Course Information

Date Submitted: 11/21/2014

Current Prefix and Number: COM - Communication , COM 315 UNDERSTANDING WORKPLACE COMMUNICATION

Other Course:

Proposed Prefix and Number: COM 315

What type of change is being proposed?

Major – Add Distance Learning

Should this course be a UK Core Course? Yes

U.S. Citizenship, Community, Diversity

1. General Information

a. Submitted by the College of: COMMUNICATION AND INFORMATION

b. Department/Division: Communication

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Kevin Real

Email: kevin.real@uky.edu

Phone: 7-6938

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: Please Add

b. Full Title: UNDERSTANDING WORKPLACE COMMUNICATION IN A DIVERSE U.S. SOCIETY

Proposed Title: UNDERSTANDING WORKPLACE COMMUNICATION IN A DIVERSE U.S. SOCIETY

c. Current Transcript Title: UNDERSTANDING WORKPLACE COMMUNICATION

Proposed Transcript Title:

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 3

Proposed Meeting Patterns

LECTURE: 3

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 3

Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit?   No

Proposed to be repeatable for additional credit?   No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?   No

2i. Current Course Description for Bulletin: Understanding workplace communication in U.S. society requires an interdisciplinary approach in preparing students to developing an enlightened consideration of the complex and contextual nature of communication in organizations. The emphasis on community, culture and citizenship is designed to engage students using dynamic learning experiences such as debates and discussion over topics relevant to the role of communication and organizations in U.S. society.

Proposed Course Description for Bulletin: Understanding workplace communication in U.S. society requires an interdisciplinary approach in preparing students to developing an enlightened consideration of the complex and contextual nature of communication in organizations. The emphasis on community, culture and citizenship is designed to engage students using dynamic learning experiences such as debates and discussion over topics relevant to the role of communication and organizations in U.S. society.

2j. Current Prerequisites, if any:

Proposed Prerequisites, if any:

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus?   No

Proposed to be taught off campus?   No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed?   No

   If YES, explain and offer brief rational:

5a. Are there other depts. and/or pgms that could be affected by the proposed change?   No

   If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program?   No

   If YES, list the program(s) here:

6. Check box if changed to 400G or 500:   No

Distance Learning Form

Instructor Name: Kevin Real

Instructor Email: kevin.real@uky.edu

Internet/Web-based: Yes

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?   Through a combination of recorded lectures and online discussion forums regarding assigned readings, and virtual office hours with the instructor.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.   This course will have the same assigned readings as the traditional COM 315 class already on the books. The online version will have recorded lectures in conjunction with online group and classroom

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.   The academic offense policy will be the same as the University policy already in place. Blackboard will be used as the portal for the entire course, which is password protected.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?   No

If yes, which percentage, and which program(s)?   Communication BA, Business and Organizational Communication Track, 7% (3 hours out of 42) required. COM 315 online or traditional classroom format will fulfill this requirement.

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?   Via online office hours and the services provided by the UK Distance Learning Office.

6. How do course requirements ensure that students make appropriate use of learning resources?   Through assigned readings

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.   Through Blackboard. No other facilities other than access to the UK Libraries will be required, and online access to that is already available for students currently enrolled.

8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?   Yes, the syllabus lists the procedures for resolving technical complaints and are given the contact information for the instructor, distance learning, and blackboard assistance.

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?   NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.   Through Blackboard, which has extensive tutorials available to students for those not already familiar with the service at UK.

10.Does the syllabus contain all the required components?   YES

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Kevin Real

SIGNATURE|ELCOHE2|Elisia Cohen|COM 315 CHANGE Dept Review|20141124

SIGNATURE|MSBEAC2|Megan B Sizemore|COM 315 CHANGE College Review|20141201

SIGNATURE|JBA225|Justin M Bathon|COM 315 CHANGE UKCEC Expert Review|20141208

SIGNATURE|JMETT2|Joanie Ett-Mims|COM 315 CHANGE UKCEC Review|20150422

SIGNATURE|JMETT2|Joanie Ett-Mims|COM 315 CHANGE Undergrad Council Review|20150514

SIGNATURE|ELCOHE2|Elisia Cohen|COM 315 ZCOURSE_CHANGE Approval Returned to Dept|20150723

SIGNATURE|JMETT2|Joanie Ett-Mims|COM 315 CHANGE Undergrad Council Review|20150723

Course Change Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Generate R

Attachments:

[Browse...]   Upload File

	ID	Attachment
Delete	5200	Syllabus_COM-315_Understanding Workplace Comm DL r

[First] 1 [Last]

