

<b>ORIGINATOR'S SECTION:</b>														
<b>1. College:</b> <input checked="" type="checkbox"/> CHABSS <input type="checkbox"/> CoBA <input type="checkbox"/> CoEHHS <input type="checkbox"/> CSM	<b>Desired Term and Year of Implementation (e.g., Fall 2008):</b>  Spring 2018													
<b>2. Course is to be considered for G.E.? (If yes, also fill out appropriate GE form*)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No														
<b>3. Course will be a variable-topics (generic) course?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ("generic" is a placeholder for topics)														
<b>4. Course abbreviation and Number:*</b> COMM 441														
<b>5. Title: (Titles using jargon, slang, copyrighted names, trade names, or any non-essential punctuation may not be used.)</b> <u>Organizational Communication Ethics</u>														
<b>6. Abbreviated Title for PeopleSoft:</b> (no more than 25 characters, including spaces) <u>Org. Comm. Ethics</u>														
<b>7. Number of Units:</b> 3														
<b>8. Catalog Description:</b> (Not to exceed 80 words; language should conform to catalog copy. Please consult the catalog for models of style and format; include all necessary information regarding consent for enrollment, pre- and/or corequisites, repeated enrollment, crosslisting, as detailed below. Such information does <u>not</u> count toward the 80-word limit.)  Examines ethical questions that impact how organizations communicate and what they choose to relay and omit to their various audiences. Consider personal ethical decision-making processes taking place in workers' everyday lives/ Explores theories on ethics as well as approaches that engage important questions of power, equality, and justice. Encourages connections between communication, social justice, and ethics through in-class discussions, personal reflection, and evaluation of contemporary ethical organizational communication dilemmas.  <div style="text-align: right; color: blue; font-style: italic;">or COMM 350-3</div> May not be taken for credit by students who have received credit for COMM 350-1 Org. Comm. Ethics <del>fall</del> <del>versions of the course as a topics course will need to be listed - Box 19]</del>														
<b>9. Why is this course being proposed?</b>  This is a new course developed by a new faculty member in the department. It has been successfully taught as a "topics" course, and will fill a gap in the Communication curriculum by expanding a sub-field of organizational/applied communication studies and thus expands students' knowledge in those areas. In addition, the proposed course complements and extends COMM 440 (Organizational Communication) and MASS 452 (Media Ethics), which are currently offered.														
<b>10. Mode of Instruction*</b> For definitions of the Course Classification Numbers: <a href="http://www.csusm.edu/academic_programs/curriculumschedule/catalogcurricula/DOCUMENTS/Curricular_Forms_Tab/Instructional%20Mode%20Conventions.pdf">http://www.csusm.edu/academic_programs/curriculumschedule/catalogcurricula/DOCUMENTS/Curricular_Forms_Tab/Instructional%20Mode%20Conventions.pdf</a>														
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type of Instruction</th> <th style="text-align: left;">Number of Credit Units</th> <th style="text-align: left;">Instructional Mode (Course Classification Number)</th> </tr> </thead> <tbody> <tr> <td>Lecture</td> <td>3</td> <td>C-02</td> </tr> <tr> <td>Activity</td> <td></td> <td></td> </tr> <tr> <td>Lab</td> <td></td> <td></td> </tr> </tbody> </table>	Type of Instruction	Number of Credit Units	Instructional Mode (Course Classification Number)	Lecture	3	C-02	Activity			Lab		
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Lecture	3	C-02												
Activity														
Lab														
<b>11. Grading Method:*</b> <input checked="" type="checkbox"/> Normal (N) (Allows Letter Grade +/-, and Credit/No Credit) <input type="checkbox"/> Normal Plus Report-in-Progress (NP) (Allows Letter Grade +/-, Credit/No Credit, and Report-in-Progress) <input type="checkbox"/> Credit/No Credit Only (C) <input type="checkbox"/> Credit/No Credit or Report-in-Progress Only (CP)														
<b>12. If the (NP) or (CP) grading system was selected, please explain the need for this grade option.</b>														
<b>13. Course Requires Consent for Enrollment?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No														

\* If Originator is uncertain of this entry, please consult with Program/Department Director/Chair.



<input type="checkbox"/> Faculty	<input type="checkbox"/> Credential Analyst	<input type="checkbox"/> Dean	<input type="checkbox"/> Program/Department - Director/Chair
<b>14. Course Can be Taken for Credit More than Once?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many times? (including first offering)			
<b>15. Is Course Crosslisted:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, indicate which course _____ and check "yes" in item #22 below.			
<b>16. Prerequisite(s):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>17. Corequisite(s):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>18. Documentation attached:</b> <input checked="" type="checkbox"/> Syllabus <input type="checkbox"/> Detailed Course Outline			
<b>19. If this course has been offered as a topic, please enter topic abbreviation, number, and suffix:*</b> 350-1 Org. Comm. Ethics; 350-3 Org. Comm. Ethics			
<b>20. How often will this course be offered once established?*</b> Annually or bi-annually, depending on demand and availability.			

