



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES  
SCHOOL OF HUMAN RESOURCES MANAGEMENT

# AP/HRM4481 A

## ORGANIZATIONAL COMMUNICATION

### FALL 2021 – PRELIMINARY COURSE OUTLINE<sup>1</sup>

UPDATED: AUGUST 4, 2021 (CONFIRMING REMT STATUS OF THE COURSE)

At this time, this course is listed as REMT: We will have regular synchronous activities at the time listed for the course (Tuesdays, 8:30am). Regular attendance and participation expected. Course work includes multiple individual and group presentations and peer-feedback throughout the term.

#### WELCOME TO THE ORGANIZATIONAL COMMUNICATION!

*Pandemic-times, with remote work arrangements, physical distancing and the use of protective masks have clearly emphasized how much we rely on communication in our work and daily lives, and how much this communication is affected by the conditions of interaction.*

*We spend time most of our workday communicating, in one way or another... Can we do it better? (hint: yes... 😊).*

*This course provides an overview of main theories and concepts on organizational communication with a focus on applying the principles to our own communication. **Though activities and assignments, this course is intended to provide you with a safe space to experiment and improve on your own persuasive communication skills.***

- Be **prepared** to connect online during our scheduled time (**Tuesdays, 8:30am-11:30am\***), with your **microphone on and camera on**. (\* more exact times will be posted on the course's eClass) **🟡Live Session**
- Be **prepared** to interact with your classmates, **deliver mini presentations**, and **receive/provide constructive feedback**. Please note that some presentations will be submitted **pre-recorded**, and some in **real-time** when we meet.
- Be prepared to discuss and critically examine our reading materials (our course discussions and activities rely on your advance preparation of the assigned readings...).
- Be prepared to work with a group of classmates on group assignments / project.

**Please note that regular attendance and engagement in the course **synchronous** sessions is expected.**

**When planning for this course consider budgeting sufficient time for preparation on individual work and presentations as well as time to work with your group outside the live sessions.**

*We are all responsible to create and maintain **a safe learning environment** in the course – during synchronous sessions, outside the classroom and on-line; All are expected to conduct themselves in a manner that is respectful of others and of themselves.*

*If you have any concern with your performance, or ability to complete the course successfully, please contact me earlier in the course rather than later. I look forward to meeting you all on-line and having a meaningful learning experience.*


Ron

**NOTE: LOOK FOR A MORE DETAILED VERSION OF THIS OUTLINE ON eCLASS AT THE START OF THE TERM. SEE YOU ON ZOOM ON SEPTEMBER 14<sup>TH</sup>.**

<sup>1</sup> This outline is subject to change as deemed necessary by the Course Director.

## **MORE ABOUT THE COURSE**

*The full outline for the course will be available at the start of the term. Expect submission deadlines for activities and presentations throughout the course. The course textbook will be available as an eClass eBook (Willo). This information will be posted to the course eClass when available.*

This course includes regular synchronous components within our scheduled time. **Specific times will be provided through eClass** (the 3-hour block will be organized with breaks and small group interactions; the breakdown may vary by week).  **Live Session**

This class is highly dependent on class/group discussions and non-verbal cues in communication. As part of the course activities, each student will present multiple times (with video on) and discuss their presentation with other students.

To ensure the privacy and wellbeing of all students, as well as the ability to create and maintain a safe environment for cordial and productive sessions:

- We will all login using Passport York authentication (“[Sign in with SSO](#)” option in Zoom).
- All of us are expected to have their video/camera ON (most of the time) and audio/microphone available (microphone OFF when not talking).
- Please note that presentations will be recorded for the sole use of feedback and discussion, with password protection. Sharing the recordings or using them for any other purpose is prohibited. Otherwise, discussions within the sessions will not be recorded by the instructor; Recording of the session by others by any means is not permitted).
- Participants that cannot be identified by the host/instructor will be removed from the session.