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

Current Prefix and Number:	COM - Communication ▼ COM 315 UNDERSTANDING WORKPLACE COMMUNICATION ▼	*Proposed Prefix & Number:* (example: PHY 401G) ☑ Check if **same** as current	COM 315
* What type of change is being proposed?		☐ Major Change ☑ Major – Add Distance Learning ☐ Minor - change in number within the same hundred series, exception the same "hundred series" ☐ Minor - editorial change in course title or description which does not in content or emphasis ☐ Minor - a change in prerequisite(s) which does not imply a change in content or emphasis, or which is made necessary by the elimination or si alteration of the prerequisite(s) ☐ Minor – a cross listing of a course as described above	

Should this course be a UK Core Course? ◉ Yes ○ No

If YES, check the areas that apply:

☐ Inquiry – Arts & Creativity	☐ Composition & Communications - II
☐ Inquiry - Humanities	☐ Quantitative Foundations
☐ Inquiry - Nat/Math/Phys Sci	☐ Statistical Inferential Reasoning
☐ Inquiry - Social Sciences	☑ U.S. Citizenship, Community, Diversity
☐ Composition & Communications - I	☐ Global Dynamics

1.	General Information				
a.	Submitted by the College of: COMMUNICATION AND INFORMATION			Submission Date:	11/21/2014
b.	Department/Division:	Communication			
c.*	Is there a change in "ownership" of the course?				
	○ Yes ◉ No If YES, what college/department will offer the course instead?	Select... ▼			
e.*	* Contact Person Name: Kevin Real Email: kevin.real@uky.edu Phone: 7-6938				
	* Responsible Faculty ID (if different from Contact) Email: Phone:				
f.*	Requested Effective Date:	☑ Semester Following Approval	OR	Specific Term: ²	
2.	Designation and Description of Proposed Course.				

a.	Current Distance Learning(DL) Status:	○ N/A ○ Already approved for DL* ◉ Please Add ○ Please Drop

*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box) tha proposed changes do not affect DL delivery.

b.	Full Title:	UNDERSTANDING WORKPLACE COMMUNICATION IN A DIVERSE U.S. SOCIETY	Proposed Title: *	UNDERSTANDING WORKPLACE COMMUNICATION IN A DIVERSE SOCIETY
c.	**Current Transcript Title** (if full title is more than 40 characters):		UNDERSTANDING WORKPLACE COMMUNICATION	
c.	*Proposed Transcript Title (if full title is more than 40 characters):*			
d.	**Current Cross-listing:**	☑ N/A	OR	Currently³ Cross-listed with (Prefix & Number):	none
	Proposed – ADD¹ Cross-listing (Prefix & Number):				

	Proposed – REMOVE [2,4] *Cross-listing (Prefix & Number):*				

e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours [5] for each meeting pattern type.

Current:	Lecture 3	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	

Proposed: *	Lecture 3	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	

f.	**Current Grading System:**	ABC Letter Grade Scale
	*Proposed Grading System:**	⦿ *Letter (A, B, C, etc.)* ◯ *Pass/Fail* ◯ *Medicine Numeric Grade (Non-medical students will receive a letter grade)* ◯ *Graduate School Grade Scale*

g.	**Current number of credit hours:**	3	Proposed number of credit hours: *	3

h.*	**Currently, is this course repeatable for additional credit?**	◯ Yes ⦿ No
*	*Proposed to be repeatable for additional credit?*	◯ Yes ⦿ No
IF YES:	*Maximum number of credit hours:*	
IF YES:	*Will this course allow multiple registrations during the same semester?*	◯ Yes ◯ No

i. Current Course Description for Bulletin:

Understanding workplace communication in U.S. society requires an interdisciplinary approach in preparing students to developing an enlightened consideration of the complex and contextual nature of communication in organizations. The emphasis on community, culture and citizenship is designed to engage students using dynamic learning experiences such as debates and discussion over topics relevant to the role of communication and organizations in U.S. society.