<b>PROGRAM DIRECTOR/CHAIR - COLLEGE CURRICULUM COMMITTEE SECTION:</b> <i>(Mandatory information – all items in this section must be completed.)</i>			
<b>21. Does this course fulfill a requirement for any major (i.e., core course or elective for a major, majors in other departments, minors in other departments)?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: This course could fulfill a requirement for upper division elective for the COMM major.			
<b>22. Does this course impact other discipline(s)? (If there is any uncertainty as to whether a particular discipline is affected, check "yes" and obtain signature.)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.			
Philosophy Discipline	<u>see attached email</u> Signature	_____ Date	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Oppose
Business Discipline	<u>see attached email</u> Signature	_____ Date	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Oppose
Sociology Discipline	<u>see attached email</u> Signature	_____ Date	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Oppose

**SIGNATURES : (COLLEGE LEVEL) :**

Kendra D. Rivera

- |   |               |
|---|---------------|
| 1. Originator (please print or type name) | Date          |
| <u>see attached email</u>                 |               |
| 2. Program Director/Chair                 | Date          |
| <u>[Signature]</u>                        | <u>4/5/17</u> |
| 3. College Curriculum Committee           | Date          |
| <u>[Signature]</u>                        | <u>4/7/17</u> |
| 4. College Dean (or Designee)             | Date          |

**(UNIVERSITY LEVEL)**

- |  |      |
|--|------|
| 5. UCC Committee Chair                               | Date |
| 6. Vice President for Academic Affairs (or Designee) | Date |
| 7. President (or Designee)                           | Date |

Office of Academic Programs

PS  
Banner

Catalog

Revised 3/28/2007

\* If Originator is uncertain of this entry, please consult with Program/Department Director/Chair.

# Organizational Communication Ethics

Spring, 2017- COMM 350-3 (Course #23199)

ACD 305

***Mondays 10:30a.m.-1:20p.m.***

## **Instructor Information:**

Name: Dr. Kendra D. Rivera Email: [krivera@csusm.edu](mailto:krivera@csusm.edu)

Office: CRAVEN 6123 Office Phone: 760-750-8044

Office Hours: Wednesdays 11:30a.m.-1:30p.m.; By Appointment

## **Text & Supplies:**

May, S. Ed. (2012). *Case studies in organizational communication: Ethical perspectives and practices*. Thousand Oaks, CA: Sage.

*\*\* Other readings, such as scholarly articles and contemporary news media may be assigned, and will be available online via Cougar Courses \*\**

***You will also need 1 package of 3x5 note cards (no other size please, any color). We will use these note cards EVERY DAY of class for participation contributions (part of your grade), so you are required to bring them! ☺***

## **AN INTRODUCTION TO THIS CLASS:**

### **Course Description:**

Organizational members make ethical decisions when they communicate. Corporate scandals, the recent (current?) recession and contemporary politics have called into question the ethical standards of a variety of organizational members, from CEOs to whistle-blowers and civil servants. This class examines ethical questions that impact how organizations communicate and what they choose to relay and omit to their various audiences. It focuses not only on organizational messages, but also on personal decision-making processes taking place in workers' everyday lives. In addition, we will discuss how ethical issues are "framed" or discussed in media. The class explores theories on ethics and morality, focusing on approaches that engage important questions of power, equality and justice.

Students are expected to spend six hours each week working on this course beyond attending the class meetings. Out-of-class work includes such things as readings, homework exercises, independent research, and meeting with your group. The course relies heavily on class discussions and the use of case studies as well as writing about ethics in a variety of contexts (per the All-University Writing Requirement, at least 2500 words over the course of the semester). Your work will consist mostly of reading class materials, discussing ethical concepts, debating controversial issues, thinking deeply about ethical questions and your own personal ethics, and applying various theories of ethical analysis to "real life" case scenarios.

This course therefore fulfills the following CSUSM Catalogue description:

### **COMM 350-3 Organizational Communication Ethics (3)**

Examines ethical questions that impact how organizations communicate and what they choose to relay and omit to their various audiences. Consider personal ethical decision-making processes taking place in workers' everyday lives/ Explores theories on ethics as well as approaches that engage important questions of power, equality, and justice. Encourages connections between communication, social justice, and ethics through in-class discussions, personal reflection, and evaluation of contemporary ethical organizational communication dilemmas.

### **Learning Objectives:**

#### **Communication Department Student Learning Objectives for Communication Courses:**

- Conceptualize the point of view of one's counterparts in communicative interaction while attempting respectfully to incorporate their viewpoints into one's own. (OTHER PERSPECTIVES)
- Analyze forms and contexts of communication from a variety of intellectual perspectives (philosophical, historical, theoretical, and practical). (ANALYSIS).

