



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

**SP 261, Organizational Communication
3 (CRN 62111)
M-R; 10:00 am – 11:45 pm**

INSTRUCTOR: Audrey Mendoza
OFFICE: Manaleo 107
OFFICE HOURS: TBA
TELEPHONE: 236-9221 EMAIL: amendoza@hawaii.edu
EFFECTIVE DATE: Summer 2022

ZOOM LINK:

<https://us06web.zoom.us/j/5942911102?pwd=b2hrUVI5cWhUMThBNkNUZzhEUVdIdz09>

Meeting ID: 594 291 1102

Passcode: M0HJY4

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘I and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide the Ko‘olau region of O‘ahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

SP 261 introduces theories and strategies for managing communication in organizations. Students will gain an understanding of how communication functions by addressing the self, maintaining interpersonal relationships, problem solving and decision-making, and the use technology in the workplace.

Prerequisite- Credit for ENG 100 with a C or better or SP 151.

Activities Required at Scheduled Times Other Than Class Times:

Two Conferences

The first conference must be scheduled by the 8th week of the semester and the second conference must be scheduled by the last week of school.

STUDENT LEARNING OUTCOMES

Student learning outcomes for the course:

1. Explain the characteristics of groups and teams in organizations
2. Analyze communication problems in the workplace
3. Evaluate the role of interpersonal relationships in organizations
4. Apply communication theories to everyday situations using multiple perspectives

To provide flexibility to adapt to needs or circumstances, the instructor reserves the right to deviate from the course outcomes, to add or omit tasks, and to adjust grades or points as the circumstances of the situation justify.

COURSE TASKS AND GRADING

Grades are based on points earned. The points for each assignment are provided below. However, I am willing to implement a curve. This will occur only if students regularly participate in class discussions and submit assignments by their deadlines.

Assignments
Discussions Posts (15 points each)
Writing Assignments (20 points each)
Readings (5 points each)
Group Presentation (50 points)
Daily Participation (3 points each)

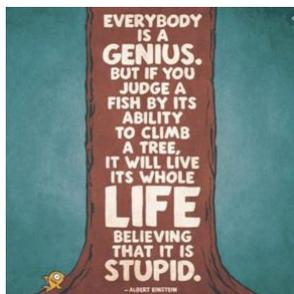
Discussion Posts: Oral presentations to be posted on Lualima.

Readings: No text is required, but regular readings will be provided and applied to class discussions.

Presentation: Further information will be provided in class.

Participation: Due to the nature of a speech course, participation is necessary. Class discussions, student involvement, in-class activities, and attendance are regarded as participation.

Attendance: Information presented below.



Paper Assignments:

High quality papers will show depth of thinking and insight into the analyzing process of a literary piece. Papers should include references to material covered in the textbook using appropriate APA formatting. Each paper may vary on length depending on the assignment given to you by the instructor. Each paper should contain an introduction, an organized body with main ideas developed, and a thoughtful conclusion and must follow the paper requirements for this class. *An Abstract is not required unless a research paper is assigned.* Any assignment that does not follow the directions provided and/or discussed in lecture will only earn minimal points.

Writing Hallmarks:

- ✦ The course uses writing to promote the learning of course materials
- ✦ The course provides interaction between teacher and students while students do assigned writing
- ✦ Writing contributes significantly to each student's course grade. Writing assignments must

make up at least 40% of each student's course grade.

- ✦ The course requires students to do a substantial amount of writing – a minimum of 4,000 words, or about 16 pages.
 - Depending on the types of writing appropriate to the discipline, students may write critical essays or reviews, journal entries, lab reports, research reports or reaction papers.
- ✦ To allow for meaningful professor-student interaction on each student's writing, the class is restricted to 20 students.

*Please do not ask me if you can turn in late work or raise your grade the last two weeks of the semester. It is your responsibility to keep track of your progress throughout the entire semester.

