Description of Course Unit

Course unit title	Manajemen dan Komunikasi Organisasi
Course unit code	**IT081223**
Type of course unit (compulsory, optional)	Compulsory
Level of course unit (according to EQF: first cycle Bachelor, second cycle Master)	First cycle bachelor
Year of study when the course unit is delivered (if applicable)	Second year
Semester/trimester when the course unit is delivered	Fourth semester
Number of ECTS credits allocated	2.78
Name of lecturer(s)	
Learning outcomes of the course unit	1. Able to analyze organizational climate conditions both internal and external of the relevant organization in an effort to carry out strategies for managing the organization. 2. Able to prepare communication management materials and tools in an organization that are creative and have an effective impact. 3. Have knowledge and insight into the broad influence of communication science in the context of social, cultural and economic life, especially in the context of communication and organizational management. 4. Know the definition, development and procedures for Communication Management in Organizations. 5. Know the application of effective communication strategies in achieving management and organizational goals. 6. Know the goals and strategies for carrying out communication management, including its role and influence in building and/or running a good organization.
Mode of delivery (face-to-face, distance learning)	Hybrid learning
Prerequisites and co-requisites (if applicable)	Communication Theory

Course content	1. Basic concepts of management, communication and organization and understand the relationship between the three 2. The role of management in communication 3. Communication and organizational management within the scope of governance 4. Communication Network Model in organizations 5. Definition, Function and role of leadership 6. Leadership Style both theoretically and its application in life 7. Leadership Theory both theoretically and in its application in life 8. Organizational structure and behavior 9. Organizational climate both in theory and practice in life 10. Organizations in Indonesia 11. Conflict management in organizations and the role of technology in organizations 12. Basic concepts of decision making 13. Organizational change and development results from communication management 14. Building an Organization
Recommended or required reading and other learning resources/tools	1. Everett M. Rogers & Rekha Agarwala-Rogers (1976). Communication in Organizations. New York: Macmillan Publishing Co., Inc. 2. Gerald M. Goldhaber (1990). Organizational Communication. Wm.C. Brown Publishers. 3. Katherine Miller (2003). Organizational Communication: Approaches and Processes. California: Wadsworth/Thomson Learning. 4. Pace, R Wayne, Don F. Faules (1994). Organizational Communication.New Jersey : Prentice-Hall, Inc. 5. Suprapto, Tomy (2009). Pengantar Teori dan Manajemen Komunikasi Organisasi. Yogyakarta: Media Pressindo. 6. Sukanto R & T. Hani Handoko. Organisasi Perusahaan. PBFE, Yogyakarta. 2000. 7. Wursanto, Ig. 2005, Dasar-dasar Ilmu Organisasi, ANDI, Yogyakarta, 2005. 8. Onong Uchyana Effendy. Kepemimpinan dan Komunikasi. Bandung: Alumni. 9. Wirawan, (2002), Kapita Selekta Teori Kepemimpinan, Yayasan Bangun Indonesia UHAMKA Press, Jakarta. 10. Ivancevich, J. M; Robert K; Michael T. M. 2006. Perilaku danManajemen Organisasi. Edisi ketujuh. Erlangga: Jakarta 11. Sutarto. Dasar-Dasar Kepemimpinan Administrasi. Yogyakarta: UGM Press. 12. Kartono, Kartini, 1994, "Pemimpin dan Kepemimpinan, Apakah Pemimpin Abnormal Itu?", PT. Raja 13. Kuncoro Mangkusubroto, dkk. (1983). Analisa Keputusan. Penerbit SISTEKON ITB, Bandung.
Planned learning activities and teaching methods	Collaborative learning, contextualizing, project based learning, self-learning and relating to real life examples and experiences

Language of instruction	English and Bahasa Indonesia
Assessment methods and criteria	Participatory activity, creative writing project outcomes, quizzes, mid and final semester exams.

Management and Organizational Communication Rubric

Writing project on conventional platform.

Direction: chose one of the following topics as writing project topic.
1. The concepts of management, communication and organization and understand the relationship between the three.
2. Organizational climate in theory.
3. Organizational conflict management

Writing project on digital platform.

Direction: chose one of the following topics as writing project topic.
1. Organizational changes and developments result from communication management
2. Leadership structure, organizational behavior and communication management for managing an organization as well
3. Creative ideas for political communication through social media

Mid-term test for Management and Organizational Communication course.
1. Work on questions in the form of multiple choice
2. Create reports on the results of Organizational and Management Communication

No	Criteria/Grade	80-100	65-79	50-64	40-59	0-39
1	Integration of knowledge	The paper demonstrates that the author fully understands and has applied concepts learned in the course. Concepts are integrated into the writer's own insights. The writer provides concluding remarks that show analysis and synthesis of ideas.	The paper demonstrates that the author, for the most part, understands and has applied concepts learned in the course. Some of the conclusions, however, are not supported in the body of the paper.	The paper demonstrates that the author, to a certain extent, understands and has applied concepts learned in the course.	The paper does not demonstrate that the author has fully understood and applied concepts learned in the course.	The paper demonstrates that the author has little understanding of the course.

2	Topic focus	The topic is focused narrowly enough for the scope of this assignment. A thesis statement provides direction for the paper, either by statement of a position or hypothesis.	The topic is focused but lacks direction. The paper is about a specific topic but the writer has not established a position.	The topic is too broad for the scope of this assignment.	The topic is not clearly defined.	The topic is not relevant with the given instruction.
3	Depth of discussion	In-depth discussion & elaboration in all sections of the paper.	In-depth discussion & elaboration in most sections of the paper.	The writer has omitted pertinent content or content runs-on excessively. Quotations from others outweigh the writer's own ideas excessively.	Cursory discussion in all the sections of the paper or brief discussion in only a few sections.	The discussion is superficial and not academic, with no relevant references.

4	Cohesiveness	Ties together information from all sources. Paper flows from one issue to the next without the need for headings. Author's writing demonstrates an understanding of the relationship among material obtained from all sources.	For the most part, ties together information from all sources. Paper flows with only some disjointedness. Author's writing demonstrates an understanding of the relationship among material obtained from all sources.	Sometimes ties Together information from all sources. Paper does not flow - disjointedness is apparent. Author's writing does not demonstrate an understanding of the relationship among material obtained from all sources.	Does not tie Together information. Paper does not flow and appears to be created from disparate issues. Headings are necessary to link concepts. Writing does not demonstrate understanding any relationships	The writing is highly problematic and difficult to understand.