#### **Kendra's Student Learning Outcomes for this Organizational Communication Course:**

- Apply organizational communication ethics theories to "real world" decisions and problems through case studies and course assignments (APPLICATION)

- Identify and demonstrate successful teamwork and professional communication skills through the creation of a class “Code of Ethics,” in-class interactions with fellow students, and course assignments (COLLABORATION)

### ***Teaching Philosophy & Classroom Climate:***

I believe learning occurs not only through interaction between the instructor and the student, but also in exchanges between students. As your instructor, I will do my best to cultivate a safe learning environment in which students are encouraged to share ideas, questions, and experiences that relate to class material. As a student in this class, I expect you to participate in creating a productive learning environment by:

- Helping in the creation of a class “Code of Ethics”
- Demonstrating respect for others in the language and communication you use, including:
  - Being mindful of others’ experiences, opinions, values, and beliefs
  - Refraining from using potentially offensive language that doesn’t respect another person or a group of people (sexist, racist, heterosexist, homophobic, ageist, etc.)
- Being prepared for class by reading course materials and being ready to discuss course concepts

## **CLASS POLICIES AND RESOURCES:**

### ***Disability Accommodations/ADA Statement:***

Students with disabilities who require academic accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disabled Student Services (DSS). This office is located in Craven Hall 4300 and can be contacted by phone at (760) 750-4905, TDD (760) 750-4909 or by email at: [dss@csusm.edu](mailto:dss@csusm.edu) Students authorized by DSS to receive accommodations should meet with me during my office hours, or in another private setting, in order to ensure your confidentiality.

*I want to ensure your success in my class, so if you have a disability, please contact me as soon as possible!*

### ***Attendance Policy:***

Attendance **is** necessary for your success in this class. This is a class where group participation and in-class discussions, group work, and activities matter. However, I understand that “life” does happen, and sometimes you need to miss class. You therefore have two (2) “free” days, wherein the absence will not count against you. You do not need to email or contact me on these days. Please note that you cannot take a “free” day on an exam or quiz day. You must be present on all exam and quiz days (please see the schedule below).

### ***Academic Integrity:***

CSUSM and the Department of Communication strongly believe in academic integrity. As your instructor, I will uphold the standards of academic honesty as stated in the CSUSM Student Handbook and online at: [http://www.csusm.edu/policies/active/documents/academic\\_honesty.html](http://www.csusm.edu/policies/active/documents/academic_honesty.html). Every student is expected to submit original and independent work. We will also utilize the “turnitin.com” software to check your work.

PLEASE NOTE: Plagiarizing other people’s ideas, thoughts, or publications includes, but is not limited to, material from print (books, magazines, pamphlets, newspapers, etc.), from/off the internet, and personal contacts (class mates, sorority/fraternity members, family, friends, “cheating rings,” etc.). If you use anyone’s ideas, thoughts, or works other than your own, proper referencing and citation is required. Should you have any question about whether or not something falls subject to this clause, PLEASE ASK ME!!!!

### ***Communicating with the Instructor:***

**Office Hours:** Office hours provide an opportunity for you to have one-on-one time with me to discuss issues and questions that you may have regarding the course. I encourage you to use office hours. I have this time set aside exclusively for your benefit. If your schedule does not comply with these hours, please contact me to find a time when we are both available to meet.

**Email:** The best way to contact me is via email. I do my best to respond to email within 24-48 hours on weekdays. If I do not respond to your email within 48 hours, please assume that I did not receive your email, and re-submit it to me.

Right to Privacy: I will not release your grades to anyone other than you or school sponsored coaches who are given permission to view your progress. The Buckley Amendment (1974) ensures your right to privacy.

## **COURSE ASSIGNMENTS:**

**Participation (100 points):** Participation is not the same as attendance. Participation includes, but is not limited to contributing thoughtful comments in class discussions, group and individual activities, asking thought provoking questions, and offering appropriate examples.

**Notecard Questions (250 points):** Every day at the beginning of class, we'll have a "notecard question." These are short open-ended questions that ask you to demonstrate your understandings of the readings for the day. Points are awarded for demonstration that the readings were completed and thoughtfully considered, as relevant to the question. Each notecard is worth up to 10 points.

**Current Event Application (150 points):** Throughout the course, we will have "current event" discussions about ethical dilemmas or controversies in the contemporary news. Students will bring a newspaper article, YouTube link, or some other "clip" to present to the class along with a summary of their position with regard to what should be done ethically and why, and how the event relates to the reading topic for the day. You will conclude by posing a discussion question to the class that helps us link the reading to your application of the reading in the current event.

**Memo to the Executive (150 points):** The objective of this assignment is to use theories and concepts learned in class to evaluate and provide suggestions regarding a contemporary ethical challenge or scandal. You may select from a variety of organizational ethical issues, then you'll do background research (popular and scholarly sources) to learn more about what happened and why. Once you've completed your research, you will write a 2-3 page memo to the "Chief Executive" (or other leader) of the company. In the memo, you will specify the key ethical challenges as you have identified them. You will explain how others were impacted by the incident. And last, you will make suggestions about how this situation could be avoided in the future, including any policy or personnel changes, employee training, or media campaigns you feel would help avert the ethical dilemma.

