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|  | |  | | --- | | **Syllabus: CMM 319-101 and 102** |   CMM 319-101 and 102: Superior - Subordinate Communication Department of Communication Studies | College of Liberal Arts Fall 2012  Dr. Edward Woods Department of Communication Studies 257 Smith Hall Marshall University Huntington, WV 25755  **Please note:** Two presentations are scheduled for this course. You may be wondering how you can record your presentations and get them to me. You must have access to a camcorder using DVD format or a webcam for recording presentations in order to take this course. DVD recordings can either be mailed to my office or hand carried to my office mailbox in Smith Hall 257. If you use a webcam, then you would upload your recording to YouTube for viewing and grading. No other formats, such as Hi 8mm or VHS, are acceptable. Since I cannot view presentations recorded on any other format besides DVD or webcam to YouTube, submissions on other formats simply won't be graded.  This course begins on Monday, August 27 and ends on Thursday, December 13.  Please note that all times are Eastern.  November 2: last day to drop individual course December 11: last day to completely withdraw   |  | | --- | | **Office** |   *Office Hours*: You can email me with the VISTA Mail Tool, request a CHAT session, or use the Whos Online tool. Should you ever find yourself on campus during the semester, you can also look me up in person in Smith Hall 257. Since I am an adjunct faculty member, setting an appointment ahead of time is advisable. *About me*: Ph. D. in Communication Studies awarded May, 1993. Professor in Department of Communication Studies at Marshall University for 18 years. I left the regular faculty and now I teach as an adjunct. Seventeen research reports presented either at conventions or published. Fourteen years experience teaching this particular course.   |  | | --- | | **Course Materials and Cost** |   Woods, E. (2005). Employee development at the workplace: Achieving empowerment in a continuous learning environment (Second Edition). Dubuque, IA: Kendall/Hunt Publishing Company.  The book can be ordered online at the [Marshall University Bookstore](http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?storeId=10587&catalogId=10001&langId-1).  These articles are available for download in the course.   * Kizilos, P. (December 1990). Crazy about empowerment? Training, 27, 47-51, 55-56. * Rothstein, L. R. (1995). The empowerment effort that came undone. Harvard Business Review, 73(1), 20-22, 26. * Pacanowsky, M. (1988). Communication in the empowering Organization. In J.A. Anderson (Ed.), Communication yearbook 11, (pp. 356-379). Newbury Park, CA: Sage.   Estimated Cost of text: $45.00-$50.00. Cost of materials (blank dvd, postage, etc) : $30.00.   |  | | --- | | **Technical Requirements** |  * For minimum hardware/software requirements please see: <http://www.marshall.edu/muonline/support/hardwaresoftware.asp> * Be sure to run the free web browser tuneup: <http://www.marshall.edu/muonline/support/tuneup.asp> * If you have technical problems, please go to the Help Desk: <http://www.marshall.edu/muonline/support/> * You will need *Adobe Acrobat Reader* to read some of the materials in this course. The browser tuneup will tell you if you have it installed on your computer. If not you can download and install it for free from our [Download Center](http://www.marshall.edu/muonline/support/download.asp). * You will need to have the ability to videotape. Please see *Assignments* section below. * ***HELP DESK PHONE NUMBERS***: (304) 696-3200 (Huntington, WV) (304) 746-1969 (Charleston, WV) (877) 689-8638 (Toll free)  |  | | --- | | **Course Details** |   *Description from University Catalogue*: Survey of principles underlying communication between superiors and subordinates in organizations. Emphasis placed upon communication strategies regarding role definition, performance feedback, development and maintenance of relationships, conflict management, leadership, decision making.  *Prerequisites:* CMM 103, 104H, 207, 305 or YGS 161  *Objectives:* This course focuses on communication competencies of professionals from entering the workplace in that first post-college career position through stages of development culminating in self-actualization. Specific objectives include: Understand and experience personal empowerment as a process; Demonstrate knowledge and ability supporting your development of personal empowerment in each of its phases: (a) functional maturity, (b) interactive maturity, and c) consultative maturity. Improve in communication competencies related to the development and demonstration of personal empowerment.  *Course Organization:* All course assignments/exams/materials are available by clicking on the *Weekly* icons on the course homepage, or by clicking into Assignments or Assessments (for exams), also on the course homepage. Each week contains a variety of items such as modules which offer interpretation, insight, and commentary on the readings much as an instructor would provide in class, tips and cautions, articles to read, writing assignments, exams, etc.  *Schedule*: See *Schedule* icon on course homepage.   |  | | --- | | **Assignments** |   The Assignments are available by clicking on the appropriate link for the week in which they are due or by clicking the *Assignments Tool* on the course homepage.   * Exercise activities on text chapters and accompanying the article readings for three points each. These assignments explore various facets of the superior-subordinate relationship and the attainment of functional, interactive, and consultative maturity at the workplace. * Two major papers, described by clicking on the appropriate link within the weekly assignments list. These papers focus on major themes of the course. * Two Oral Presentations--for a description and instructions on the oral presentation assignments, click on the appropriate assignment link in the weekly list. The oral presentations will need to be recorded in DVD or webcam to YouTube formats and mailed to me via US mail or dropped off at my office mailbox at Smith Hall Room 257 (if you are not uploading to YouTube).  |  | | --- | |  |  |  | | --- | | **Discussion Tool** |   The Discussion Tool will be used for threaded discussions that are not in real time. The Discussion board is public. A message posted to it can be read by everyone in the class. I will check for Discussion postings at least three times each week and I will post messages myself.   |  | | --- | | **Exams** |   A proctor will not be required for exams, nor will any other special arrangements be required. The two examinations will cover materials from both the text and class discussions and lectures, and the supplemental readings.The two tests will not be comprehensive. Exams are accessible by clicking on the exam link for the appropriate week and also by clicking on the *Assessments Tool*.   |  | | --- | | **Course Grading** |  1. The writing assignments will vary in theme, but these elements will come into play in assessing each assignment: focus, development and support, organization, mechanics, and professional appearance. 2. The oral reports will summarize content of articles you have read or World-Wide Web sites you have visited, and assess the value of the articles or sites to students who anticipate entering the professional workforce in the near future. The underlying criteria for assessment include an attention-getting introduction, clear purpose, depth in development and variety in support, clear organization, impactful conclusion, and extemporaneous delivery with quality eye contact and a conversational presence.  |  |  | | --- | --- | | First Major Paper | 75 points | | Second Major Paper | 100 points | | Oral Presentation #1 | 75 points | | Oral Presentation #2 | 100 points | | Exam 1 | 40 points | | Exam 2 | 40 points | | Exercises | 30 points | | A=90% B=80% C=70% D=60% F=less than 60% | |  |  | | --- | | **On-Campus Requirement** |   There is absolutely no requirement that you come to campus. You can communicate with me via the course Mail tool or the Whos Online tool.   |  | | --- | | **Course Policies** |   *Penalty for late assignments:*  No makeup of work submitted past the deadlines will be allowed except for an excused reason (documented illness, participation in a university approved activity, etc.).   |  | | --- | | **Resources** |   *Me*: Don't hesitate to contact me directly with questions or concerns. You can reach me through the VISTA Mail Tool. Please don't let your questions hang out there and simmer. If you are not sure about something the best thing to do is to ask about it right away! Something that may seem obvious to me may not be obvious to you at all!  *The Online Writing Center*: As an MU student, you are also entitled to individualized, one-on-one assistance from a tutor at The Writing Center in the English Department, which also provides tutoring online. They can help you with any step in the writing process, from invention to revision. The service is free. If you have access to campus and would like to use the on-campus service, you can do so by calling 696-6254.  For complete information on how to use the Online Writing Center, please see: <http://www.marshall.edu/muonline/writingcenter>  Support Services Marshall University offers a variety of support services to students enrolled in online courses:   * [Off-campus Library Service](http://www.marshall.edu/library/offcamp/default.asp) * [Textbook Service](http://www.marshall.edu/muonline/tools/textbooks.asp) * [Disabled Student Services](http://www.marshall.edu/disabled/) * [Tips for Succeeding in Online Environment](http://www.marshall.edu/muonline/tools/tipsforsuccess.asp) * [Study Guides](http://www.marshall.edu/muonline/tools/studyguides.asp) * [Technical Help](http://www.marshall.edu/muonline/support/default.asp) * [VISTA Help](http://www.marshall.edu/muonline/vista101/courseguide/)   CMM 319E Department of Communication Studies |