
Calumet College



of Saint Joseph

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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.

COURSE SYLLABUS, SPRING 2020

ORMN 425: Communication in Organizations

Instructor Information:	
Instructor Name	Jeannine M. Pellettiere
Office Number:	
Phone Number:	708-828-7656
Email:	jpellettiere@ccsj.edu
Hours Available:	Arranged as necessary
Instructor Background: B.A. History, Quincy University, B.G.S. (concentration in Business & Economics), Indiana University Northwest, M.P.A., Roosevelt University. The instructor has held various positions in the Chicago legal community for over 40 years and was most currently the Legal Administrator for Donohue Brown Mathewson & Smyth LLC. She currently owns an HR consulting firm, OpenWindows LLC.	

Course Information:	
Course Time:	Mondays: January 6, 13, 27 and February 3, 10, 17 and 24 8:00 – 10:00 pm Whiting, IN
Classroom:	300
Prerequisites:	None
Textbook:	Guffey, M.E. and Loewy D. Business Communication, Process & Product, 9th Ed. South-Western Cengage: Mason, OH 2015.

Learning Outcomes/ Competencies:

Students in this course will learn the nature of communication by achieving the following:

- Identify the communication processes from the positions of “sender” and “receiver” in a variety of business and professional contexts, in a classroom environment to satisfaction.
- Prepare and meet ethical, intercultural and technological challenges to communication, in a classroom environment to satisfaction.
- Apply specific reasoned, practical and ethical business communication principles to composing and delivering business and professional messages, in a classroom environment to satisfaction.
- Identify and apply necessary communication tools to help organizations meet and exceed their goals, in a classroom environment, to satisfaction.

This course meets the following learning objectives for the Organization Management Program:

- Demonstrate knowledge of the historical and philosophical foundations of various management and leadership models and be able to apply such models in an organizational setting.
- Be able to create a logical argument and communicate ideas at a professional level both orally and in written form.

Course Description:

Identifies the formal structure, channels, and mechanisms for communication and the informal process of communication within an organization and its environment. Explores the dynamics of communication in and between organizational work units and how employee, supervisory, and management roles and perspectives affect communication.

Learning Strategies: Course readings, lectures, critical thinking exercises, submitted homework, and individual research and writing.

Experiential Learning Opportunities: Includes creating a business communication writing portfolio that encapsulates writing improvement exercises, memos, letters, report writing, preparing a professional resume and cover letter, and stressing social media etiquette.

	ASSESSMENTS	
Homework assignments	60 (10 points each)	20% of grade
Mid-term	20 points	7% of grade
Resume & cover letter	30 points	10% of grade
Final Exam	40 points	13% of grade
Paper	45 points	15% of grade
Attendance & participation	35 points (5 points each evening)	12% of grade
Weekly On-Line Discussion	70 points (10 points each)	23% of grade

COURSE SCHEDULE:		
Homework Assignments		
Read Chapters 1-2	Ex. 1.3 page 34; Ex. 1.8 page 35; Critical Thinking #5 Ethical Issue page 74 and Ex. 2.3 page 75.	January 6/9
Read Chapters 3-4	Critical Thinking #4 page 113; Ex. 3.3 page 115; Activities 4.1 a-g page 152 and 4.10 page 154.	January 13/16 NO CLASS 1/20 MARTIN LUTHER KING HOLIDAY
Read Chapters 5-6	Ex. 5.11 page; Ex. 6.7 page 207; Professional resume & cover letter	January 27/30
Read Chapters 7-9	Grammar & Mechanics 1-10 page 248-249. Ex. 9.6 page 328. Ex. 8.21 Page 289 (Mid-term).	February 3/6
Read Chapters 10-12	Ex. 11.8 a-e page 429. Ex. 12.5 page 471.	February 10/13
Read Chapters 13-14	Ex. 13.8 page 513. Paper on Importance of Business Communication	February 17/20
Read Chapters 15-16	Final Exam	February 24

Take total points earned and divide by 300 to determine percentage grade.

Grading Scale:

A: 100 - 93 B+: 89 - 88 C+: 79 - 78 D: 60-69 F: 59 & below
A-: 92 – 90 B: 87 – 82 C: 77 - 72
B-: 81 – 80 C-: 71 – 70

WEEKLY ON-LINE DISCUSSIONS (via Blackboard)

Students are expected to participate in weekly on-line discussions via Blackboard. The faculty member will post a question or list of questions to which students must respond. Each week’s question(s) will be posted on Blackboard on **Monday**, the week before the start o the next class session. Students will need to provide their response by **Friday before Midnight**. Then students must provide a response that demonstrates thoughtful consideration to at least two fellow students’ original post by **SUNDAY before Midnight**. Students’ original post must be at least 100 words in length. Responses to other students’ post must be a minimum of 40 words in length.

Points will be deducted for late post to Blackboard. Points may not be given if posts are more than one day late.

Monday by Noon: Faculty member will post on-line discussion question(s) to Blackboard.

Friday by Midnight: Students original posts are due (100 word minimum).

Sunday by Midnight: Students' response post to fellow students due (40 word minimum).

Responsibilities:	
Attending Class	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.</p> <p><u>Arriving more than 10 minutes late or leaving early from a class, results in receiving half the attendance points for that class.</u></p>
Turning in Your Work	<p>You cannot succeed in this class if you do not turn in all your work when due. Late assignments will lose one grade for every week the assignment is late.</p> <p>Mondays will be a discussion on reading assignments. Written work is to be submitted on Thursdays by 8:00 pm.</p>
Meeting Standards for Classroom Behavior	<ul style="list-style-type: none"> • Use all the class time. Come to class on time and stay until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others. • Come prepared. Bring your texts, be prepared to take notes, and be able to demonstrate the assignments for the day through your participation in class. • Respect others. Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately. • Use electronic devices only for class purposes. Engage with your classmates and the instructor without technological distractions.
CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community;

	<ul style="list-style-type: none"> Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Using Electronic Devices	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.
Participating in Class	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class, you may be asked to leave, in which case you will be marked absent.
Doing Your Own Work	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Sharing Your Class Experience	Your voice matters! At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.

Resources	
CCSJ Book Rental Program	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore . All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no

	charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	Through a partnership with Crown Counseling , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor , at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org .
CCSJ Alerts:	Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: http://www.ccsj.edu/alerts/index.html .