**Team Case Study (175 points TOTAL):** The objective of this assignment is to use the theories and concepts learned in this course to effectively analyze an organizational communication case study. Working in small groups (3-5 members), you will select one of the case studies in the text book and present it as a discussion to the class. Because all of these case studies are based in real-world organizations, you will also do additional outside research (both popular and scholarly sources) to give you more information about the case. You will then lead the class in a thought-provoking discussion following the discussion questions in the text and expanding on key ethical moments, impacted audiences, and possible alternatives.

**Personal Code of Ethics (175 points TOTAL):** In this assignment you will evaluate your own personal ethics utilizing theories and concepts learned in class, and to create your own "code of ethics" to guide you in your future experiences in a variety of organizational contexts. In a 2-3 page essay and oral presentation to the class, you will discuss your personal evaluation of values. What are five key values you hold, and why are they relevant for your life as an organizational member? How is communication related to your values? Are there any tensions between the values you hold, and the goals you hope to achieve? The essay is worth 150 points, the presentation is worth 25 points.

## **COURSE GRADES:**

### ***Assignments Details:***

**Formatting Assignments:** All assignments should be types and use APA style; this means 12 point font, double-spaced, 1 inch margins, with APA style citations. When in doubt, consult the APA Manual. It is available at the bookstore, in the library and on line. You can also utilize the APA Hints & Pointers sheet available for you on Cougar Courses. Poor spelling, grammar, punctuation, and incorrect formatting will negatively affect your grade. I strongly encourage you to proofread and edit your assignments prior to turning them in.

**Late Work:** Assignments are to be turned in by the beginning of class on the day that they are due or by the assigned due date and time. You must be present and on time on exam/quiz dates to receive full credit.

**\*\*Many of your assignments will be due electronically via Cougar Courses.** You should plan ahead, so that you are not submitting right before the due time, and you should ALWAYS do a screen save or print your “proof of submission” page when turning an assignment in online.

**24/7 Rule:** I practice the 24/7 Rule, meaning that you have to wait at least 24 hours to contest a grade (I will not discuss a grade the day I enter an assignment) and you must contact me within 7 days of receiving the assignment if you wish to have your grade re-examined. The only exception is if I’ve made a simple mathematical error. When you contact me regarding your grade, please type up your argument and present it as you would an assignment – in 12 pt. font, double-spaced, and 1 page in length.

***PLEASE NOTE:*** I do not “give” grades. You *earn* your grade. Grades are earned based your performance over the semester. Any one graded assignment does not determine your final grade. Consistent work over the entire semester is totaled to determine a final letter grade based on points earned.

<u><b>Assignment</b></u>	<u><b>Points Possible</b></u>	<u><b>Earned</b></u>
Participation	100	_____
Notecard Questions	250	_____
Current Event Application	150	_____
Memo to Executive	150	_____
Group Case Study	175	_____
Personal Code of Ethics	150	_____
Code of Ethics Presentation	25	_____
Total Points	1000	_____

***Grading Scale:*** Grades will be assigned as follows:

	A	92-100%	A-	90-91.9%		
B+	88-89.9%		B	82%-87.9%	B-	80-81.9%
C+	78-79.9%		C	72%-77.9%	C-	70-71.9%
D+	68-69.9%		D	62%-67.9%	D-	60-61.9%
			F	59.9% or less		



\*\*\*This syllabus represents a contract between students and instructor. By remaining in this course, you are agreeing to these guidelines and requirements. However, as the instructor, I do reserve the right to make modifications to meet the needs of students.\*\*\*

