

CMN1148B - Intro to Organizational Communication

Dr. Jenepher Lennox Terrion
Fall 2014 (September 2 - December 2)
Thursdays, 5:30-8:30pm
Room: MNT 203

Course Description

CMN1148 introduces students to basic concepts in interpersonal and organizational communication. The course will look at processes and communication networks in the dyad, small groups and organizations. CMN 1148 A is a foundational course that prepares students for all their studies in both interpersonal & organizational communication in the department.

Contact Information

Professor – Dr. Jenepher Lennox Terrion

Office 11121 Desmarais, 11th floor, DMS
Office Hours Mondays 3pm to 5pm
Office Phone 613-562-5800 (ex. 2517)
Email jlennoxt@uottawa.ca (see 'contact policy' on p.7)

Teaching Assistant – enter grad assistant name

Office enter location
Office Hours confirm class time
Email enter email here (see 'contact policy' on p.7)

Objectives

1. To help students gain knowledge and practical understanding of interpersonal and organizational communication theory.
2. To enable students to apply the concepts discussed in class and in the readings through practical class exercises.
3. To assist students to learn concepts and skills useful in improving interpersonal relationships in a variety of contexts.

Required Text

Ferguson, S. & Lennox Terrion, J. (2014). *Communication in everyday life: Personal and professional contexts*. Don Mills, Ontario: Oxford University Press.

You must have access to the textbook in order to fulfill the requirements for this course. Available at: Agora Bookstore, 135 1/2 Besserer Ave (corner of Besserer & Dalhousie). They can be contacted at 613-562-4672 or <http://www.agorabookstore.ca>.

Evaluation

Evaluation	Date	Value
Midterm Exam 1	October 2, 2014	20%
Midterm Exam 2	November 6, 2014	25%
Final Exam	TBD (<i>check university exam schedule</i>)	30%
Report on presentation	November 20, 2014	5%
Participation	Weekly	20%

Midterm Exam 1 (20%)

October 2, 2014: Multiple-choice questions.
Covers Chapters 1-3, 5 and all course content taught between lectures 1-4.

Midterm Exam 2 (25%)

November 6, 2014: Multiple-choice questions.
Covers Chapters 6-8 and all course content taught between lectures 5-7

Final Exam (30%)

Held during exam period.
(Exact date/time TBD - Check <https://web3.uottawa.ca/examtimetable/main.do?language=en#goTop>)
Multiple-choice questions. Cumulative. Covers chapters 1-3, 5-12, related supplementary readings, and all course content taught since September 2.

Report on Presentation (5%)

November 20, 2014: Presentation analysis is to be handed in at the beginning of class.

To strengthen classroom learning you will be required to attend a presentation relevant to the field of communication and write a two-page maximum report (12pt. Times New Roman / Arial font, one inch margins, double spacing). Your paper should include a paragraph summarizing 3 main point from the talk, a paragraph or two on how the talk reflects theories discussed in class and a paragraph discussing 3 to 5 lessons learned from the talk that you could apply to your personal and/ or professional life. You will choose a talk offered either on or off campus to attend. There are several talks

organized by the University each week, please visit (see: <https://uocal.uottawa.ca>) and ensure you reserve time to attend a presentation prior to the due date for this assignment. Throughout the semester **enter name of T.A** and I will post interesting presentations that may be of interest for you to attend on Blackboard; however it is your responsibility to find a presentation and produce a report.

Participation (20%)

Attending class, actively taking notes in class, and doing assigned readings are essential for success in this course. **A quiz will be held in class each week**, excluding weeks when midterm examinations are being held.

These in-class quizzes will be very short (1 - 2 questions) and will test: 1. Your understanding of concepts taught during the lecture, 2. Your ability to apply concepts to real-life case studies / scenarios, and/or 3. Your comprehension of the week's assigned readings. The question type may vary, including (but not limited to): short-answer questions, list questions, or fill in the blank questions.

