.

- 100% - A+
- 99% - 93% - A
- 92% - 90% - A-
- 89% - 88% - B+
- 87% - 83% - B
- 82% - 80% - B-
- 79% - 78% - C+
- 77% - 70% - C
- 69% - 68% - D+
- 67% - 63% - D
- 62% - 60% - D-
- 59% or below – F

Assignment, Discussions, and Case Study

CASE STUDIES: The case study project will be done in groups of 6-7. You will facilitate and participate in a case discussion to analyze critical topics and issues in organizational communication. The case study will culminate into a newsletter, video, or another product requiring preliminary research, multiple draft submissions, and a final submission. It will be based on some/all these topics: organizational structure, leadership, organizational communication, organizational ethics, crisis management, and social responsibility.

ETHICS PROJECT: An in-depth analysis using ethical lenses on the ethics of an organization. This assignment will include:

1. Topic Proposal [10 pts.]
2. SWOT Analysis [20 pts.]
3. Final Video or brochure [40 pts.]

JOB HUNT: A vital skill required for effective organizational communication is communicating your goals and vision in a written and verbal manner. Traditionally, this is done via a resume, cover letter, and interview. This assignment is aimed at refining those skills and will include:

- a. Resume [20 pts.]
- b. Interview [40 pts.]
- c. Peer Evals [10 pts.]

ASSIGNMENTS: During the quarter, a series of tasks, such as syllabus quizzes, trait tests, guest lectures, etc., will bring real-world examples, content, and expertise to the class content and discussions.

- Trait Test - 20 Points
- Goals Sheet - 20 Points.
- Syllabus Quiz - 10 Points.

DISCUSSIONS: – Instead of quizzes, midterms, or finals, there will be ten online discussions to help us collaborate and discuss the course content. These will be online on the class website. **NOTE: All initial posts to the week's discussion where you respond to one of the questions asked are due by Wednesday of that week by 11:59 p.m. You then have two days till Friday 11:59 p.m. to reply to posts made by at least two classmates and respond to people who have replied to your initial post. Only by completing both steps will you be able to earn full credit for the discussions.**

Note about participation, late work, and other class policies.

1. The timely completion of all readings, assignments, discussions, quizzes, etc., listed in the weekly online schedule will earn you up to 5 participation points for that week. Log-in records, course analytics, and assignment submission dates and times monitor and assess this. Missing or late work will result in the loss of these points.
2. All assignments must be turned in/ presented on the due date indicated in the schedule. Makeup is decided case-by-case; only partial credit is given for late work. I only accept late assignments past 24 hours if you have negotiated that with me in advance or there are extreme circumstances. It is also your responsibility to keep track of your absences and scores.
3. Online participation includes but is not limited to timely and meaningful participation in all online discussions, timely submission of all assignments, responsible and active participation in group activities, and courteous and responsive communication with all class members.
4. The class website explains all class policies regarding late work, participation, etc., in greater detail. It is imperative and incumbent on you to read them carefully.

Canvas Log-in Instructions

Our COMM 70 class is published on Canvas, De Anza's course management system. **It will be accessible at 9 a.m. on the first day of the quarter.** You can access this course by logging in with your MyPortal credentials.

1. Go to <https://deanza.instructure.com> (The link to Canvas is also available in MyPortal under your Student Tab)
2. Use your MyPortal credentials to log in.
3. You will be taken to the Canvas dashboard, where you should see our course.

As an online course, all components of our class (assignment submissions, quizzes, accessing guidelines, and other materials) are conducted via Canvas. I will do my best to ease the transition for you and act quickly to resolve the issues I control. If you experience technical problems with Canvas, contact their technical support at 1-844-592-2207.

Plagiarism

Don't cheat. It is unethical and, frankly, disappointing. When you cheat, you cheapen what we are doing here in class; you deprive yourself of learning and growth; you sell yourself short and betray the time and effort I devote to teaching the class. Many of you do not fully understand plagiarism or how to cite reference materials properly. I am happy to go over this with you.