### ***Tentative Course Schedule (subject to revision if necessary):***

<b>Class Day</b>	<b>Topics</b>	<b>Readings (complete prior to class)</b>	<b>Assignments Due</b>
<b>Mon. 1/23</b>	<b>Part 1: Introductions</b>		
	<b>Part 2: The Case for Studying Organizational Ethics</b>		
<b>Mon. 1/30</b>	<b>Part 1: Ethical Perspectives</b>	<b>Johnson, 2012 pp. 1-16*</b> <b>May, 2012 pp. 1-31</b>	<b>Current Events #1</b>
	<b>Part 2: Case Study- Ethical Borders</b>	<b>May, 2012</b> <b>Case Study #20 pp. 271-282</b>	
<b>Mon. 2/6</b>	<b>Part 1: More Ethical Perspectives</b>	<b>Johnson, 2012</b> <b>pp. 19-39</b>	<b>Current Events #2</b>
	<b>Part 2: Case Study Team A</b>	<b>May, 2012, p. 129</b>	<b>Case Study Team A</b>
<b>Mon. 2/13</b>	<b>Part 1: Building an Ethical Organization</b>	<b>Johnson, 2012 pp. 303-330</b> <b>Holtzhausen, 2015*</b>	<b>Current Events #3</b>
	<b>Part 2: Case Study Team B</b>	<b>May, 2012, p. 207</b>	<b>Case Study Team B</b>
<b>Mon. 2/20</b>	<b>Guest: Dr. Joon Lee (Mass Media)</b> <b>(Re)Framing Ethics in Media</b>	<b>Eberwein &amp; Porlezza, 2016*</b>	
<b>Mon. 2/27</b>	<b>Part 1: Workplace Ethics</b>	<b>Mainiero &amp; Jones, 2013*</b> <b>Lutgen-Sandvik, 2006*</b>	<b>Current Events #4</b>
	<b>Part 2: Case Study Team C</b>	<b>May, 2012, p. 59</b>	<b>Case Study Team C</b>
<b>Mon. 3/6</b>	<b>Part 1: Leadership Ethics</b> <b>Guest: Christine Lee (Community Engagement)</b>	<b>Auvinen, et al, 2013*</b>	<b>Current Events #5</b>
	<b>Part 2: Case Study Team D &amp; Team D 2.0</b>	<b>May, 2012 p. 99 and p. 219</b>	<b>Case Study Team D</b>
<b>Mon. 3/13</b>	<b>Part 1: Governmental Ethics</b> <b>Guest: Tishmall Turner (Tribal Liaison, Community Engagement)</b>	<b>Jovanovic &amp; Wood, 2006*</b>	<b>Current Events #6</b>
	<b>Part 2: Case Study Team E</b>	<b>May, 2012, p. 247</b>	<b>Case Study Team E</b> <b>Memo to the Executive</b>
<b>Mon. 3/20</b>	<b>SPRING BREAK</b>		
<b>Mon. 3/27</b>	<b>Part 1: Medical Ethics</b> <b>Guest: Dr. Kimberly D'Anna Hernandez (Psychology)</b> <b>Case Study Team F</b>	<b>May, 2012, p. 49</b> <b>And</b> <b>TBD</b>	<b>Current Events #7</b>
	<b>Part 2: Bio Ethics</b> <b>Guest: Dr. Michael McDuffie (Philosophy)</b>	<b>BioEthics*</b> <b>Gawande, 2010*</b>	<b>Current Events #8</b>
<b>Mon. 4/3</b>	<b>Part 1: Political Ethics</b> <b>Guest: Dr. Allison Merrick (Philosophy)</b>	<b>TBD</b>	<b>Current Events #9</b>
	<b>Part 2: Case Study Team G</b>	<b>May, 2012, p. 233</b>	<b>Case Study Team F</b>
<b>Mon. 4/10</b>	<b>Part 1: Environmental Ethics</b> <b>Guest: Dr. Jessica Decker (Philosophy)</b>	<b>TBD</b>	<b>Current Events #10</b>
	<b>Part 2: Case Study Team H</b>	<b>May, 2012, p. 143</b>	<b>Case Study Team G</b>
<b>Mon. 4/17</b>	<b>Part 1: Sports Ethics</b> <b>Guest: Todd Snedden (CSUSM Asst. Director Athletics)</b>	<b>Tovares, 2002*</b> <b>Lucas &amp; Fyke, 2014*</b>	<b>Current Events #11</b>
	<b>Part 2: Case Study Team I</b>	<b>May, 2012, p. 183</b>	<b>Case Study Team H</b>
<b>Mon. 4/24</b>	<b>Part 1: Subcultures &amp; Small Groups</b> <b>Guest: TBA</b>	<b>TBD</b>	<b>Current Events #12</b>
	<b>Part 2: Case Study Team J</b>	<b>May, 2012, p. 295</b>	<b>Case Study Team I</b>
<b>Mon. 5/1</b>	<b>Part 1: Part 1: Marketing &amp; PR Ethics</b> <b>Guest: Vassilis Dalakas (Marketing)</b>	<b>Sandvig, 2016*</b>	<b>Current Events #13</b>
	<b>Part 2: Case Study Team K</b>	<b>May, 2012, p. 285</b>	<b>Case Study Team J</b>
<b>Mon. 5/8</b>	<b>Part 1: Personal Ethical Development &amp; Mindfulness</b> <b>Guest: Fritz Kreisler (Student Health &amp; Counseling)</b>	<b>Grossman, 2015*</b>	<b>Current Events #14</b>

<b>Mon. 5/15</b>	<b><i>Final Exam Meeting Time</i></b> <b><i>11:30a.m.-1:30p.m.</i></b> <b><i>Code of Ethics Presentations</i></b>		<b>Code of Ethics</b>
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**Angela Baggett**

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New)  
Comm.  
Dept chair  
approval

**From:** Michelle Holling  
**Sent:** Monday, November 14, 2016 1:27 PM  
**To:** Kendra Rivera; Angela Baggett  
**Cc:** Leo Melena; Josephine Rosas  
**Subject:** RE: COMM 441 C form

Hello everyone.