* Proposed Course Description for Bulletin:

Understanding workplace communication in U.S. society requires an interdisciplinary approach in preparing students to developing an enlightened consideration of the complex and contextual nature of communication in organizations. The emphasis on community, culture and citizenship is designed to engage students using dynamic learning experiences such as debates and discussion over topics relevant to the role of communication and organizations in U.S. society.

j. Current Prerequisites, if any:

* Proposed Prerequisites, if any:

k.	**Current Supplementary Teaching Component, if any:**	◯ Community-Based Experience ◯ Service Learning ◯ Both

	Proposed Supplementary Teaching Component:	⊙ Community-Based Experience
		⊙ Service Learning
		⊙ Both
		⊙ No Change

3.	**Currently, is this course taught off campus?**	⊙ Yes ⊚ No
*	*Proposed to be taught off campus?*	⊙ Yes ⊚ No
	If YES, enter the off campus address:	
4.*	**Are significant changes in content/student learning outcomes of the course being proposed?**	⊙ Yes ⊚ No
	If YES, explain and offer brief rationale:	
5.	**Course Relationship to Program(s).**	
a.*	**Are there other depts and/or pgms that could be affected by the proposed change?**	⊙ Yes ⊚ No
	If YES, identify the depts. and/or pgms:	
b.*	**Will modifying this course result in a new requirement² for ANY program?**	⊙ Yes ⊚ No
	If YES², list the program(s) here:	
6.	**Information to be Placed on Syllabus.**	
a.	☐ Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and *you must include the differentiation* undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and establishing different grading criteria in the course for graduate students. (See *SR 3.1.4.*)

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for [**fields are required!**

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instruct in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technic

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the require below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equi experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix:	COM 315	Date:	11/21/2014
Instructor Name:	Kevin Real	Instructor Email:	kevin.real@uky.edu

Check the method below that best reflects how the majority of the course content will be delivered.

Internet/Web-based ☑   Interactive Video ☐   Hybrid ☐

Curriculum and Instruction

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to Univers Syllabus Guidelines, specifically the Distance Learning Considerations?

   Through a combination of recorded lectures and online discussion forums regarding assigned readings, and virtual office hours with the instructor.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course go assessment of student learning outcomes, etc.

   This course will have the same assigned readings as the traditional COM 315 class already on the books. The online version will have recorded lectures in conjunction with online group and classroom

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; acac offense policy; etc.

The academic offense policy will be the same as the University policy already in place. Blackboard will be used as the portal for the entire course, which is password protected.

4. Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via a DL, as defined above?

No

Which percentage, and which program(s)?

Communication BA, Business and Organizational Communication Track, 7% (3 hours out of 42) required. COM 315 online or traditional classroom format will fulfill this requirement.

*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL deli' six months from the date of approval.

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom se

Via online office hours and the services provided by the UK Distance Learning Office.

Library and Learning Resources

6. How do course requirements ensure that students make appropriate use of learning resources?

Through assigned readings

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

Through Blackboard. No other facilities other than access to the UK Libraries will be required, and online access to that is already available for students currently enrolled.

Student Services

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/ of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

Yes, the syllabus lists the procedures for resolving technical complaints and are given the contact information for the instructor, distance learning, and blackboard assistance.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?

○ Yes
◉ No

If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

Through Blackboard, which has extensive tutorials available to students for those not already familiar with the service at UK.

10. Does the syllabus contain all the required components, below? ☑ Yes

   ○ Instructor's *virtual* office hours, if any.

   ○ The technological requirements for the course.

   ○ Contact information for Distance Learning programs (http://www.uky.edu/DistanceLearning) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/Help/; 859-218-HELP).

   ○ Procedure for resolving technical complaints.

   ○ Preferred method for reaching instructor, e.g. email, phone, text message.

   ○ Maximum timeframe for responding to student communications.

   ○ Language pertaining academic accommodations:

      ■ "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Res Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."

   ○ Specific dates of face-to-face or synchronous class meetings, if any.

   ○ Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)

      ■ Carla Cantagallo, DL Librarian

      ■ Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)

      ■ Email: dllservice@email.uky.edu

      ■ DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

Kevin Real

Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (http://www.uky.edu/UKIT/Help)

Revised 8/09

[1]See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "n form will be sent to appropriate academic Council for normal processing and contact person is informed.

[2]Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.

[4] Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

[5] Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab me meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See *SR 5.2.1.*)

[6] You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

[7]In order to change a program, a program change form must also be submitted.

Understanding Workplace Communication in a Diverse U.S. Society
Tues-Thurs 11am-12:15pm
Department of Communication, College of Communication & Information Online Seminar

Instructor Information:

Professor:	Kevin Real, Ph.D.
Email:	kevin.real@uky.edu (preferred method of reaching me)
Office:	241 Grehan Building
Phone:	859-257-6938
Office Hrs:	Virtual using Adobe Connect appt., Please schedule via email

REQUIRED TEXT
Conrad, C. & Poole, M.S. 2012). *Strategic Organizational Communication: In a Global Economy*, Wiley-Blackwell Publishers

Course Prerequisites:
This UK Core class has no prerequisites. It satisfies the Community, Culture, and Citizenship requirement.

