

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

COM6303.E1 Communicating for Results in Organizations
Fall 2026

PROFESSOR INFORMATION:

Professor: Dr. Richard C. White, PhD (**aka Dr. White**)
Amberton Extension: 972-279-6511
Amberton Email: **RWhite@amberton.edu**

COURSE INFORMATION:

COM6303.E1 Communication for Results in Organizations
Level: Graduate
Beginning Date of Session: Saturday, Sept. 12, 2026
Ending Date of Session: Thursday, Nov. 19, 2026

Student access available to the Student Portal: Saturday, Sept. 12, 2026.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Organizational Communication: Balancing Creativity and Constraint
Author: Eric Eisenberg, Angela Trethewey, Marianne LeGreco, H.L. Goodall Jr.
Publisher: Bedford/St. Martin's
Year Published: 2023
Edition: 9th
ISBN: 10: 1319201482 or 13: 9781319201487; 9781319539702
Price: Available at <http://amberton.ecampus.com>

Students should verify enrollment in course before purchasing textbooks. Textbook information and ordering options are available through the Amberton Virtual Bookstore. Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping.

APA REQUIREMENT:

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

COURSE COMPETENCIES:

The course empowers students to explore organizational communication strategies. Through face-to-face and online classes, the course helps the student investigate relationships, organizational cultures, work groups, online environments, training, and problems in organizations. Students learn how to analyze communication, diagnose problems, suggest solutions, and practice communication skills.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Identifying interpersonal communication problems within an organization.
2. Analyzing methods of improving relationships within organizations and the ability to support the organization.
3. Exploring how technology affects communication within organizations.

4. Analyzing the culture of a specific corporation.
5. Evaluating how the nonverbal environment and behavior affect interactions within an organization.
6. Demonstrating how “corporate stories” about the history of an organization affect the communication climate.
7. Assessing how the communication styles of corporate heroes and villains give insights into the corporate culture.
8. Diagnosing how the corporate culture affects the public communication of an organization.
9. Describing team communication within organizations.
10. Differentiating between effective and ineffective communication strategies within organizational teams.
11. Analyzing how conflict affects the productivity of organizational teams.
12. Determining the needed skills and qualifications for a communication consultant.
13. Deciding whether to use an in-house consultant or an external consultant to solve communication problems.
14. Describing the different types of training and evaluating their outcome.
15. Ascertaining the major communication problems that confront organizations today.
16. Researching current issues that affect communication within organizations.
17. Analyzing the effectiveness and ineffectiveness of corporate communication.
18. Suggesting methods of improving corporate communication.
19. Evaluating best practices in contemporary scholarly publications in connection with course concepts.
20. Analyzing and practicing effective storytelling as an effective organizational communication skill and strategy
21. Assessing how organizations utilize artificial intelligence (AI) for organizational communication purposes
22. Examining ways of practicing communication skills using AI

ACQUIRED SKILLS

1. Online Team Collaboration Skills
2. Digital Communication Technologies Skills for the Workplace
3. Storytelling Skills for the Workplace

COURSE POLICIES:

1) You must log onto Moodle and open the syllabus and **COMPLETE ALL** the discussion board posts and replies **IN ORDER TO PASS THIS CLASS** and stay enrolled in the class.

2) All papers (unless noted otherwise on the assignment; for example: obviously the PPT assignment must be a PPT file), are to be uploaded as a Word.doc (not PDF, not Pages, or anything else, only Word doc) in the Moodle portal link by **Friday, 11:30 pm** on the assigned day, that is 30 minutes before Midnight/the start of Saturday at 12:00 am. Papers not submitted as a Word doc will not be accepted and must be submitted again in the correct format.

NOTE – This means due date for **ALL** assignments is **Friday, 11:30 pm** on the assigned day on the schedule

3) **LATE WORK POLICY** - Late penalties of **-10 points** will apply to any non-Word doc paper submitted as well as any other reason for not turning in work for up to 24 hours past the deadline. **-20 total will be deducted** for work that is past 24 hours late and up to 48 hours late. **Work that is more than 48 hours late past the 11:30 pm deadline will not be accepted and thus earns a 0.**

NOTE – **The only thing that CANNOT be turned in late** is the final group project aka the Team Wiki. It must be turned in on time because the semester ends that very week.

4) For a passing grade for the course, **students need to submit ALL the assignments**, if you do not submit all assignments, an F will automatically be given for the overall course grade.

5) Papers will not be accepted if submitted any way other than the Moodle assignment link. (In other words, papers are not accepted if submitted via email – it will be considered late.)

6) Please label your assignments EXACTLY this way: last name, first name, course number, assignment name, WITH PERIODS AFTER NAME AND COURSE i.e. SmithJohn.Com3469.MBTIResearchPaper.

7) If your paper scores more than 20% plagiarism on Turnitin, this is unacceptable; You will receive a zero.

8) If you use AI to write your assignments and claim that as your work, this would be considered plagiarism; you would receive a zero and also face other institutional penalties. Please read the section on using AI.