In short, plagiarism is when you use someone else's ideas without giving them credit or introduce information you learned from a specific source without credit. You must provide an in-text citation if you haven't made it up. **The De Anza Student Handbook specifies that students can be subject to college discipline (including suspension and expulsion) for plagiarism and cheating.**

Use of AI

AI tools, including ChatGPT, are permitted in this course for students for the following activities:

- Brainstorming and refining your ideas;
- Fine tuning your research questions;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you.
- Completing group work that your group has assigned to you.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and [cited](#) to stay within established policies on academic honesty. For example, *OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>*. Any assignment that is found to have used generative AI tools in unauthorized ways will result in an immediate zero for the assignment. Repeated unauthorized use of AI for this class will constitute academic dishonesty and the college's discipline process will be followed. If you are in doubt about permitted usage, please ask for clarification.

Important College Dates

April 20	Last day to add classes
April 20	Last day to drop classes without a W
May 24-26	Memorial Day Weekend - no classes; offices closed
May 30	Last day to drop classes with a W
June 19	Juneteenth holiday - no classes; offices closed
June 23-27	Final Exams

Course Calendar

The weekly calendar contains assignments, discussions, etc., due each week to help guide your planning. The readings, assignment guidelines, due dates, and rubrics are detailed in the Weekly Overview for each module on the Canvas class site. **The Mock Interview presentation dates are live on ZOOM, and the only synchronous assignment for the class and the signup dates are listed below.** The sign-up sheets will become available on Canvas a few days before.

I have ensured there are times available on different days of the week, along with various time slots, to cater to as many work and life schedules as possible. **You only need to sign up for ONE of the times listed below and be available on Zoom for the entire duration of that time.** I will make every effort to ensure all speech times listed below are available; however, as the class numbers and needs change, time slots with less than 9-12 people signed up [Job Hunt] will not be available. This is to ensure the parameters of the assignment of working in teams of three are met.

Presentations	Dates and Time Slots [ONLY need to sign up for ONE per presentation] All times are in PST
---------------	---

Mock Interview	4/24/25
	<ul style="list-style-type: none"> ● 9:30 am – 11:30 am ● 1:30 pm – 3:30 pm ● 6:00 pm – 8:00 pm
	4/25/25
	<ul style="list-style-type: none"> ● 5:30 pm – 7:30 pm

Weekly Schedule of Due Assignments

Please note: Please treat this schedule as a checklist of all graded work for each week. The readings, assignment guidelines, due dates, rubrics, etc., are detailed in the Weekly Overview on the Canvas class site. You are expected to see and follow this weekly overview on the class site. While I have done my best to pace the class and ensure no single week is overwhelming, this is a 200-level, 5-unit class with at least 10-12 hours of work per week. Please plan your time accordingly.

Orientation

- Communications Goals Sheet
- Syllabus Quiz

Week 1: Introduction to Organizational Communication

- Discussion#1
- Trait Test

Week 2: Resumes

- Discussion#2

Week 3: Organizational Theory

- Discussion#3
- Final Resume
- Group Justification
- Mock Interviews
- Mock Interview Peer evaluations

Week 4: Modern Organizations

- Discussion#4
- Topic Proposal for Case Study
- Reflection Essay#1
- Meeting Minutes#1

Week 5: Leadership

- Preliminary Draft for Case Study
- Team Contract
- Meet Instructor#1 [Team picks a 30 min slot from one of the days and times listed below for Week 5]

5/5	11:30 am -12:30 pm, 5pm - 6pm
5/6	4 pm - 5 pm, 5 pm - 6 pm
5/7	9 am - 10 am, 6:30pm - 7:30 pm

- Meeting Minutes#2

Week 6: External Communication

- Team Preliminary Brochure
- Meet Instructor#2 [Team picks a 30 min slot from one of the days and times listed below for Week 6]

5/12	10:30 am -11:30 am, 5pm - 6pm
5/13	5 pm - 6 pm
5/14	9 am - 10 am
5/15	5 pm - 6 pm

- Meeting Minutes#3

Week 7: Case Study

- Discussion#5
- Team Final Brochure
- Meeting Minutes#4

Week 8: Gender and Bias in Organizations

- Discussion#6
- Reflection Essay#2

Week 9: Organizational Ethics

- Discussion#7
- Ethics Project: Topic Proposal

Week 10: Ethics in Leadership

- Discussion#8
- Ethics Project: SWOT Analysis

Week 11: Ethical Framework

- Discussion#9
- Ethics Project: Final Submission

Week 12: Finals Week

- Discussion#10