COURSE DESCRIPTION
Understanding workplace communication in U.S. society requires an interdisciplinary approach in preparing students to developing an enlightened consideration of the complex and contextual nature of communication in organizations. The emphasis on community, culture and citizenship is designed to engage students using dynamic learning experiences such as debates and discussion over topics including the role of corporations in a democratic society. Students shall participate in discussions about historical, societal, and cultural differences in the U.S. workplace, including issues arising from generation, ethnicity, gender, sexuality, language, race, nationality, religion, political/ethical perspectives, and socioeconomic class. Case studies shall be employed to discuss workplace communication issues related to the afore-mentioned topics. The course addresses a large number of ideas in substantial depth with the aim of developing an understanding of effective and responsible participation in diverse workplaces. As a result, students will better understand how to effectively communicate in the complex, diverse, and unpredictable contexts that comprise U.S. organizations.

Learning Outcomes:
1. Demonstrate an understanding of historical, societal, and cultural differences and contexts relevant to communication in the U.S. workplace.
2. Display a basic understanding of how these issues influence civic responsibility, social, cultural, and institutional change, and civic engagement as they pertain to communication in U.S. workplaces.
3. Develop critical thinking skills, and analytical proficiency through projects that evaluate workplace communication issues which have a profound impact on U.S. society, both at the individual and collective level. The goal of these projects is comprehension and integration of Community, Culture and Citizenship topics and shall involve written papers and professional presentations.

TECHNOLOGY REQUIREMENTS

Minimum Technology Requirements: Complete the following steps to make sure your computer is correctly configured and the necessary software is installed.

1. Go to this site provided by Distance Learning to check the minimum hardware, software, and browser requirements: http://www.uky.edu/ukit/hardwareguide

2. Distance learning recommends having access to multiple browsers for quick troubleshooting.

3. You will also need Flash, Adobe Acrobat Reader and QuickTime movie player, Java. Go to

http://www.uky.edu/DistanceLearning/current/technology/techReqs.html for current links.

4. You will also need to use Microsoft Word for all written work and Microsoft PowerPoint for presentational aids that accompany your oral presentations.

5. You will also be required to record and upload your oral presentations to the Blackboard Shell for self and peer critiques, as well as links to web pages you design for your digital projects. This means you will need access to a webcam.

Getting Help: Anticipate the types of technology and access you will need prior to class sessions and assignment due dates. Do not hesitate to contact the UKIT Service Help Desk or Distance Learning Office. Inform your instructor when you are having technical difficulties.

Important Contact Information:

>   Help Desk: 859-218-HELP (4357)

>   Distance Learning Programs Office: 859-257-3377

>   Distance Learning Services, Carla Cantagallo, DL Librarian: 859-257-0500, ext. 2171; or 800-828-0439 (option#6); dllservice@email.uky.edu

Procedure for Resolving Technical Complaints: If you experience technical difficulties, contact the Customer Service Center at 859-218-HELP or by email at helpdesk@uky.edu. Inform your instructor when you are having technical difficulties.

Time Zone: This course is taught in the Eastern Time Zone. All times listed in this syllabus are ET. If you live outside the ET, you need to account for the time change when turning in assignments.

VIRTUAL CLASS POLICIES

Academic Integrity: The mission of a university can only be accomplished in an environment where academic integrity is valued. The Department of Communication and the College of Communication and Information are strong proponents of academic integrity. Thus, all of your work will be original. Cheating on exams, quizzes, or other assignments will not be tolerated. Similarly, plagiarizing other people's ideas, thoughts, or works will not be tolerated. If you choose to violate university standards for academic integrity, you will be subject to a sanction at the instructor's discretion within institutional policy. The penalties for academic dishonesty are severe and violators are punished. Papers submitted for credit in other classes may NOT be submitted for credit in this course. If you have a question about whether you may be plagiarizing, please contact me prior to submitting work. *Plagiarism* is defined as using another's words, ideas, materials or work without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work or materials and for acknowledging and documenting the source appropriately. Not knowing one plagiarized is not an acceptable excuse for plagiarism. You are expected to have full knowledge of the institutional Integrity Policy; see http://www.uky.edu/Ombud/ForStudents_AcademicIntegrity.php. Please also see Part II of *Student Rights and Responsibilities,* which is available online to learn more about academic integrity at the University of Kentucky (http://www.uky.edu/StudentAffairs/Code/part2.html). **Please note:** Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Appointments and Office Hours: Office hours will be at the times listed above and by appointment and will be held via Adobe Connect. The meeting link will be posted under 'office hours' on Blackboard.

