



<b>B+</b>	<b>440</b>	<b>C+ 380</b>	<b>D+ 340</b>		
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All writing must have title and author of source (300 words per page). I am hoping for several guest speakers throughout the semester. Be prepared for organizational events that meet after hours and on the weekend.

Wk	Topic	Chapter	Wk	Topic	Chapter
1	Changing Face of Organizations	1	8	Recruitment, Retention, New Members	7 and 8
2,3	Organizational process, definitions, values	2	9	Leadership and Management	13
4	Theoretical Perspectives, culture and climate,	3	10	Organizational Conflict and Groupthink	9
5	Systems Theory	4	11	Superior-Subordinate	10
6	Individuals in Organizations & Diversity	5 and 11	12	Ethics and Values	12
7	Small Groups in Organizations	6 and 12	13 14	Presentations	

### Notes

Your research this term should include a variety of techniques. A mix of personal experiences, personal interviews, library sources (from journals), and critical analysis/synthesis will make you a more complete student. If you do not know how to use online databases for research, make an appointment with the reference librarian today or take the one credit library research course.

You must complete all assignments to pass this course – they are not optional. You must clear all extensions ahead of time unless there are serious physical or family circumstances.

### Attendance policy

Obviously your attendance is required, especially for guest speakers. Plan on presenting some information once or twice this term. Towards the middle of the semester, we may not meet formally on one of the days to allow you to meet with me individually. However, should you miss three sessions in a row without informing me as to the circumstances, I will assume you are intending to drop the course and a zero will be entered in the gradebook. Long term absences require your Dean's or DSO approval.

You may miss up to two class sessions this term (**Tuesday's double session counts as two**). After that, 25 points will be deducted from your grade per absence. Save your absences for when you need them, including official university business. If you miss six sessions during the term, you cannot pass the course. Please let me know about your schedule and I will work with you. If you fail to present when you are scheduled, you will drop a full letter grade. Missing a writing deadline will result in a 50 point drop.

### **Your responsibilities**

I have provided an interesting semester of work for you. The guest speakers come from a variety of backgrounds and I will present some of my experiences and theories. Your responsibility is to come prepared with an article or experience we can discuss that represents something we should know about an organization and how communicate with people.

Nov 11            Veteran's Day  
 Nov 24 and 25        Thanksgiving vacation

We will accommodate all DRC requests. Please submit your letters as soon as possible and before assignments. If your accommodations involve absences, you must meet with the instructor to have a plan approved and scheduled. All absences must still be certified with documentation.

If you do not attend class, you are still responsible for all deadlines and any changes that occur. Since this is a class on organizational communication, **if you text or web surf in class**, I will ask you to leave and not sign you in for the day. On the second offense, you will leave the class permanently. If you fail to participate in class exercises, are disruptive, disrespectful, or fail to respond appropriately to corrective measures, you will be asked to leave the class permanently.

### **Academic integrity and academic misconduct**

Cheating on tests, sale of course notes, accessing materials during an exam, signing another student in are considered grounds for failure of this course and referral to the Office for Student Judicial Affairs. In all matters that cannot be resolved through meeting with your professor, Kellie Roberts, Service Program Supervisor is available to meet with you in Rolfs 401 or by calling the office for an appointment.

All submitted work during the course will be the student's personal, original work, with credit being given to sources used. If a student violates this understanding, evaluations of work must be affected accordingly and if necessary, adjudication will be processed by procedures approved by the University of Florida Honor Court. Additionally, students are expected to participate in class exercises. Disruptive or disrespectful behavior will not be tolerated. Please refer to UF's Student Conduct & Honor Code, <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

### **Disability and special accommodations**

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me privately, as soon as possible, so we can discuss accommodations necessary to ensure a successful and educational experience. It is the responsibility of the student to notify me and to make the first contact with the Disability Resource Center (DRC). Additionally, written documentation from the DRC must be provided at least one week prior to the date of requested accommodation. Contact the Disability Resources Center (<http://www.dso.ufl.edu/drc/>) for information about available resources.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources

- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

### **Right to privacy**

The Family Educational Rights and Privacy Act (FERPA) ensures that student records (for any students over 18 years of age) are kept confidential. I will not release grades to anyone other than the student or school officials who are given permission to view a student's progress– this includes parents, partners, and other students. For more information, see the University of Florida website for The Family Educational Rights and Privacy Act (FERPA).