

# **COM441 Organizational Communication and Conflict Resolution**

## **(3 credit hours)**

### **Course Syllabus**

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### **Course Description**

This advanced course examines interpersonal and group relationships and patterns of communication within organizations. This includes the way individuals relate to each other personally, in groups and as leaders and followers. The course is competency based, the material is designed to increase knowledge, create an awareness of values, and build sensitivity to the different situations organizations face in an increasingly complex social, cultural and economic world. Conflict as a communications phenomenon is also explored. By the end of the course students will have an understanding of the challenges of communicating within an organization and possess the skills necessary to analyze and address organizational communication issues.

### **Course Learning Outcomes**

By the end of this course, you will be able to:

1. Students will explain the importance of communication in organizations.
2. Student will demonstrate methods effective communication in organizations.
3. Students will identify and analyze facilitating and hindering forces in effective communication within and outside organizational life.
4. Students will practice developing and delivering effective interpersonal communication.
5. Students will explain theory of and practice of team building, conflict resolution and problem solving.
6. Students will recognize how communication and organizational culture relate to one another.
7. Students will discuss the role of verbal and nonverbal messages and how to use them effectively.
8. Students will practice ways of effectively communicating to and within groups.
9. Students will improve and develop their articulation, analysis, and resourcefulness skills.

## Prerequisites/Corequisites

None

## Required Textbook(s) and Resources

Adler, R. B., Elmhorst, J. M., & Lucas, K. (2018). *Communicating at work: Strategies for success in business and the professions* (12th ed.). McGraw-Hill.

A digital copy of your textbook is included with your DragonACCESS fees for this course. Use the DragonACCESS tool in Moodle to view your book.

Be sure to also review the weekly **Explore** sections for additional library or web resources. For access to databases, research help, and writing tips, visit the [Tiffin University Library](#). You might consider registering for one of the library's many webinars on library research, source evaluation, copyright, and other topics, at the [Library Events - Upcoming Events](#) web page. For further assistance email a librarian, at: [library@tiffin.edu](mailto:library@tiffin.edu).

## Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each week**. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week**.

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).
2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.
3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET on Wednesdays**.
4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET on Saturdays, and**
5. Major assignments and reflections are typically due by **11:55 p.m. ET on Sundays**.

## Learning Activities

This course will consist of discussions and essays. Throughout the term you will study a number of communication skills, ethics, and explore the importance of listening. A final paper

will be due in week 7 with the discussions assisting along the way. There will also be checkpoints throughout to help refine the final paper.

## Grading

The chart below identifies the individual contributions from each type of activity, per week.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Discussions 25 25	Discussions 25 25	Discussions 25 25	Discussions 25 25	Discussions 25 25	Discussions 25 25	Discussions 25 25	350
Assignments 50	Assignments 50	Assignments 50	Assignments 50	Assignments 50	Assignments 50	Assignments 250	550
100	100	100	100	100	100	340	900

## Grading Scale

A: 90-100%

B: 80-89%

C: 70-79%

D: 60-69%

F: <60%

Please see the [Academic Bulletin](#) for grade appeal information.

## Course Schedule and Weekly Checklist

### Week 1: Introduction to Communication and Communication, Culture, and Work

- ☐ Week 1 Lecture 1
- ☐ Week 1 Lecture 2
- ☐ WED: Week 1 Discussion 1 - Initial Post
- ☐ WED: Week 1 Discussion 2 - Initial Post
- ☐ SAT: Week 1 Discussion 1 - Secondary Posts
- ☐ SAT: Week 1 Discussion 2 - Secondary Posts
- ☐ SUN: Week 1 Assignment: Essay

## **Week 2: Listening, Verbal and Nonverbal Communication**

- ☐ Week 2 Lecture 1
- ☐ Week 2 Lecture 2
- ☐ WED: Week 2 Discussion 1 - Initial Post
- ☐ WED: Week 2 Discussion 2 - Initial Post
- ☐ SAT: Week 2 Discussion 1 - Secondary Posts
- ☐ SAT: Week 2 Discussion 2 - Secondary Posts
- ☐ SUN: Week 2 Assignment 1: Critical Reflection Paper
- ☐ SUN: Week 2 Assignment 2: Final Paper Week Two Check Point

## **Week 3: Gender and Generational Differences at Work**

- ☐ Week 3 Lecture
- ☐ WED: Week 3 Discussion 1 - Initial Post
- ☐ WED: Week 3 Discussion 2 - Initial Post
- ☐ SAT: Week 3 Discussion 1 - Secondary Posts
- ☐ SAT: Week 3 Discussion 2 - Secondary Posts
- ☐ SUN: Week 3 Assignment 1: Essay
- ☐ SUN: Week 3 Assignment 2: Final Paper Week Three Check Point

## **Week 4: Emotional Competence and Teams – Leadership, Influence, and Effective Communication**

- ☐ Week 4 Lecture 1
- ☐ Week 4 Lecture 2
- ☐ WED: Week 4 Discussion 1 - Initial Post
- ☐ WED: Week 4 Discussion 2 - Initial Post
- ☐ SAT: Week 4 Discussion 1 - Secondary Posts
- ☐ SAT: Week 4 Discussion 2 - Secondary Posts
- ☐ SUN: Week 4 Assignment: Essay