Each quiz will be graded out of a possible **2 points**. There will be **10 in-class quizzes in total** throughout the semester for a total grade out of 20. In-class quizzes may be held at any time during class (beginning / middle / end).

Don't stress - in-class quizzes will be simple to answer if you've been attending class, paying attention to lecture, and doing your readings.

LectureTools will be used to measure class participation and for the in-class quizzes. LectureTools is a free clicker-alternative technology which enables students to follow along with lectures online, take lecture notes interactively, ask questions, flag confusing content, and participate in polls and tests.

LectureTools can be accessed from a laptop computer, tablet, or smartphone. The display is optimized for tablets and laptops. If you do not own a tablet or a laptop, they can be borrowed from various libraries on campus (<http://www.biblio.uottawa.ca/html/Page?node=computers-laptops&lang=en>). For the purposes of this course, **it is mandatory to bring a web-enabled device to every class** (either your own device, or a device you borrow from a friend, family member or the library).

In order to receive full marks for participation, students must:

- Be logged into their LectureTools account by the start of each class.
- Participate in all interactive slides (polls, quizzes, etc.) through LectureTools.
- Submit a quiz each class through LectureTools

Participation marks will be entered weekly, if you do not see your mark one week after you completed a quiz please email the T.A. immediately. Reporting absences in quiz results at the end of the semester will not be tolerated and your case of missing marks will not be revisited.

How to Register for / Login to Lecture Tools

BEFORE September 2nd, 2014:

Go to <https://my.lecturetools.com/users/register>

Register using your **University of Ottawa** email address. Make sure you select "University of Ottawa" in the school field. Do not enter a cell phone number: text messaged (SMS) responses will not be considered for participation in this course.

A link will be sent to your email. Confirm your email address.

Click on the following link to officially register for the course:

https://my.lecturetools.com/users/generic_invite/f9db22f07ef70fff82b7017cb79a4fe6

BEFORE LECTURE EACH WEEK:

Go to <https://my.lecturetools.com/users/login> and log in to your account.

In the "Lecture" tab in the top right of the screen, select the day's date. You will see the lecture material for that day appear. *Note: not all material for a particular day will display until the lecture itself is underway.*

All students are expected to be in class and logged into their LectureTools account by the start of class in order to receive their participation grade for that day's lecture.

Some considerations for using LectureTools:

- **Plan ahead.**
 - Register for your LectureTools account before September 2nd, 2014.
 - Make sure you have access to a web-enabled device prior to each class. Laptops and tablets are preferred. You can use your own laptop / tablet, borrow one from a friend or family member, or borrow one (free!) from the library (<http://www.biblio.uottawa.ca/html/Page?node=computers-laptops&lang=en>).
 - Make sure you can connect your device to the internet. Visit <http://www.uottawa.ca/support/en/internet/wireless-campus.html> or contact the Computing Help Centre

(<http://www.uottawa.ca/support/en/contact.html>) prior to September 2nd, 2013.

- Charge your device ahead of class each week. It is not guaranteed that all students will have access to plugs.
- Arrive at class at 5:25pm (17h25) to ensure you can login to your account and have the lecture loaded by 5:35pm (17h35) at the latest.
- Technical failures, battery loss, unfamiliarity with the software, forgetting to bring your device (etc.) are **not valid excuses for being unable to participate in class**. You are responsible for planning ahead to ensure you are present at every class, logged into your LectureTools account, and able to participate in all the quizzes / polls / activities for that date.
- If you DO have an issue with LectureTools, please do not address it with the professor or T.A. during class time. Visit the T.A. during office hours to address your concern and have it resolved.
- **Be Accountable / Be Safe.**
 - All your online activity with LectureTools is associated with your name and uOttawa email address and is accessible by the professor and T.A.
 - Never leave your laptop or tablet unattended, even if you're just leaving the room for a few minutes. You are responsible for the security of your property and/or any property you borrow from the University library.
 - During class time, your laptop / tablet / smartphone is to be used for **course purposes only**. Disruptive or distracting use of your device will result in a loss of your participation grade for the day.
- **Let us know.**
 - If you have any extenuating circumstances, which prevent you from being able to fulfill the participation requirement for the course, **please let us know in advance** and we will work with you to find a solution.
 - Unless you provide proof of a serious reason for an absence (such as a medical note), you will not be provided an opportunity to 'make up' in-class quizzes.

