Instructor: Matt Edwards
Class Meetings: Monday 12:30pm-2:40pm in Room C168; online at bc.instructure.com
Office Hours: online daily & by appointment only on Bellevue College campus; via telephone
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COURSE DESCRIPTION: This course applies communication concepts and theory to an organizational setting. Covers interpersonal communication in a culturally diverse workplace, teamwork and meeting effectiveness, electronic communication, conflict management, managerial effectiveness and organizational culture.

CLASS FORMAT: As an online course, we will be engaged in a variety of online assignments and discussions designed to understand the learning outcomes and concepts discussed in the course. Your active participation and involvement is critical for your success in this course. You will be following a structured course calendar that outlines all assignments and due dates throughout the quarter. In this course, you will complete four objective quizzes, two application exercise papers, a group reflection and a number of online assignments and discussion boards.

COURSE OUTCOMES:
http://www.bellevuecollege.edu/classes/All/CMST/250

After completing this class, students should be able to:

- Identify the types of language and nonverbal communication that will be most effective within a specific organizational culture.
- Describe how communication networks, organization structure, and organizational culture influence interaction.
- Describe the characteristics of effective electronic workplace communication.
- Identify the influence of intercultural communication on workplace interaction.
- Describe the best listening approaches in a given situation to promote understanding, accomplish your goals, and enhance your relationship with others.
- Apply leadership theory and concepts to improve managerial effectiveness.
- Describe different approaches for negotiating solutions in work-related conflicts and predict likely consequences of using each style.
- Identify the types of group roles, norms, and decision-making required to transform a group of people into an effective team.

GRADING

Methods of Evaluation:
Technology Plan 50 points
Introduce Yourself 50 points
QUizzes (4 @ 100 points each)  400 points
Online discussion boards & participation (4 @100 points each)  400 points
Total Points: 900

QUIZZES: During the quarter you will be given four quizzes (think: exams), and you will take these on the Canvas site. Each quiz is worth 100 points and will consist of 50 true-false and multiple choice questions. You will have 120 minutes to take each quiz. The quizzes will be available over a several day period (on 4 different occasions throughout the quarter). These questions will test your knowledge, comprehension, and synthesis of course concepts and theories. There will be review sheets posted to help you prepare for each quiz. During the quizzes, you aren’t allowed to use your book, notes, etc.. to help you with the quiz.

ONLINE DISCUSSION & PARTICIPATION: Participation in chapter discussions online is required for completion of the course and is worth 400 points.

You are also expected to provide a thorough and insightful response to the questions provided along with reading all of your classmates’ postings. You will also be required to respond to a few postings of your fellow colleagues as well. Postings must address all aspects of the discussion question and consist of a well-developed paragraph including implications of the material covered and its impact.

In my course, I expect you to be able to respectfully discuss the concepts and theories outlined in the text in a group setting. Your comments should add knowledge, ideas and stimulate further discussion with the group. I expect to see your critical thinking on display and your ability to defend your position as well. The best posts also reference the text and other sources that can enrich our understanding. Your posts should be well analyzed and reviewed before they are pasted into the discussion board. Please give some thought to your comments and if necessary do some editing in a word processing document before copying and pasting it into the discussion board.

POLICIES

LATE WRITTEN ASSIGNMENTS/QUIZZES: As your instructor, I will push you to excel and expect your best effort in my course. I will not accept late work at any point in my course and no extra credit will be provided at any time. If you miss an assignment, you will receive a zero. You are provided a reasonable amount of time to complete all assignments in my course. Deadlines for all assignments will be announced on the course calendar, written in your course schedule, and posted on the Canvas site.

STUDENT BEHAVIOR: Students are expected to act professional, mature and demonstrate model behavior in my course. During online discussions, you may certainly disagree with a fellow class member but I expect your best behavior at all times in my course. I will not tolerate disrespect, swearing and other inappropriate behavior at any time. Please consult with http://bellevuecollege.edu/artshum/policy.html to review the Arts and Humanities Division statement of Student Procedures and Expectations and/or contact your instructor should you have any questions or concerns.
STATEMENT ON ACADEMIC INTEGRITY: You should know that plagiarism is a serious violation of your contract as a student and will be treated severely. Students caught cheating on a quiz or plagiarizing an assignment will not receive any credit for that portion of the class and will be reported to the Dean of Student Programs.

TEXTBOOK: Students are required to access the textbook for the course by the second week of class. You will see the first few chapters of the pdf files on Canvas. A copy of the text is on reserve in the library if a student is having delivery issues with an online purchase.

AFFIRMATION OF INCLUSION

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Information about Bellevue College's copyright guidelines

A good resource for Plagiarism is from the Writing Lab web site:

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Cheating, stealing, and plagiarizing (using the ideas or words of another as one’s own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct.

IMPORTANT LINKS

- BELLEVUE COLLEGE E-MAIL AND ACCESS TO MYBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account.

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs located on the ITS Service Desk for students.
• DISABILITY RESOURCE CENTER (DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible. If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter. If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact asn@bellevuecollege.edu or 425.564.2764. ASN is located in the Library Media Center in D125.

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit the DRC website for application information into our program and other helpful links at

• PUBLIC SAFETY

PUBLIC SAFETY AND EMERGENCIES

Public Safety is located in D 171 and can be reached at 425-564-2400 (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering.

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort. Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

IF A MAJOR EMERGENCY OCCURS, PLEASE FOLLOW THESE TWO RULES:

1) Take directions from those in charge of the response -We all need to be working together.

2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

Please do not hesitate to call Public Safety if you feel safety questions or concerns at any time.
• ACADEMIC CALENDAR

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- **Enrollment Calendar** - On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- **College Calendar** - This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.