

Description of Course Unit

Course unit title	Organizational Management and Communication
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	3.2
Name of lecturer(s)	Masodah, Teddy Oswari, Dwi Asih haryanti, Erny Pratiwi
Learning outcomes of the course unit	1. Identify the theoretical concepts of Communication Science, able to apply them logically, critically, innovatively, responsibly and appreciate the work of others
Mode of delivery (face-to-face, distance learning)	Hybrid learning
Prerequisites and co-requisites (if applicable)	Communication Theory
Course content	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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.

	<ol style="list-style-type: none"> 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. Suprpto, Tomy (2009). Introduction to Organizational Communication Theory and Management. Yogyakarta: Media Pressindo. 6. Sukanto R & T. Hani Handoko. Corporate Organization. PBFE, Yogyakarta. 2000. 7. Wursanto, Ig. 2005, Fundamentals of Organizational Science, ANDI, Yogyakarta, 2005. 8. Onong Uchyana Effendy. Leadership and Communication. Bandung: Alumni. 1997 9. Wirawan, (2002), Capita Selecta of Leadership Theory, Yayasan Bangun Indonesia UHAMKA Press, Jakarta. 10. Ivancevich, J. M; Robert K; Michael T. M. 2006. Organizational Behavior and Management. Seventh edition. Erlangga: Jakarta 11. Sutarto. Fundamentals of Administrative Leadership. Yogyakarta: UGM Press. 2016 12. Kartono, Kartini, 1994, "Leaders and Leadership, What Are Abnormal Leaders?", PT. Hawk 13. Kuncoro Mangkusubroto, et al. (1983). Decision Analysis. Publisher of 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 Indonesian
Assessment methods and criteria	Participatory activity, creative writing project outcomes, quizzes, mid and final semester exams.

Organizational Management and Communication Rubric

Writing project on conventional platform.

Direction: chose one of the following topics as a 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 a 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.