## **Week 5: Interpersonal Skills and Conflict Resolution**

- ☐ Week 5 Lecture 1
- ☐ Week 5 Lecture 2

- ☐ WED: Week 5 Discussion 1 - Initial Post
- ☐ WED: Week 5 Discussion 2 - Initial Post
- ☐ SAT: Week 5 Discussion 1 - Secondary Posts
- ☐ SAT: Week 5 Discussion 2 - Secondary Posts
- ☐ SUN: Week 5 Assignment 1: Critical Reflection Paper
- ☐ SUN: Week 5 Assignment 2: Final Paper Week 5 Check Point

## **Week 6: Ethics: Understanding Ethical Communication and Effective Presentations**

- ☐ WED: Week 6 Discussion 1 - Initial Post
- ☐ WED: Week 6 Discussion 2 - Initial Post
- ☐ SAT: Week 6 Discussion 1 - Secondary Posts
- ☐ SAT: Week 6 Discussion 2 - Secondary Posts
- ☐ SUN: Week 6 Assignment: Presentation

## **Week 7: The Global World**

- ☐ Week 7 Lecture
- ☐ WED: Week 7 Discussion 1 - Initial Post
- ☐ WED: Week 7 Discussion 2 - Initial Post
- ☐ SAT: Week 7 Discussion 1 - Secondary Posts
- ☐ SAT: Week 7 Discussion 2 - Secondary Posts
- ☐ THU: Week 7 Assignment: Final Paper

## **Tips for Success**

Online learning requires self-discipline and self-direction. As seekers of the truth, we should be willing to challenge one another's academic work in a spirit of respectful comradery. Your course is a place for you to grow as you benefit from the expertise, experience, and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge and understanding.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

## **Your Instructor Will Expect You to:**

- Thoroughly review orientation materials (Start Here) within the first 48 hours of the term.
- Monitor your TU email account **daily** for important updates and announcements.
- Take ownership of your learning experience and act in a proactive, self-directed manner. That means:
  - Fully participate in all learning activities.
  - Complete assignments as described in rubrics or other instructions.
  - Submit all work on time and in the specified format (e.g. APA format for citations).
  - Utilize and incorporate instructor provided feedback to improve your work.
  - Ask questions so you can better understand course material or assignments.
  - Use the highest standards of intellectual honesty and integrity. For more information, see the TU Library guide: [Digital Literacy: Netiquette and Internet Safety](#).
  - Treat others respectfully and demonstrate "netiquette" (online politeness and respectfulness) at all times. TU celebrates cultural uniqueness and expects all students to be considerate and thoughtful throughout their learning experiences.

## **You Should Expect Your Instructors to:**

- Post an introductory announcement/email at the beginning of each week to provide updates and help you prepare for the week's activities.
- Maintain an active and engaged presence in all course activities and throughout the course.
- Respond to your emailed questions within 48 hours, if not sooner.
- Clearly communicate any absences or expected non-participation due to extenuating circumstances. For example, "I will be traveling to attend a funeral this week and may not be able to respond to questions or participate in forums for a couple of days."
- When grading your work:
  - clearly indicate their grading approach (what they like to see in submitted work as well as what types of errors they tend to penalize more harshly),
  - thoroughly review and evaluate your submissions in a timely manner (in less than 5 days for most assignments), and
  - provide constructive feedback that indicates the strengths and weaknesses of your work and provides suggestions on how you can improve your performance on future assignments.

- Advocate for your success as a learner and help guide you toward successful completion of the course activities and most importantly, attainment of the course learning outcomes.

## Accommodations (Disability Services)

The Office of Disability Services supports the institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990. If you need reasonable accommodations due to a documented disability, contact the Office for Equity, Access, & Opportunity via email at [disabilityservices@tiffin.edu](mailto:disabilityservices@tiffin.edu) or by calling 419-448-3021.

## Technical Support

For Moodle support, either email [moodlesupport@tiffin.edu](mailto:moodlesupport@tiffin.edu) or call the 24/7 Technical Support Call Center at 855-664-1200 (3430, Option 2, from on-campus). For non-Moodle support, contact the Tiffin University ITS helpdesk at the number above or submit a [support ticket](#).

## Veterans

The Veteran and Military Resource Center assist veterans, active Military, and spouses of current service members in utilizing their education benefits. VMRC provides information regarding benefit processes and procedures, as well as support in navigating the transition from military to academic life by facilitating connections with the appropriate support services on campus. More information can be found on the Veteran and Military Resource Center website, at <http://www.tiffin.edu/va>.

## Comments or Concerns

TU's online programs are designed to be student *driven*: to empower you with a voice and stake in your learning. Our courses feature multiple and varied ways that you can share feedback, and we invite you to become an active voice and help drive our improvement efforts. In addition to providing in-course feedback, we encourage you to submit questions or comments directly to the online team at [online@tiffin.edu](mailto:online@tiffin.edu).