Attendance and Participation: Participation is central to your success in this course. Further, online education requires excellent time management and self-motivation. As an accelerated web-based class, attendance means checking the Blackboard website daily for messages or assignment information. Budgeting your time carefully for coursework and reading as if you were attending a class on a campus will help you avoid unforeseen delays and procrastination that will affect your overall performance. As

2

this is an online class where you will work according to your own schedule, I will not take attendance. However, if you do not complete assignments on time, according to the schedule deadlines, **you will receive a zero for that assignment. NO LATE ASSIGNMENTS WILL BE ACCEPTED** (Unless you have a University-excused absence or documentation for why the assignment is late). Always keep in mind that you will never be penalized for turning an assignment in early!

Additionally, participation will serve as an indicator of attendance in this online course. During each week, there may be several activities for you (and possibly your group) to complete (and they may be ungraded). If you do not complete the weekly activities, it will be noted and treated as an unexcused absence.

Even though I will not take attendance, there may be times during the semester when you are unable to meet an assignment, peer review feedback, or self-assessment deadline due to circumstances beyond your control. Excused absences will be given at my discretion on with proof as defined by the UK Student Code 5.2.4.2. Students missing work due to an excused absence must inform me about their excused absence within one week following the period of the excused absence (except where prior notification is required), so we can determine a new deadline. Students will not be penalized for excused absences.

For any emergency situation that arises, e-mail your instructor as soon as you know about the situation.

For further information, see http://www.uky.edu/StudentAffairs/Code/part2.html

> Academic Standards: 5.2.4
> Attendance and Completion of Assignments: 5.2.4.1
> Excused absences: 5.3.4.2

Classroom Civility: We want to build an online class climate that is comfortable for all. It is especially important that we (1) display respect for all members of the class – including the instructor and students, (2) pay attention to and participate in all class sessions and activities; (3) avoid unnecessary disruption during class time; and (4) avoid racist, sexist, homophobic or other negative language that may unnecessarily exclude members of our campus and classroom. This is not an exhaustive list of behaviors; rather, they represent the minimal standards that help make the classroom a productive place for all concerned.

E-mails: Students are responsible for checking their UK email account frequently and consistently (at least once per day) to remain current with University and class related communications. They are expected to monitor and manage their email storage quota to insure that their mailboxes are not saturated and are able to receive new messages. Additionally, remember that electronic communication should be treated with the same care and respect that you would a face-to-face interaction. Compose e-mail carefully, using a pertinent subject line (including your section number), an appropriate greeting and a concise message devoid of spelling or grammatical errors. I will to return all e-mail promptly within 48 hours if received on a weekday; if it is the weekend, I will plan to return e-mail messages within 24 hours from the start of the workweek. Additionally, Blackboard posts should be error-free and thoughtfully composed.

Accommodations due to disability:
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Late/Make-up Work: You will receive ZERO points for assignments handed in after the scheduled due date, unless prior arrangements have been made with me. I will not rearrange due dates and exam times around your assignments and exams in other classes.

Deadlines and Make-up Exams: Exams are to be taken at the scheduled exam time unless <u>prior</u> permission is given by the instructor.

ASSIGNMENTS

Readings & Online Lectures: Your reading assignments are included in the course schedule. Assigned chapters should be read before you watch the lectures and respond on Bb (discussion/journals/quiz) so you will be able to make a contribution to the class discussions and activities and perform well on the quizzes and exams. In addition to the textbook, you may, from time to time, be required to read other material that will be put on reserve in Young Library. You may also be assigned online readings in addition to the textbook. If you do not do the reading, do not expect to benefit substantially from the course. Class modules are used to supplement rather than to repeat the reading material assigned. PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO WATCH ALL RECORDED LECTURES AND READ THE ASSIGNED READINGS IN ORDER TO BE SUCCESSFUL IN THIS COURSE.