Please consider your learning space, possibly ensuring that your background is not distracting (positioning yourself against a wall or using the background feature).

Please contact Dr. Ron **ASAP** if using video is of concern so we can discuss ([ophir@yorku.ca](mailto:ophir@yorku.ca)).

## **COURSE ENVIRONMENT PRINCIPLES**

Together we will strive to create and maintain a classroom environment that is a **safe** place for learning and discussion; a place where individual thoughts and ideas are appreciated; a space where personal feelings, beliefs, perspectives and positions are **respected**.

## **SECTION INFORMATION**

<b>Course Director:</b>	<b>Professor Ron Ophir</b>
<b>Email:</b>	<a href="mailto:ophir@yorku.ca">ophir@yorku.ca</a>
<b>Delivery mode:</b>	Remote (including synchronous content)  <b>Live Session</b>
<b>Timing of synchronous content:</b>	Tuesdays, 8:30am-11:30am (Toronto Time) (check website for specifics)
<b>Virtual Office Hours:</b>	Check course website
<b>Course Web Site:</b>	<a href="http://eclass.yorku.ca">eclass.yorku.ca</a> (Moodle)

*Have a safe, productive and fun term!*

## IMPORTANT NOTES

- ▶ **Take care of yourself:** <https://www.yorku.ca/health/mental-health-resources-during-covid-19/>
- ▶ **Communication with the Course Director:** Please include your full name, student number, and the **course/section enrolled in**. Needless to say, proper conduct of behaviour is expected.
  - If responding to an eClass email announcement, please ensure to replace the recipient address with my email ([ophir@yorku.ca](mailto:ophir@yorku.ca)), or else the message will not be delivered to me.
- ▶ **About course registration:** Please direct all registration questions to the main office of the School of Human Resources Management ([lapsshrm@yorku.ca](mailto:lapsshrm@yorku.ca)). Course Directors (instructors) **cannot enroll or approve** your enrollment to the course. If the section is full, the best strategy to enroll in the class is to visit the online course registration system regularly until a space becomes available. Students are expected to keep up with the course submission deadlines regardless of timing of enrolment.
- ▶ **Times and deadlines** are in **Toronto time**. Note that daylight savings time ends November 7<sup>th</sup>, 2am. For those not in Toronto/GTA time zone, click for **time converter** (use the checkboxes to show time difference): <https://www.timeanddate.com/worldclock/converter.html?iso=20210914T123000&p1=250>

## WHAT TO EXPECT

This section of the course is offered in a **REMOTE** format, where all content is accessible through the course website. We will have **weekly synchronous** content (“live” through zoom). Internet access will be required for full access to course resources. All course content and activities will be provided on-line. This course has no in-person or on-campus activities/exams. Check for regular updates:



Synchronous Content (“Live”) (on Zoom)  
([check eClass for schedule](#))

Regular “live” meetings/activities (synchronous) on **zoom** will be provided in this course within the designated timeslot for the course (Tuesdays 8:30am-11:30am). Please consult the course website for specific weekly times/information.



Asynchronous Content

Other course content in this course is designed for **independent learning**; however, activities, participation and other deliverables have **deadlines**.



Submission deadlines

There are **weekly/regular submission deadlines** for activities and assignments on **eClass**. Please note that a significant part of course activities include interaction and discussion **with classmates**; therefore, mutual respect is expected to ensure meeting of deadlines. No extensions.



Textbook

Check out the eBook eClass for access and purchase at the start of the term.



Exams

Exams in this course will be **timed** and delivered at designated times during the course on **eClass**. Students are expected to be available to write the exams as scheduled. Reliable Internet connection and device are required.



Virtual Office Hours

Pre-scheduled virtual office hours times will be available throughout the term (sign-up link on the course website). Additional times can be scheduled on request.

*- - Weekly schedule and due dates on the course website - -*

Keep up with York U updates: <https://yubettertogether.info.yorku.ca/category/students/>