Please accept this email as an indication of my approval

Michelle A. Holling, Ph.D.  
Professor & Chair, Department of Communication  
Co-Coordinator, Ethnic Studies Program  
President-Elect, Western States Communication Association

California State University San Marcos  
333 S. Twin Oaks Valley Road  
San Marcos, CA 92096  
Office location: SBSB 2136; Office phone: 760/750-8576  
Email: [mholling@csusm.edu](mailto:mholling@csusm.edu)  
Faculty profile: <http://www.csusm.edu/communication/faculty/mholling.html>

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**From:** Kendra Rivera  
**Sent:** Friday, November 11, 2016 10:14 AM  
**To:** Angela Baggett <[abaggett@csusm.edu](mailto:abaggett@csusm.edu)>  
**Cc:** Leo Melena <[lmelena@csusm.edu](mailto:lmelena@csusm.edu)>; Michelle Holling <[mholling@csusm.edu](mailto:mholling@csusm.edu)>; Josephine Rosas <[jrosas@csusm.edu](mailto:jrosas@csusm.edu)>  
**Subject:** Re: COMM 441 C form

Hi Angela,

Thanks for looking into this! I asked Joon Lee to look on behalf of CAPC, and he said he was unable to find it. As you'll see from the attached, Liliana Rossman originally signed it on 2/11/2015 and I submitted it via intercampus mail about a week later. I never heard anything back, but since it was my first time going through the process, I just assumed that it took a really long time. When I decided to teach the class again this Spring 2017 semester, I discovered it had never gone through the process.

Michelle Holling (department chair) is aware of the circumstances, and since she's out of town she will approve the form via email. The new packet has the original application, the syllabus, plus the other departments' approval emails.

Please let me know if you need any additional information or have questions. I hope you have a lovely day!  
Kendra

*Kendra Dyanne Rivera, PhD*  
Faculty Director for Service Learning, Community Engagement  
<http://www.csusm.edu/community/servicelearning/index.html>  
Associate Professor, Department of Communication  
<http://www.csusm.edu/communication/faculty/krivera.html#mailto:%20krivera@csusm.edu>

California State University, San Marcos  
Email: [krivera@csusm.edu](mailto:krivera@csusm.edu)  
Phone: (760) 750-8790

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**From:** Angela Baggett  
**Sent:** Thursday, November 10, 2016 1:53:28 PM  
**To:** Kendra Rivera  
**Cc:** Leo Melena  
**Subject:** COMM 441 C form

Hi Kendra,

Josie mentioned to me that you were looking for a formerly submitted C-form for COMM 441 Organizational Communication Ethics. Thank you for starting to work on a new C form for submission. I would like to try to locate the previously submitted form to hopefully advert having to submit a new one. Could you please let me know the timeframe it was submitted to whom it was submitted and how (i.e. electronically or hard copies)?

I am hopeful to locate it or at least figure out if there could be improvements made in our process for receiving these forms. In addition, this information will assist the Dean's office in advocating to Academic Programs for a fourth offering of the course as a topics course as COMM 350-3. Offering topics courses beyond three semester is atypical and garner greater scrutiny so any information you can provide would be helpful.

Thank you.

Best,  
*Angela Baggett*

Angela Baggett  
Curriculum and Academic Programs Coordinator  
College of Humanities, Arts, Behavioral and Social Sciences  
Office SBSB 4115H  
Phone 760-750-8025  
[abaggett@csusm.edu](mailto:abaggett@csusm.edu)



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*"It's up to us to create the world we want to live in. And we all have the power to do it if we set our minds to it."*  
-Richard Branson

*"If not us, who? If not now, when?"*  
- John F. Kennedy

Phil  
Support

# Re: New Course Proposal- Approval Requested

Michael McDuffie

Wed 11/2/2016 4:28 PM

To: Kendra Rivera <[krivera@csusm.edu](mailto:krivera@csusm.edu)>;

Hi Kendra,

We in the Philosophy Department support this course 100%. Good luck with your proposal!