Participation in Discussion Board & Discussion Journal. 20%. Discussion Boards are treated much like a classroom conversation with give and take between classmates. Below is the rubric for discussion boards. All students will participate in cooperative activities via the discussion board as they work through each topic. Students must participate in these discussion activities a minimum of two times (post and respond) during a topic period. Only those responses that are posted on the discussion board by 11:59 p.m. on Friday will be graded. Each discussion response will be graded separately and an overall grade for participation will be based on the average grade. The following scale will grade discussion participation and journal responses:

> Scale for Discussion Boards:
> 4   Exceptional – thoughtful post(s) and responses across multiple days
> 3   Professional – thoughtful post(s) and responses on single day
> 2   Marginal – minimal post(s) and responses across multiple days
> 1   Unacceptable/Inappropriate – minimal post(s) and responses on single day
> 0   No participation

Exams. 50%. Three tests will be given via ~~Blackboard~~Canvas. You will need to login to ~~Blackboard~~ Canvas to take the exam electronically. **Exams will be available for a 24-hour period. Once the student starts the exam, he or she will have 75 minutes to complete it (just like in a conventional classroom).** Tests will be multiple-choice, true-false, etc., and cover material from lectures, readings, and assignments. Study guides for each exam will be provided. There will be no cumulative Final Exam.

Research Project. 30%. You will examine a particular aspect of communication within organizations that you and I agree will make for a good project. This project will result in a final written document approximately ranging between 6-12 pages that covers what you have learned from research about topics related to organizations, communication, culture and citizenship. You may want to investigate the communication aspects of such topics as the role of corporations in a democratic society or the privatization of U.S. national security.

<u>Blackboard Assignment Submission Guidelines</u>
You will be responsible for checking the online syllabus and schedule (Module) before beginning your homework for any changes or updates. I will post all assignments on Blackboard.
All of your work in this class must be available to be posted both on Blackboard and on paper. In general, all assignments will require a title, your name, my name, and the date. **Files must be saved as a .pdf, or .doc, or .docx.** Any other format will not be accepted and considered as missing unless corrected before the deadline. Please do not email me your assignments. You are responsible for keeping back-up (I recommend several) copies of all your work since electronic texts can be lost. Copies of work can be

saved in the "Content Collection" area of your Blackboard account. If your assignment is lost in cyberspace, you will be expected you to repost it within the same day.

Assignment Submissions

All assignments must be posted to the classroom Blackboard Shell **by 7:00 pm on Friday of the assigned week** (see "Daily Schedule" for details). This includes major and minor writing assignments, oral communication presentation assignments, and visual artifact assignments, as well as self and peer critiques and class discussion postings.

No late assignments will be accepted without prior approval of the instructor and an excused absence as defined above. Please note:*If you fail to complete and submit any of the major assignments (exams or papers), this will result in an automatic "E" for the course. **Note: Graded assignments will be returned to you within one week of submission unless otherwise noted by the instructor.**

GRADING CRITERIA

There are no optional assignments. Your grade in this course is a function of the following:

		Points
Unit Tests		500
• Exam 1 (Chapters 1 - 4)	167points	
• Exam 2 (Chapters 5-8)	167points	
• Exam 3 (Chapters 9-12)	ˉ 166 points	
Research Projects		300
• Paper (In the event there is a larger class students will do group papers)	300 points	
Participation	200 points	<u>200</u>
TOTAL		1000

Final letter grades will be assigned based on the following point distribution:

Grade	Point Range
A	900-1000
B	800 – 899
C	700 – 799
D	600 – 699
E	Below 600

Mid-term Grade and Final Exam Information

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm). There is no final exam for this class

TENTATIVE DAILY SCHEDULE

WEEK	TOPIC	CHAPTER	ASSIGNMENTS/ Notes
#1	Introduction & Overview		
#2	Workplace Communication from a Broad Perspective	1	
#3	Frames: Systems, ICT, Globalization	2	
#4	Communication in Bureaucratic Organizations	3	
#5	Relationships in Workplace Organizations	4	
#6	**EXAM #1**	1-4	**Exam**
#6	Cultural Issues in Workplace Organizations	5	
#7	Networks and Organizations	6	
#8	Evolutionary Change and Institutional Theory	7	
#9	Power, Resistance and Politics in the Workplace	8	
#10	**EXAM #2**	5-8	**Exam**
#10	Decision Making in Groups and Organizations	9	
#11	Communication and Diverse Workplaces	10	
#12	Communication and Globalization	11	
#13	Globalization	11	
#14	Organizational Ethics, Influence, and Image	12	
	Organizational Rhetoric	12	
#15	**EXAM #4**	9-12	**Exam**
15	Wrap Up & Discuss Final Paper/Presentation		
#16	Final Paper Due		**Paper Due**