You must be in class to submit a quiz response. 'Work-arounds' such as texting your friend the question or submitting a paper response for your friend will be considered academic fraud and dealt with accordingly.

Office Hours

Prof. Jenepher Lennox Terrion's office hour details are as follows:

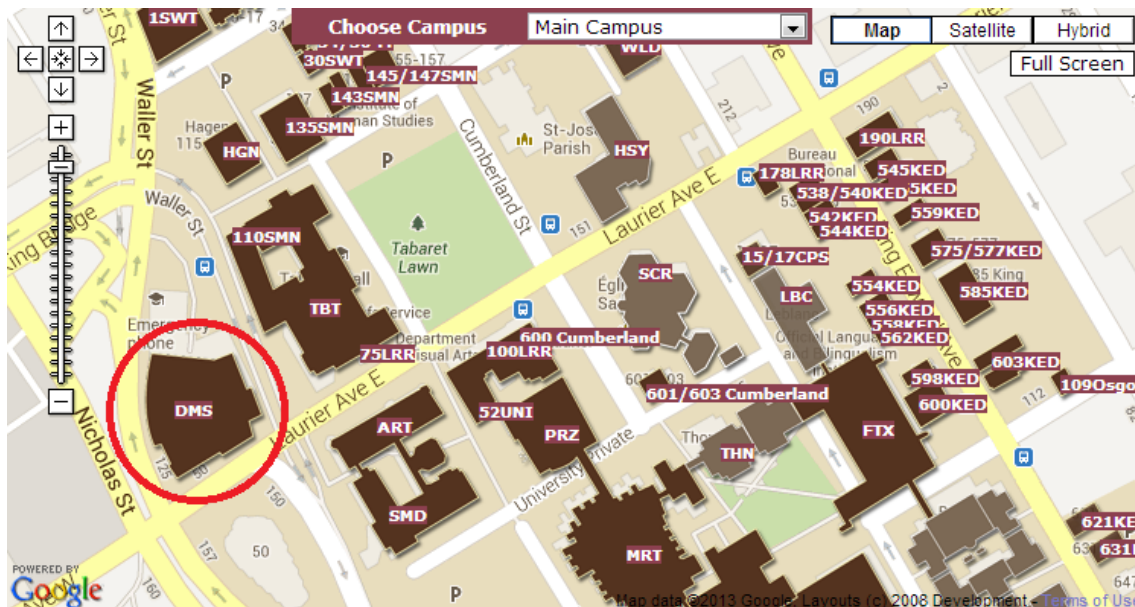
Day: Mondays
Time: 3-5pm
Location: 11121 Desmarais (11th floor, DMS)

Attend Prof. Jenepher Lennox Terrion's office hours to: introduce yourself to the professor, clarify concepts taught in class, ask questions about readings, address issues such as absences or medical concerns, or get guidance on any other course-related matter.

T.A. **enter name** office hour details are as follows:

Day **enter day**
Time **enter time**
Location 11130 Desmarais (11th floor, DMS)

In addition to clarifying course concepts, asking questions about readings, and getting guidance on course-related matters, you may also visit the TA office hours to review your marked midterm exams.



Both Prof. Jenepher Lennox Terrion and T.A. **enter name** will be holding their office hours on the 11th floor of the Desmarais building, seen circled above.

Contact Policy

You may contact your professor or T.A.s in person after class, in their office hours, or by email. We look forward to hearing from you!

