

Organizational Communication COMM 3920

UNT ONLINE COURSE Fall Session 2025

Instructor Contact

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Virtual Office Hours: Monday 3:30 – 5:30 PM; Tuesday 11:00 AM – 12:00 PM; by appointment

Communication Expectations

Office hours will be maintained through Canvas. You can also schedule one to one Zoom session with me or your teaching assistants with prior notice during office hours. Additional time outside office hours are available by appointment. It is YOUR RESPONSIBILITY to schedule an appointment outside of office hours with instructors, and give us at least 48 hours advanced notice of needing a virtual meeting. If you have a private question, please contact me via email and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend. Please use my office phone number as a last resort - but, also, please use it if you need to! Normally, I will return feedback on all written assignments within 5 days of the due date. Additional communication policies and netiquette for your course are mentioned in the course policy section.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

This is an upper level course in organizational communication that covers basic and advanced topics in organizational communication scholarship and practice. It also prepares you for more advanced courses in organizational communication and related topics. This is not a skills-based performance course, but you will have opportunities to exercise your capacities for diagnosing organizational communication problems and to build your knowledge of communication skills. The course should also make you aware of skills you need to work on, other things you need to learn more about, and possibilities you may not have considered. You are expected to engage in deeper exploration of the basic ideas presented in the textbook using presentations and other files provided to you through course modules.

Specific objectives of this course are:

- Discuss and analyze the role of communication in modern organizations
- Identify common organizational communication problems and their solutions
- Develop analytical abilities to solve modern organizational problems in a creative and effective way

I hope to help you meet these objectives through the following:

- Discussions of reading and lecture materials
- Tests to insure that you are grasping material
- Analysis of case studies

Textbook

We will be using the following textbook for this class:

Miller, K. (2015). *Organizational communication: Approaches and processes (7th Ed.)*. Stamford, CT: Cengage Learning.

Course Technology & Skills

Technical Skill Requirements

You will need basic understanding and operational skills to work using computer and the Internet for this course. Basic skills include but not limited to using a web based educational platform (for us Canvas), using MS Office Word, downloading and uploading files, and sending and receiving emails.

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.

- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

Course Requirements

Discussion Board Activities

You will have an opportunity to earn 5 points for successfully completing a posting a reaction on a discussion board and reply to at least one of your classmate’s reaction. There will be 12 discussion activities during the semester. If you have gone over the module instructions, thoroughly read the textbook chapter, and thoughtfully considered the activity materials you should excel. (60 points total; 12X5)

Case Studies Activities

You will have an opportunity to earn 10 points for successfully completing an activity. There will be 6 case studies activities during the semester. Activities will be introduced within a module with instructions for completion and submission. (60 points total; 6X10)

Required Mid-semester Exam

All students are required to take a mid-semester exam. This exam will have an objective format (e.g. multiple choices, true/false, matching). There will be no makeup exam. The only exceptions are due to documented sickness, death in the family, or some other catastrophe. The exam will carry 60 points (30 questions).

Required Final Exam

All students are required to take a final exam that will have an objective format (e.g. multiple choices, true/false, matching). **The exam will be held on December 8, 2025**, and will cover all lectures and textbook materials provided during the semester. There are no makeup exams for the final. If you miss the exam, you lose the points associated with it. The only exceptions are due to documented sickness, death in the family, or some other catastrophe. I am very unlikely to allow you to take an exam after the scheduled time if you do not contact me *prior to* the exam. (50 Questions; 100 points total)

Grading

The points in this class are based on the assignments discussed above. Your final grade is based entirely on the sum of those points assigned in the class, and I will adhere rigidly to those points. The points correspond to the following university guidelines: an A is reserved for excellent work; a B is for above

average performance; a C is awarded for average work; a D simply means passing, and an F indicates below average, non-passing work.

Final grades will be:

A = 252 - 280

B = 224 - 251

C = 196 - 223

D = 168 - 195

F = 000 - 167

Late Submissions

Discussion board activities and case studies will not be accepted after 2 days beyond deadlines. Late submissions (within 2 days beyond deadlines) will be graded for half points.

Below is the summary table of your assignments:

Summary Table of Assignments		
Assignment	Points Possible	Percentage of Final Grade
Discussion Board Activities (Total 10)	060 points	21.43%
Case Studies Activities (Total 5)	060 points	21.43%
Mid-semester Exam	060 points	21.43%
Final Exam	100 points	35.71%
Total Points Possible	280 points	100.00%

Course Policies

Attendance Policy

Regular attendance is vital for your success in this course. The course arrangement offers guided self-paced learning. Therefore, daily attendance is not required. However, there is an expectation to check the course Canvas regularly for announcements and updates. All activities have specific deadlines. Students are required to meet those deadlines.

Health issues impact on Attendance

While daily attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community. Please contact me if you are unable to check canvas postings, complete an activity, or take a test on time because you are ill. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class activities.

Netiquette

Engaging in this online course in a professional and respectful manner is your responsibility and also a part of your learning. Student behavior that interferes with an instructor's ability to conduct an online class or other students' opportunity to learn or engage in academic discussion through discussion boards is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be blocked from participating in the online classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs,

discussion groups, field trips, etc. The Code of Student Conduct can be found at:
<https://policy.unt.edu/policy/07-012>.

Always remember that using computers and other technologies sometimes could be frustrating due to unforeseen problems. Learning, working, and communicating online are often challenging because of impersonality, higher demand for self-management and time management, and technology challenges. Be patient, respect others, and seek help in case of a problem or a difficulty. For general “netiquette” rules, you can refer to sources such as this: **The Core Rules of Netiquette:**
<http://www.albion.com/netiquette/corerules.html>.

Incomplete

Grades of Incomplete are governed by university policy. A faculty member can award an Incomplete only in cases where students meet these conditions: (1) the student has completed 75% of the work for the semester, and (2) the grade is warranted by a military or medical excuse.

Academic Integrity Policy

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Policies and procedures regarding adjudication of acts of academic dishonesty are available in the UNT Policy Manual at <https://policy.unt.edu/policy/06-003>.

Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own. Contributions from anyone or anything else- including learning support platforms cannot be used for course assignments except as explicitly authorized by the instructor. Artificial intelligence (AI) language models, such as ChatGPT, QuillBot, Grammarly Premium, and online assignment help tools and services, such as Chegg® or EduBirdie are examples of online learning support platforms. All sources, must be properly quoted and cited every time they are used (including any AI generated material). Online help tools and services have their place in helping to make our lives easier; these tools can also hurt your capacity to engage in critical thinking. Please talk with me before using any of these tools for this class to ensure that we’re in agreement as to how they will affect your work. Submitting all or any part of an assignment statement to an online learning support platform and submitting it as your own work for this class is prohibited. Incorporating any part of an AI generated response in an assignment without proper citation is also prohibited. Failure to do so constitutes an academic integrity violation, and I will follow UNT’s policy in those instances.

UNT Policies

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to

implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct \(https://deanofstudents.unt.edu/conduct\)](https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect \(https://it.unt.edu/eagleconnect\)](https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will open on xxx and will remain open that day to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will

receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.
Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Disclaimer

This syllabus should not be considered a binding contract on the part of the instructor, who reserves the right to change any aspect of the course without prior notice.