Michael McDuffie

Sent from my iPad

> On Nov 2, 2016, at 11:01 AM, Kendra Rivera <[krivera@csusm.edu](mailto:krivera@csusm.edu)> wrote:  
>  
> Hi Michael,  
>  
> I hope this email finds you well!  
>  
> I'm writing to request the Philosophy Department's review and approval of a "new" course entitled Organizational Communication Ethics. This class has been taught as a topics course and several of the Philosophy professors (including YOU!) have been guest speakers in the class. I completed a C Form and obtained approval from Manuel back in February of 2015 (see emails below). However, I recently learned that CAPC misplaced my submission, and I have been instructed to start the process again with current administration and CAPC members.  
>  
>  
> I have attached the C Form and syllabus. Please let me know if you have any questions or concerns. Thank you for your time and assistance,  
>  
> Kendra  
>  
>  
> Kendra Dyanne Rivera, PhD  
> Faculty Director for Service Learning, Community Engagement  
> <http://www.csusm.edu/community/servicelearning/index.html>  
> Associate Professor, Department of Communication  
> <http://www.csusm.edu/communication/faculty/krivera.html#mailto:%20krivera@csusm.edu>  
> California State University, San Marcos  
> Email: [krivera@csusm.edu](mailto:krivera@csusm.edu) <<mailto:krivera@csusm.edu>>  
> Phone: (760) 750-8790  
> <<mailto:krivera@csusm.edu>>  
>  
> <<http://humancommunication.clas.asu.edu/content/project-wellness-and-work-life-research-projects>>  
>  
>  
>  
> \_\_\_\_\_  
> From: Manuel Arriaga  
> Sent: Tuesday, February 17, 2015 12:38 PM  
> To: Kendra Rivera  
> Subject: Re: New Course Proposal- Approval Requested  
>

11/7/2016

Re: New Course Proposal- Approval Requested - Kendra Rivera

> Hi Kendra,

>

> Greetings! I was finally able to consult with Michael McDuffie on your new course approval. I am approve it. If you need my physical signature, can you send me a hard copy of the document?

>

> Thank you for your patience.

> Manuel

>

> From: Kendra Rivera <krivera@csusm.edu<mailto:krivera@csusm.edu>>

> Date: Wednesday, February 11, 2015 at 11:08 AM

> To: Manuel Arriaga <marriaga@csusm.edu<mailto:marriaga@csusm.edu>>

> Subject: New Course Proposal- Approval Requested

>

> Greetings Manuel,

> I am a faculty member in the Communication Department. I am proposing a new course, Organizational Communication Ethics. This course has been taught as a topics course previously, and as you will see on the sample syllabus, I often have members of the Philosophy department as guest speakers.

>

> I am now requesting your department's approval for this course. I have attached the C Form and a sample syllabus. If you have any questions, please let me know.

> I appreciate your time and consideration,

> Kendra

> <Org. Comm. Ethics C Form & Syllabus.pdf>

11/7/2016

Re: New Course Proposal- Approval Request - Kendra Rivera

Business  
Support

## Re: New Course Proposal- Approval Request

Glen Brodowsky

Wed 11/2/2016 2:10 PM

To: Kendra Rivera <[krivera@csusm.edu](mailto:krivera@csusm.edu)>;

Then you have my approval

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**From:** Kendra Rivera <[krivera@csusm.edu](mailto:krivera@csusm.edu)>  
**Date:** Wednesday, November 2, 2016 at 13:31  
**To:** Glen Brodowsky <[glenbrod@csusm.edu](mailto:glenbrod@csusm.edu)>  
**Subject:** Re: New Course Proposal- Approval Request

Hi Glen,  
An email noting your approval will be sufficient. No physical signature is needed.  
Best,  
Kendra

*Kendra Dyanne Rivera, PhD*  
Faculty Director for Service Learning, Community Engagement  
<http://www.csusm.edu/community/servicelearning/index.html>  
Associate Professor, Department of Communication  
<http://www.csusm.edu/communication/faculty/krivera.html#mailto:%20krivera@csusm.edu>  
California State University, San Marcos  
Email: [krivera@csusm.edu](mailto:krivera@csusm.edu)  
Phone: (760) 750-8790

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**From:** Glen Brodowsky  
**Sent:** Wednesday, November 2, 2016 11:43:27 AM  
**To:** Kendra Rivera  
**Subject:** Re: New Course Proposal- Approval Request

I am at the Chancellor's office today – Friday. I can get this signed and back to you by Friday.

Glen

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**From:** Kendra Rivera <[krivera@csusm.edu](mailto:krivera@csusm.edu)>  
**Date:** Wednesday, November 2, 2016 at 10:59  
**To:** Glen Brodowsky <[glenbrod@csusm.edu](mailto:glenbrod@csusm.edu)>  
**Subject:** Fw: New Course Proposal- Approval Request

Hi Glen,  
I hope this email finds you well!  
I'm writing to request the Management Department's review and approval of a "new" course entitled Organizational Communication Ethics. This class has been taught as a topics course, and I completed a C Form and obtained approval from Yi back in February of 2015 (see emails below). However, I recently learned that CAPC

misplaced my submission, and I have been instructed to start the process again with current administration and CAPC members.

I have attached the C Form and syllabus. Please let me know if you have any questions or concerns. Thank you for your time and assistance,  
Kendra

*Kendra Dyanne Rivera, PhD*

Faculty Director for Service Learning, Community Engagement

<http://www.csusm.edu/community/servicelearning/index.html>

Associate Professor, Department of Communication

<http://www.csusm.edu/communication/faculty/krivera.html#mailto:%20krivera@csusm.edu>

California State University, San Marcos

Email: [krivera@csusm.edu](mailto:krivera@csusm.edu)

Phone: (760) 750-8790

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**From:** Kendra Rivera

**Sent:** Sunday, February 22, 2015 10:59 AM

**To:** Yi Sun

**Subject:** Re: New Course Proposal- Approval Request

Thank you Yi!

