UNIVERSITY of HAWAI'I®
WINDWARD
COMMUNITY COLLEGE

SP 261, Organizational Communication
3 (CRN 62326)
TR; 10:30 am – 11:45 pm
Manaleo 111

INSTRUCTOR: Audrey Mendoza
OFFICE: Manaleo 107
OFFICE HOURS: W 130 - 230 m & TR 9 – 10 am
TELEPHONE: (808) 236-9221 EMAIL: amendoza@hawaii.edu

EFFECTIVE DATE: Fall 2026

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 Meetings
The first meeting must be scheduled by the end of the 8th week of the semester and the second meeting must be scheduled by the last week of the semester.

STUDENT LEARNING OUTCOMES

As a result of taking this course, students can expect to attain the following outcomes:

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

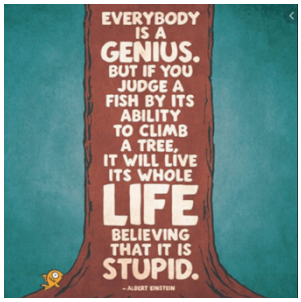
Grades are based on points earned. The points for each assignment are provided below.

Assignments
Padlets (25 points) 5 pts ea
Weekly Check-in (75 points) 5 pts ea
Reading Responses (50 points) 10 pts ea
Case Study Presentation (35 points)
Group Presentation (100 points)
Impromptu (45 points)
Meetings (20 points) 10 pts ea
Total Points: 350

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.

Impromptu: Students will be randomly selected throughout the course of the semester to provide an impromptu speech. If you are absent on an impromptu day, there will be no make-up participation.

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*.



Your grade will be based on the total number of points you earn as outlined directly below. You may find it useful to use the assignment chart below to keep track of your points throughout the semester.

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

LEARNING RESOURCES

1. Materials posted on Lamaku: Syllabus, assignments, class materials, and announcements will be distributed to the class via Lamaku. It is your responsibility to regularly check your account. Log in using your UH username and password. Please ***check your email frequently*** as the instructor often sends information via email.

2. Textbook information will be provided on Lamaku.

3. Purdue Owl for APA citations

4. Ka Piko Services for Speech Lab and Writing Lab

5. Star Balance

Student Contributions

Participation Verification: Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with Executive Policy 7.209, all students in the University of Hawai'i system are required to establish "participation" to ensure that they are not dropped from their class(es). Students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

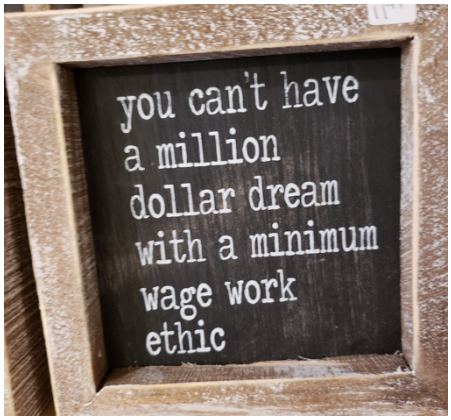
Academic Integrity: Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author. In this class, students who commit academic dishonesty, cheating or plagiarism will have 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.

Windward CC Student Conduct Information

UH System Student Conduct Policy EO 7.208

AI: Writing, analytical, creativity, and critical thinking skills are essential to the learning environment of this course and all assignments should be prepared by the student. Therefore, AI-generated assignments are viewed as unethical and will receive a failing grade. This course assumes that all work submitted by students will be generated by the students themselves. If students need assistance with structuring an assignment, the professor is available and willing to support the student. Resources such as the Writing and Speech Lab are also available for the student to submit a credible assignment.

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 a missed speech performance, examination, or in-class activity. If there is a prior engagement, notify your instructor and discuss your situation.

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, size 12 as a standard font type. ***A hard copy of assignments is required. Emailed and handwritten work submitted as final 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 be regarded as absent for the day if you are using an electronic device for other means than taking notes.***

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 808-235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kako'o 106) for more information.

MENTAL HEALTH COUNSELING

Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at the WCC Mental Health & Wellness website.

TITLE IX

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Leslie Cabingabang, Confidential Advocate
Phone: (808) 348-0432
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 107

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kākoʻo 101

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale ʻAlakaʻi 120

Mykie Ozoa-Aglugub, Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kakoʻo 109

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources and the University's Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/

ADDITIONAL 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 in Alakaʻi 121 or through their email at wccaa@hawaii.edu.

Technical Support

- UH ITS Help Desk – email help@hawaii.edu or call 956-8883 (or 1-800-558-2669) for Laulima and most technology support. Available 24 hours a day, 7 days a week, including holidays.
- Student Tech Support - email winhelp@hawaii.edu, call 808-235-7437, or stop by in person at Hale La'akea 228. Available Monday–Friday from 8:00 am–4:00 pm.

Tentative Class Schedule

	Date TR	Topic
Week 1	8/25; 8/27	Class Introduction & Organizational Communication *Assignment: Padlet #1 due 9/1*
Week 2	9/1; 9/3	Communication Competency *Assignment: Reading #1 & Padlet #2 due 9/8*
Week 3	9/8; 9/10	Organizational Theory *Assignment: Reading #2 due 9/15*
Week 4	9/15; 9/17	Organizational Identity *Assignment: Reading #3 due 9/22*
Week 5	9/22; 9/24	Organizational Culture
Week 6	9/29; 10/1	Mission Statements & Values *Assignment: Padlet #3 due 10/6*
Week 7	10/6; 10/8	Interpersonal Relationships *Assignment: Case Study Presentation due 11/5*
Week 8	10/13; 10/15	Group Communication
Week 9	10/20; 10/22	Group Communication
Week 10	10/27; 10/29	*Group Work* *Assignment: Padlet #4 due 11/3*
Week 11	11/3; 11/5	11/3 ELECTION DAY NO SCHOOL **Case Study Presentation**
Week 12	11/10; 11/12	Crisis Communication *Assignment: Reading #4 due 11/17*
Week 13	11/17; 11/19	*Group Work* *Assignment: Padlet #5 due 11/24*
Week 14	11/24; 11/26	11/26 THANKSGIVING DAY Emotions
Week 15	12/1; 12/3	Branding *Assignment: Reading #5 due 12/8*

Week 16	12/8; 12/10	**Group Presentations**

SPEECH 261 WI: Organizational Communication

Course Location and Time

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COURSE POLICIES AGREEMENT

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.

_____ Date: _____
Print Name