



uOttawa

INTRODUCTION TO ORGANIZATIONAL COMMUNICATION

CMN1148E200

Geneviève Boivin, Ph.D.

Winter 2018 (January 16th – April 10th)

Tuesday 14:30 – 17:30 (2:30pm – 5:30 pm)

COURSE DESCRIPTION

CMN1148 introduces students to basic concepts in interpersonal and organizational communication. Processes and communication networks in the dyad, small groups and organizations.

CONTACT INFORMATION

Professor – Geneviève Boivin, Ph.D.

Office Hours Tuesdays 1 pm to 2 pm or by appointment.

Email gboivi4@uottawa.ca

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 relationships in a variety of contexts.

REQUIRED TEXT

Ferguson, Sherry D. & Terrion, Jenepher L. (2014). *Communication in Everyday Life: Personal and Professional Contexts*. Canada: Oxford University Press.

You must have access to the textbook in order to fulfill the requirements for this course.

The textbook is available at Agora Bookstore (135 1/2 Besserer Ave), 613-562-4672, www.agorabookstore.ca.

EVALUATION

Evaluation	Date	Value
Midterm Exam	February 27 th , 2018	25%
Group Assignment	April 3 rd , 2018	30%
Participation and Attendance	Weekly starting January 23 rd , 2018	15%
Final Exam	April 10 th , 2018	30%

Midterm Exam (25%)

February 27th, 2018

Multiple choice questions, true or false and short answers.

Covers all course content taught between Jan. 16th and Feb. 13th

Final Exam (30%)

April 10th, 2018

Multiple choice questions, true or false and short answers.

Cumulative. Covers all chapters and all course content taught throughout the class.

Group Assignment (30%)

April 3rd, 2018

You will be asked to complete a group assignment in teams of 2 to 4 students. The detailed instructions for this assignment are available on *Brightspace* and will be presented in class on Jan. 16th.

Participation and attendance (15%)

Each week a small activity will be completed in class.

If you miss a class for a legitimate reason and would like to make up the participation grade, you must inform me and provide the appropriate documentation within 7 days of the missed class.

SCHEDULE

Date	Topic	Readings
Jan 16th	Orientation to Course and the Communication Process	Chapter 1
Jan 23rd	Perceiving Self in Relation to Others (<i>Participation Marks Begin</i>)	Chapter 2
Jan 30th	Perception of Others	Chapter 3
Feb. 6st	Communication and Identity	Chapter 4
Feb. 13th	Listening in Communication	Chapter 5
Feb. 20th	Reading Week	
Feb. 27th	Midterm Exam	
Mar. 6st	Communicating Verbally	Chapter 6
Mar. 13th	Communicating Nonverbally	Chapter 7
Mar. 20th	Building and Maintaining Relationships at Home and Work	Chapter 8
Mar. 27th	Managing Conflict and Practicing Civility	Chapter 9
Apr. 3rd	Group Decision-Making: Leadership and Process (Group Assignment)	Chapter 10
Apr. 10th	Final Exam	

Note:

“The University of Ottawa does not tolerate any form of sexual violence. Sexual violence refers to any act of a sexual nature committed without consent, such as rape, sexual harassment or online harassment. The University, as well as student and employee associations, offers a full range of resources and services allowing members of our community to receive information and confidential assistance and providing for a procedure to report an incident or make a complaint. For more information, visit www.uOttawa.ca/sexual-violence-support-and-prevention

BRIGHTSPACE

CMN1148E200 will be making use of many exciting tools offered by Brightspace.

The CMN1148E200 course page on Brightspace will be offering:

- Course syllabus, class slides, and other course material
- Announcements and reminders of upcoming important dates
- Your grades
- Other material which will help you engage with course material and/or study for examinations
- A place to communicate with your professor

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 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 could fail this course if you are caught in any act of academic fraud. Please see: <http://www.uottawa.ca/about/academic-regulation-14-other-important-information> 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.

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>