

COM 3050: Special Topics

## **ORGANIZATIONAL COMMUNICATION TECHNOLOGIES**

Fall 2007

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Class meets on: ***Mondays and Wednesdays 2:00 P.M.–3:15 P.M.***  
In Room ***4207 Dunbar Hall***

Instructor: Joseph M. Kayany, Ph.D.

Office phone: 269.387.3139

Office: 323 Sprau Tower (3rd floor)

Office Hours: 11:00 – 12:00 noon MW

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Course website: <http://homepages.wmich.edu/~kayany/orgtech>

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### **Course Description:**

This course is designed to review the modern communication technologies with special emphasis on organizational technologies. We will discuss how these technologies affect us, our organizations and our society at the interpersonal and social level.

### **Competencies Developed:**

Students will learn about the key communication technologies relevant to organizations and discuss their communicative aspect; recognize and discuss the key scholars and research findings relevant to the study of online technologies; learn theory and research from the communication technology literature to develop a good understanding of how these technologies affect communication processes in interpersonal, organizational, social and global contexts.

### **Textbook:**

There is no single textbook for this course but articles and chapters from different books will be assigned during the semester.

### **Evaluation**

You will be evaluated on the basis of your performance in two exams, timely completion of ten short papers, and active participation in the class. The final grade will be calculated using the following scale:

Midterm Exam	- 35%
Short Papers (10)	- 15%
Attendance and Participation	- 10%
Final Exam	- 40%

## **Short papers**

During the semester you will be asked to write several short papers that relate to the topics covered in the textbook and/or discussed in class. Topics/questions for the papers will be handed out on each Friday and papers are due on each Monday at the start of class. The paper is 400-450 words. The papers must address the question given, brief and to the point. They must be typed and stapled. If you draw on outside sources, proper citation is required. Proofread before you submit. I do not accept papers via email or fax. Late submissions will be penalized by one letter grade. I will not accept papers after the end of the week when the paper is due.

You grade for the paper will be based on the quality of content. You get an A if you present new information or present a new argument based on content discussed in class. You get a B if you used only material presented in the textbook or lectures. You get a C for writing a paper that is not supported by any theory but is just an elaboration of your opinions. You get a D for writing the paper.

## **Attendance**

Attendance is mandatory. You are advised not to be absent in more than two classes. You should also be attentive and be engaged in the class process in order to be assured of the full attendance grade. If you miss more than two classes, you will lose half the attendance grade for the third absence and the remaining attendance grade for the fourth absence.

## **Exams**

The exams will be based on all topics discussed in the class and textbooks. Questions that call for short, one-paragraph answers are my normal style. I will give you a study guide with 50 questions before the mid-term and another with 100 questions before the comprehensive final exam.

## **Academic integrity**

You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate and Graduate Catalogs that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. [The policies can be found at [www.wmich.edu/catalog](http://www.wmich.edu/catalog) under Academic Policies, Student Rights and Responsibilities.] If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with me if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.

## **Classroom etiquette**

- Please plan on being in class 5 minutes before class and be ready for class.

- Please turn off your cell phones and beepers before you enter the class.
- Please get a good night's sleep; don't expect to catch up on sleep during class.

## Grading Scale

95-100	- A (4.0)
89-94	- BA (3.5)
83-88	- B (3.0)
77-82	- CB (2.5)
71-76	- C (2.0)
66-70	- DC (1.5)
60-65	- D (1.0)
Less than 60	- E (Failing grade)

## TENTATIVE COURSE OUTLINE

Week 1:  
Sept 05, Wednesday – Introductory session

Week 2:  
Sept 10, Monday  
Sept 12, Wednesday

Week 3:  
Sept 17, Monday - Weekly paper due  
Sept 19, Wednesday

Week 4:  
Sept 24, Monday - Weekly paper due  
Sept 26, Wednesday

Week 5:  
Oct 01, Monday - Weekly paper due  
Oct 03, Wednesday

Week 6:  
Oct 08, Monday - Weekly paper due  
Oct 10, Wednesday

Week 7:  
Oct 15, Monday – **Midterm exam**  
Oct 17, Wednesday

Week 8:

Oct 23, Monday - Weekly paper due

Oct 23, Wednesday

Week 9:

Oct 29, Monday - Weekly paper due

Oct 31, Wednesday

Week 10:

Nov 06, Monday - Weekly paper due

Nov 07, Wednesday

Week 11:

Nov 12, Monday - Weekly paper due

Nov 14, Wednesday

Week 12:

Nov 19, Monday - Weekly paper due

***Thanksgiving break***

Week 13:

Nov 26, Monday - Weekly paper due

Nov 27, Wednesday

Week 14:

Dec 03, Monday

Dec 05, Wednesday

***Final Exam: Wednesday December 12, from 2:45 – 4:45 PM***