If you are emailing either the professor or the T.A.s, **please include "CMN1148" in the subject-line of the email.** Please be specific about your question / request, and **include your full name and student number** somewhere in the body of the email.

Emails that do not conform to these requirements may not be responded to. *This is solely for logistical purposes (teaching several courses at one time with many students emailing), not because we don't want to hear from you!*

Blackboard Learn

CMN1148 will be making use of many exciting tools offered by Blackboard Learn. You can login to your Blackboard Learn account by clicking on the following link:

<https://uottawa.blackboard.com/webapps/login/?action=login>.

The CMN1148 course page on Blackboard Learn will be offering:

- Course syllabus, class slides, and other course material
- Discussion forums where you can ask your fellow students questions and post/discuss outside material which relates to course concepts
- Announcements and reminders of upcoming important dates
- Your grades
- A place to communicate with your professor and TA

Being regularly connected to the CMN1148 Blackboard Learn page will help you succeed in this course. It is highly recommended.

Schedule

Date	Topic	Readings
Sep 4	Introduction to course & The Communication Process	Chapter 1
Sep 11	Perceiving Self in Relation to Others	Chapter 2
Sep 18	Perception of Others	Chapter 3
Sep 25	Understanding, Navigating and Managing our Identities Professional Speaker Series: Janice McDonald	Chapter 4
Oct 2	Midterm Exam 1: Chapters 1-4	
Oct 9	Listening Professional Speaker Series: Charles Rousseau	Chapter 5
	No Class: Study Break	
Oct 23	Communicating Verbally Professional Speaker Series: Farouq Samim	Chapter 6
Oct 30	Communicating Nonverbally	Chapter 7
Nov 6	Midterm Exam 2: Chapters 5-7	
Nov 13	Building & Maintaining Relationships: At home & network Professional Speaker Series: Karen Spierkel	Chapter 8
Nov 20	Managing Conflict and Practicing Civility *Report on Presentation Due	Chapter 9
Nov 27	Group Decision-making: Leadership and Process & Final Exam Review	Chapter 10
TBD	Final Exam: Chapters 1-10	

For Your Information

Don't Skip a Test or Assignment!

If you miss a test or exam, you will receive an Incomplete (INC) for this course. Deferred (DFR) grades (i.e. you *must* miss a test or exam) may only be given for medical or other serious reasons. There is a formal procedure, which must be followed and substantiated. Forms are at the secretariat in DMS (see your *Undergraduate Studies Calendar* for further information.) ***Talk to your T.A. or professor before this happens!***

Don't Cheat!

Academic integrity is vital to your own learning process, as well as to the academic goals of the university. Possible acts of academic fraud include cheating, use of a paper written by someone else, plagiarism and unauthorized possession of exam materials. You will fail this course if you are caught in any act of academic fraud. Please see your *Undergraduate Studies Calendar* for further information.

Stay Safe!

Got a late class? Want someone to walk with? The Foot Patrol is here for you. Just drop by 08A UCU, call 562-5800 ext. 7433 or stop a team patrolling campus to request an escort. You can also stop by their office 08A UCU and book a team in advance.

Survive!

The **Student Academic Success Service (SASS)** provides many free services to support your learning:

- **Academic Writing Help Centre.** Located at 110 University, the academic writing help centre provides feedback and guidance on written assignments.
- **Access Service.** Helps students with a physical handicap or learning disability.
- **Counselling Services.** Assistance is available during difficult life events. Through caring support and active listening, counsellors can help you. To schedule an appointment, call (613) 562-5200, or visit 100 Marie Curie (4th floor).
- **Mentoring Centre.** The Faculty of Arts student mentoring program, located at room 125B, Simard Hall, provides students with a peer mentor who can help you with adjusting to university life, rules and regulations, learning and test taking strategies).

For more information: <http://www.sass.uottawa.ca/en/main>