Syllabus: CMM 319-101 and 102

CMM 319-101 & 102: Superior - Subordinate Communication
Department of Communication Studies | College of Liberal Arts
Fall 2016

Dr. Edward Woods
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Please note: You must have access to a camcorder in order to take this course to meet the requirement for two presentations. HOWEVER, uploading presentations to YouTube for my viewing has established itself as the easy way to fulfill the presentations requirement. If you make the presentations available to me through YouTube, you can record using any type of camcorder format that YouTube will accept. This is much, much easier than earlier restrictions on recording presentations. Even webcam recordings are acceptable if you can record showing your whole body standing up.

This course begins on August 22 and ends on December 16
Please note that all times are Eastern.

Fri., October28: last day to drop individual course
Fri., December 9: last day to completely withdraw

Office

Office Hours:
You can email me with the course's internal e-mail.

About me:
Ph. D. in Communication Studies awarded May, 1993. Professor in Department of Communication Studies at Marshall University. 16 research reports presented either at conventions or published. Twenty 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](). It is available in an e-book format at Kendall/Hunt's website: https://www.kendallhunt.com/store-product.aspx?id=5490

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: $53.00.

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.
- 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. 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* in Start Here.

Assignments

The Assignments are available by clicking on the appropriate link for the week in which they are due or by clicking the *Assignments* link on the course menu.

- 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 and uploaded to YouTube.

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 Exams link in the course menu. Note well: The exams are NOT open book. The text and articles should not be consulted during the exams. Academic dishonesty will be reported to the Provost's Office as required by Marshall University, and will result in a failing grade for the course.

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.

3. Graded Assignments

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.

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 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

- Textbook Service

- Disabled Student Services

- Tips for Succeeding in Online Environment

- Study Guides

- Technical Help