Course Title	:	Organizational Communication 企業傳意
Course Code	:	PMS4001
Recommended Study Term	:	2
No. of Credits/Term	:	3
Mode of Tuition	:	Lectures and Tutorial
Class Contact Hours	:	3 hours per week
Category in Major Prog.	:	Core Course (Full-time PMG programme)
Medium of Instruction (MOI)	:	English
Discipline	:	Communication
Prerequisite(s)	:	Nil
Co-requisite(s)	:	Nil
Exclusion(s)	:	Nil
Exemption Requirement(s)	:	Nil

BRIEF COURSE DESCRIPTION:
The course provides students with current theories and knowledge of organizational behavior with an emphasis on communication patterns and practices, such as superior subordinate communication, formal and informal communication networks, authority, organizational diversity and power.

AIMS:
The course is designed specifically to provide students with a closer examination of the communicative nature of organizational life.. Students will be able to think critically about the diverse perspectives in organizational communication and explore the role that communication plays in shaping both relationships and structures of organizing. Students will develop critical thinking and apply different approaches for organizational communication.

COURSE INTENDED LEARNING OUTCOMES (CILO):
Upon completion of the course, students should be able to:
CILO1:demonstrate the understanding of the essential role of communication in organizations by examining their forms, processes and functions;
CILO2:develop communication skills that are valued in organizations;
CILO3:examine traditional and contemporary perspectives on organizations and organizational communicaiton; and
CILO4: Apply different communication approaches in organizations.

MEASUREMENT OF LEARNING OUTCOMES:
1. In-class activities and take-home assignments evaluate students' abilities in performing constructive group discussions and producing a variety of organizational communication skills; (CILO 1, 2, 3, 4)
2. Written Assignment(s) assesses students' understanding and abilities to apply various communication skills under different scenarios; (CILO 1,2,3,4)

3. Final examination assesses students' overall knowledge in organizational communication.
   (CILO 1, 2,3,4)

INDICATIVE CONTENT:
1. The Challenge of Organizational Communication
2. Classical Approaches
3. Human Relations and Human Resources Approaches
4. Systems and Cultural Approaches
5. Constitutive Approaches
6. Critical and Feminist Approaches
7. Socialization Processes
8. Decision Making Processes
9. Conflict Management Processes
10. Organizational Change and Leadership Processes
11. Processes of Emotion in the Workplace
12. Organizational Diversity Processes
13. Technological Processes
14. The Changing Landscape of Organizations

TEACHING METHOD/CLASS ACTIVITIES:
Lectures deliver the general knowledge and theories of organizational communication. Small-group discussions provide students with the opportunity to consolidate the concepts and practices. Students are expected to participate in a series of class activities including games, small group discussions and writing tasks to apply the approaches and skills in organizational communication.

ASSESSMENTS:

Continuous Assessment		**60%**
Group Discussion	25%	
Class Participation	10%	
Written Assignment(s)	25%	
Examination		**40%**

REQUIRED/ESSENTIAL READING(S):
Miller, K. (2015) Organizational communication: Approaches and processes. 7th Edition. Wadsworth Cengage Learning: Boston, MA.

RECOMMENDED/SUPPLEMENTARY READING(S):
Wood, J. T. (2020). *Interpersonal communication: Everyday encounters*.
Putnam, L. L., & Krone, K. J. (2007). *Organizational communication*. London: SAGE Publications.
Rice, R. E. (2015). *Organizational communication*.

IMPORTANT NOTES:
1. Students are expected to spend a total of 9 hours (i.e. 3 hours of class contact and 6 hours of personal study) per week to achieve the course learning outcomes.

2. Students shall be aware of the University regulations about dishonest practice in coursework, tests and examinations, and the possible consequences as stipulated in the Regulations Governing University Examinations and Course Work. In particular, plagiarism, being a kind of dishonest practice, is "the presentation of another person's work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student's own work". Students are required to strictly follow university regulations governing academic integrity and honesty.
3. Students are required to submit writing assignment(s) using Turnitin.
4. To enhance students' understanding of plagiarism, a mini-course "Online Tutorial on Plagiarism Awareness" is available on https://pla.ln.edu.hk/.