LEARNING RESOURCES

1. Materials posted on Laulima: Syllabus, assignments, class materials, and announcements will be distributed to the class via Laulima. It is your responsibility to regularly check your Laulima account. Log in using your UH username and password. Please **check your email frequently** as the instructor often sends information via email. The address for accessing Laulima is: <https://laulima.hawaii.edu/portal>.
2. Textbook information will be provided to you.
3. Located below is a website to help with research, APA format & citations, and library resources.
<http://manoa.hawaii.edu/researchbase/>
4. Links to assist you
 - Critically analyzing information sources
<http://www.library.cornell.edu/olinuris/ref/research/skill26.htm>
 - PubMed
<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi>
 - OWL: APA Formatting and Style Guides
<http://owl.english.purdue.edu/owl/resource/560/01/>
 - APA Style
<http://www.apastyle.org/>

Student Contributions

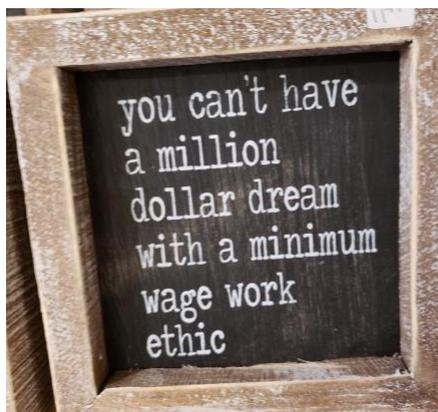
Academic Integrity: Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author.

In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

Attendance Policy: Regular and prompt attendance is necessary for students to achieve the goals of this course. Most activities build upon one another so attendance and adequate preparation for each class period are essential. Students are responsible for material covered in classes in which they were absent (whether the absence was excused or unexcused) or late to class.



Unexcused Absences

Absolutely no make-ups will be given for unexcused absences resulting in missed speech performances, examinations, assignments and in-class activities. If there is a prior engagement, notify your instructor and discuss your situation. Late work will not be accepted.

Deductions for unexcused absences. Attendance will be regularly recorded. For every unexcused absence, your overall grade will be lowered by **5 points** per absence.

Deductions for tardiness. If students are 15 minutes late to class, they will be marked as late. For every two classes that a student is marked late, it will equal to one unexcused absence. It is encouraged for students to come to class on time.

Assignments: All assignments must be typed and double-spaced with one-inch margins on the left, right, top, and bottom of each page to receive credit. Please use Times New Roman as a standard font type. ***A hard copy of assignments is required. Emailed assignments and handwritten assignments will NOT be accepted unless stated by the instructor.***

E-mails: The University of Hawaii e-mail has been declared an official means for communication with students. Executive Policy E2.213 reads: "Students are responsible for checking their email account frequently and consistently to remain current with University communications. They are expected to monitor and manage their email storage quota to ensure that their mailboxes are not saturated and are able to receive new messages."

Cellular/Digital Phones and Other Electronic Devices: Before attending class, turn off all cellular/digital phones and other portable electronic devices that can ring and disrupt the class. ***You will not receive participation points for the day if you are using your cell phone.***

DISABILITIES ACCOMMODATIONS

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Roy

Inouye can be reached at 235-7448, royinouy@hawaii.edu, or you may stop by Hale 'Ākoakoa 213 for more information.

TITLE IX

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Specifically, Title IX prohibits sex discrimination; sexual harassment and gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual assault; sexual exploitation; domestic violence; dating violence; and stalking. For more information regarding your rights under Title IX, please visit: https://windward.hawaii.edu/Title_IX/.

Windward Community College is committed to the pursuit of equal education. If you or someone you know has experienced sex discrimination or gender-based violence, WCC has resources to support you. To speak with someone confidentially, contact the Mental Health & Wellness Office at 808-235- 7393 or Kaahu Alo, Designated Confidential Advocate for Students, at 808-235-7354 or kaahualo@hawaii.edu. To make a formal report, contact the Title IX Coordinator, Karla K. Silva-Park, at 808-235-7468 or karlas@hawaii.edu.

ALTERNATE CONTACT INFORMATION

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

Location: Alakai 121
 Phone: 808-235-7422
 Email: wccaa@hawaii.edu

Tentative Class Schedule

	Date M-R	Topic
Week 1		Organizational Communication
		Language & Perception
		Nonverbal & Crisis Communication
		Crisis Comm cont.
Week 2		Crisis Comm cont.
		Organizational Theory
		Organizational Theory
		Group Communication

Week 3		Group Communication
		<i>Group Work</i>
		<i>Group Work</i>
		Group Presentations
Week 4		Interpersonal Relationships
		Organizational Culture
		Organizational Behavior & Trust
		Competency & Organizational Identity
Week 5		Interviewing
		Interviewing
		Organizational Trends
		Organizational Trends

COURSE POLICIES AGREEMENT

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I have read and reviewed my Speech 261 syllabus and course policies. By signing this document, I acknowledge not only that I understand the policies and requirements of this course, but also that I understand the consequences of not following these policies. By not signing this document, I agree that I have not read the syllabus.

Print Name

Date: _____