

COMM 462  
**ADVANCED ORGANIZATIONAL COMMUNICATION**

Tuesdays & Thursdays at 12:45 – 2:05 p.m.

FAC 140

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Instructor: Dr. Kumi Ishii

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Office Hours: Tuesdays: 11:15 – 12:40 & 2:15 – 4:45 p.m.

Thursdays: 11:15 – 12:40 p.m.

and by appointment

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### Course Description

This course allows students to *engage, apply, and reflect* on organizational communication theories and processes, particularly utilizing the theoretical foundations taught in COMM 362: Organizational Communication. It allows students to strengthen their understanding of theoretical frameworks and use those to analyze communication in a variety of organizational contexts.

This course is designed to enable you to: 1) **engage** in class through reading and discussing current research in the field, 2) **apply** theories/concepts and research findings to case studies and real-world organizations, and 3) **reflect** on the ways in which you can use your knowledge of organizational communication in your own communication practices. Students will participate in class discussions, presentations, application exercises, and case studies.

### Course Objectives

The goals of this course are:

- To further develop the perspectives building upon the theories/concepts learned in COMM 362 by investigating how they might be applied to various organizational contexts.
- To further develop critical thinking skills in the process of understanding, analyzing, and evaluating communication processes
- To read and analyze important research in the field of organizational communication
- To apply theories/concepts and research findings to analyze communication processes, to identify problems, and to generate suggestions to organizational members for improvement
- To reflect upon ways in which organizational communication theories and concepts may be used in future organizational practices
- To develop specific skills with regard to common organizational communication practices which target internal and external audiences.

### Required Resources

- Frequent access to Blackboard (COMM 462: Advanced Organizational Communication).  
-Required reading are posted on Blackboard. Also, important information may be posted on Blackboard when we do not meet in class.
- COMM 362 Textbook (Recommended for your review and knowledge-building):  
Miller, K. (2015). *Organizational communication: Approaches and processes* (7th ed. or earlier edition). Boston: Wadsworth.

## Course Requirements

The course grade will be determined by the performance on the following assignments:

Newsletter Project	15%	
Training Program	20%	A = 90 - 100%
Article Summary and Report	15%	B = 80 – 89%
Application Papers	20%	C = 70 – 79%
Final Exam	15%	D = 60 – 69%
<u>Homework &amp; Class Participation</u>	<u>15%</u>	F = 0 - 59%
Total	100%	

**Newsletter Project** – The purpose of this project is to allow students to engage in the Department of Communication by writing a newsletter article. The detailed instructions will be announced in class and posted on Blackboard.

**Training Program** – This is a group project. This assignment will provide students hands-on experience of developing a training program on organizational communication. The detailed instructions will be announced in class and posted on Blackboard.

**Article Summary and Report** – The purpose of this assignment is to develop reading, writing, and presentation skills of a research article. The detailed instructions will be announced in class and posted on Blackboard.

**Application Papers** – The purpose of these assignments is to develop students' application skills. Students are also required to engage in class activities for these papers. The detailed instructions will be announced in class and posted on Blackboard.

**Final Exam** – This is an essay exam that asks students to demonstrate their knowledge, application, and synthesizing skills. The detailed instructions will be announced in class and posted on Blackboard a week before the exam.

**Homework** – Throughout the semester, homework assignments will be given to enhance student understanding of the course materials. The format will vary from short research papers, worksheets, online quizzes, to online discussions, etc. Homework is typically due in the next class meeting. A make-up assignment is allowed only for an excused absence on the day when the homework is given. Please note without attendance on the day when the assignment is given, any submission will not be taken for credit. Do not miss class!

**Class Attendance and Participation** – Class attendance and participation will allow students to engage in the learning process by expanding their views about the course materials. For detail, please review the class policies posted on Blackboard.

## Academic Integrity

WKU, the Department of Communication, and the instructor of this course are committed to the highest standards of ethical conduct and academic excellence. Issues of academic misconduct include: copying the work of other students, plagiarizing other sources by incorrectly citing sources, presenting someone's information as your own without crediting the source, incorrectly citing primary sources from a secondary source, submitting assignments previously submitted for another course, making up excuses, etc. Please obtain permission from the instructor in advance for the partial use of a previously submitted paper(s).

Any student found guilty of academic dishonesty will receive a failing grade on the assignment and/or a failing grade in the course. To avoid any impropriety, protect yourself by mastering APA style.

### **Students with Disabilities**

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Office for Student Disability Services in Downing University Center, A-200. The phone number is 270-745-5004.

### **Academic Assistance**

As a WKU student, you have access to free online services via the Student Resource Portal. The services include Online Writing Center and Online Tutoring. Do not hesitate to contact them via the Blackboard site. If you are on campus, you can also visit The Learning Center (TLC). Call TLC in the Downing Student Union at (270) 745-5065 for more information or to schedule a tutoring appointment. [www.wku.edu/tlc](http://www.wku.edu/tlc)

### **Communication with the Instructor**

Please feel free to visit my office during office hours or talk to me in person before or after class about your questions and concerns. At other times, I can be best reached by email.

### **Email Policy**

When sending me an email, please include the course number (COMM 462) in the subject. Please do NOT send your paper by email, unless it is requested. Email from this course goes to your WKU account. Please make sure that you have access.

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### **Other Important Notes**

- Students are responsible for all information, announcements, and changes addressed in class and on Blackboard.
- The instructor reserves the right to alter the syllabus during the semester, if necessary.