Kendra

Kendra Dyanne Rivera

Assistant Professor, Department of Communication

California State University, San Marcos

[krivera@csusm.edu](mailto:krivera@csusm.edu)

On Feb 22, 2015, at 10:23 AM, Yi Sun <[ysun@csusm.edu](mailto:ysun@csusm.edu)> wrote:

Kendra,

The management department is fine with this class. Thanks

Yi

**From:** Kendra Rivera

**Sent:** Sunday, February 22, 2015 9:52 AM

**To:** Yi Sun

**Subject:** Re: New Course Proposal- Approval Request

Greetings!

I hope this email finds you well.

I'm writing to follow up on the request for approval for a new course— Organizational Communication Ethics.

As mentioned, this class has been taught as a topics course, and I am now seeking to add it to our full-time course load (to be taught approximately every 3-4 semesters). Please let me know if you have any questions.

I have attached the C Form and the sample syllabus.

I look forward to hearing from you!

Kendra

Kendra Dyanne Rivera, PhD

Assistant Professor, Department of Communication

California State University, San Marcos

[krivera@csusm.edu](mailto:krivera@csusm.edu)

On Feb 12, 2015, at 1:52 PM, Kendra Rivera <[krivera@csusm.edu](mailto:krivera@csusm.edu)> wrote:

Greetings,

I am a faculty member in the Communication Department. I am proposing a new course, Organizational Communication Ethics. This course has been taught as a topics course previously, and I am now submitting this class as a permanent COMM course.

I am requesting your department's approval for this course. I have attached the C Form and a sample syllabus. If you have any questions, please let me know.

I appreciate your time and consideration,

Kendra

<Org. Comm. Ethics C Form & Syllabus.pdf>

Kendra Dyanne Rivera

Assistant Professor, Department of Communication

California State University, San Marcos

[krivera@csusm.edu](mailto:krivera@csusm.edu)



Soc  
Support

## Re: New Course Proposal- Approval Request

Sharon Elise

Wed 11/2/2016 11:19 AM

To: Kendra Rivera &lt;krivera@csusm.edu&gt;;

Use my old email--no changes on my end regarding approval!

Sharon

Sent from my iPhone

> On Nov 2, 2016, at 11:02 AM, Kendra Rivera <krivera@csusm.edu> wrote:

>

> Hi Sharon,

>

> I hope this email finds you well!

>

> I'm writing to request the Sociology Department's review and approval of a "new" course entitled Organizational Communication Ethics. This class has been taught as a topics course, and I completed a C Form and obtained approval from you back in February of 2015 (see emails below). However, I recently learned that CAPC misplaced my submission, and I have been instructed to start the process again with current administration and CAPC members.

>

>

> I have attached the C Form and syllabus. Please let me know if you have any questions or concerns. Thank you for your time and assistance,

>

> Kendra

>

>

> Kendra Dyanne Rivera, PhD

> Faculty Director for Service Learning, Community Engagement

> <http://www.csusm.edu/community/servicelearning/index.html>

> Associate Professor, Department of Communication

> <http://www.csusm.edu/communication/faculty/krivera.html#mailto:%20krivera@csusm.edu>

> California State University, San Marcos

> Email: krivera@csusm.edu <<mailto:krivera@csusm.edu>>

> Phone: (760) 750-8790

> <<mailto:krivera@csusm.edu>>

>

> <<http://humancommunication.clas.asu.edu/content/project-wellness-and-work-life-research-projects>>

>

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>

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> From: Sharon Elise

> Sent: Wednesday, February 18, 2015 3:02 PM

> To: Kendra Rivera

> Cc: Scott Greenwood

> Subject: Re: New Course Proposal- Approval Request

>

> Dear Kendra,

>

11/7/2016

Re: New Course Proposal- Approval Request - Kendra Rivera

> Let this email serve as a testament to my support for your course in Organizational Communication Ethics.  
>  
> Best,  
>  
> Sharon Elise  
>  
> From: Kendra Rivera <krivera@csusm.edu <mailto:krivera@csusm.edu> >  
> Date: Thursday, February 12, 2015 at 1:48 PM  
> To: Sharon Elise <selise@csusm.edu <mailto:selise@csusm.edu> >  
> Subject: New Course Proposal- Approval Request  
>  
> Greetings Sharon,  
> I hope this email finds you well!  
>  
> I am proposing a new course entitled Organizational Communication Ethics. This course has been taught as a topics course previously, and I am now proposing it as a new course in the COMM department.  
>  
> I am requesting your department's approval for this course. I have attached the C Form and a sample syllabus. If you have any questions, please let me know.  
> I appreciate your time and consideration,  
> Kendra  
> Kendra Dyanne Rivera  
> <Org. Comm. Ethics C Form & Syllabus.pdf>