STUDENTS' RESPONSIBILITIES:

This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

ATTENDANCE POLICY:

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. A Student in a lecture course missing more than 20% (two class periods for weekday classes or one class period for Saturday classes) of the class meetings may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

PLAGIARISM POLICY:

Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:

- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

Originality: Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

Paraphrasing: When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

Acknowledgement: When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism and self-plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin "Draft Coach" is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach helps address errors and improve the quality of student's writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

COURSE OUTLINE AND CALENDAR:

Week	Topic	Assignment	Competencies Covered	Due Date
1 – 9/12	Organizational Communication Overview	Week One discussion board: Introductions: The changing world of work.	1,5,15,16,17,18	9/18, 11:30 pm
2 – 9/19	Organizational culture	PowerPoint: Organizational culture comparison	4,8	9/25, 11:30 pm
3 – 9/26	The Organization and identity	Week Three Discussion Board: The negative side of personal branding	1,5	10/2, 11:30 pm
4 – 10/3	Improving relationships within organizations and the ability to support the organization	Video podcast: The Alvesson images- Identifying your personal brand. Podcast due next week	2,6,7,20	10/16, 11:30 pm
5 – 10/10	Internal and external communication problems	<i>No new assignment this week- finish the podcast assignment from</i>	1,5	

		<i>last week, it's due this week</i>		
6 – 10/17	Improving corporate communication	Main paper: The new social contract	1,4,5,6,7,8,16,17,18	10/30, 11:30 pm
7 – 10/24	New directions in organizational communication	<i>No new assignment this week - finish the main paper from last week, it's due this week</i>	1,4,5,6,7,8,16,17,18	
8 – 10/31	Organizational learning, AI, and team communication	Begin the Team project: Systems Perspective and AI Practice and Evaluation.	3,9,10,11,21,22	11/17, 11:30 pm
9 – 11/7	Managing conflict in teams	<i>No new assignment this week; finish the team project, it's due next week</i>	1,2,5	
11 – 11/14	Training vs Consultancy	Submit your Team project	12,13,14	11/17, 11:30 pm

GRADING CRITERIA:

Major paper	300		
Organizational culture comparison	150		
PowerPoint		Graduate	
Personal brand video podcast	150	92 – 100	A
Team Project	200	82 – 91	B
Discussion boards	200 (100 points x 2)	72 – 81	C
		62 – 71	D
Possible total	1000 points	Below 62	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

Students should review instructor feedback provided through Moodle or Amberton CampusWeb Portal. Final grades are processed approximately one week after the session and may be viewed through the student portal. Grades will not be released by phone or through unsecured channels. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their university email account and contact the instructor at the faculty email address as provided above in Professor Information area.

INCOMPLETE GRADES:

An "I" (Incomplete) grade is granted only at the professor's discretion for emergencies or illness.

Students have 30 days from the end of the session to complete the course requirements. If the conditions are not met within this 30-day window, the "I" automatically converts to an "F".

HOW TO WITHDRAW FROM A COURSE:

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is delivered through Moodle. Students are expected to have reliable internet access, basic computer skills, the ability to upload/download files, use Amberton email, and submit assignments in the required format. Students needing assistance should use the Amberton SSO support/ticket process.

HOW TO ACCESS YOUR COURSE:**SINGLE SIGN-ON (SSO) INSTRUCTIONS FOR AMBERTON UNIVERSITY:**

Students should access Amberton systems through the Single Sign-On portal at <https://sso.amberton.edu>. After logging in, students can access Moodle, Amberton email, CampusWeb, and other assigned applications. Students who need help accessing SSO should submit a support request through the SSO support option or contact support@amberton.edu.

MOODLE TUTORIAL:

Upon successful log in and access to the Moodle learning platform, there is a Student Moodle Tutorial course available, to learn about the basics of Moodle. Simply click on the link for the Student Moodle Tutorial and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

EMAIL COMMUNICATION:

Students are expected to use their Amberton email account and Moodle for course communications. Students must use their official university email account for all university related communication and should check their Amberton emails regularly for course and university notices.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments must be submitted through the appropriate Moodle assignment link unless otherwise directed by the instructor. Students are responsible for submitting files in the format required by the instructor.

INSTRUCTOR/COURSE EVALUATION:

Students will have the opportunity to complete an anonymous course and instructor evaluation near the end of the session. Instructions and dates will be provided through Moodle and/or Amberton email.

RESEARCH RESOURCES:

The Amberton Library provides access to full-text articles, peer-reviewed databases, and research tools, with options like Interlibrary Loan (ILL) and TexShare for items outside its collection. For research assistance, students can connect with library staff during operating hours via email (library@amberton.edu), phone (972-279-6511 ext. 185), "How-to" videos, live online chat, or in person at the Garland campus. The online library is available through Single Sign On (SSO).

MICROSOFT OFFICE 365 EDUCATION:

Amberton University students may access Microsoft 365 Education resources as provided by the university.

GOOGLE WORKSPACE FOR EDUCATION:

Amberton students are assigned a Google Workspace for Education account, including Amberton Gmail, Google Drive, Google Docs, Sheets, and Slides. Students should use their Amberton Google account for course-related work when required.