



Minor in ORGANIZATIONAL COMMUNICATION at Kent State University

Founded in 1910, today Kent State University's eight-campus system is among the largest regional systems in the country. Kent State is also recognized internationally as one of the premiere Ohio universities.

Kent State is ranked among the nation's 77 public research universities demonstrating high-research activity by the Carnegie Foundation for the Advancement of Teaching.

Times Higher Education, ranked Kent State as one of the top 200 universities in the world in for two consecutive years in 2010 and 2011.

Kent State was also noted in the first-tier list of Best National Universities in the 2012 edition of Best Colleges by *U.S. News & World Report*, and was recently ranked among the top 500 universities according to the 2011 Academic Ranking of World Universities.



Exploring the World of Organizational Communication

- ◆ Learn how to communicate tailored organizational messages effectively through oral, written, and mediated channels.
- ◆ Acquire the ability to craft messages for diverse organizational constituencies, including coworkers, managers, and multiple stakeholders.
- ◆ Develop interaction skills that increase effective team and group functioning.
- ◆ Communicate messages tailored to different organizational cultures, situations, and settings.
- ◆ Use communication as a catalyst for and response to organizational change.

The organizational communication minor provides students the opportunity to study organizational culture and the ways in which communication occurs in organizations. An organizational communication minor examines such issues as communication and effective training, development, and consulting; presentational and interviewing skills; organizational leadership; and small group and team interaction skills. Minor coursework also explores the latest technological developments in organizational communication, including teleconferencing, telecommuting, and social networking.

This is an excellent minor for students in business management, sales, marketing, finance, accounting, human resources, public relations, hospitality management, fashion merchandising, and event planning.



Communication Studies also offers a major in organizational communication as well as majors and minors in several other areas of concentration, including applied communication, global communication, health communication, public communication, and interpersonal communication.

School of Communication Studies - Aug. 19, 2012
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18-Credit Minor
Flexible and Adaptable
Available through the
School of Communication Studies



Communicating and
Growing as a School at
Kent State University
since 1932

The School of Communication Studies
is part of the
College of Communication and Information
www.kent.edu/comm

Organizational Communication Minor Requirements and Course Descriptions

The Organizational Communication Minor is an 18-credit program with a minimum 2.25 GPA required in the minor for graduation.



Complete the Following Three Core Courses

15000 Intro. to Human Communication

Inquiry into the nature and function of human communication in interpersonal, group, and public contexts. This course may be used to satisfy the liberal education requirements (LER).

25902 Communication Theory

Examination of the process of human communication. Emphasis on source, message, channel and receiver dimensions of communication. Examination of major theories of communication, and social influence.

25863 Business and Professional Communication

Exploration of the fundamentals of public and conference speaking, conducting meetings, electronic presentations, interviewing, and interpersonal relations as applied to business and organizational settings.

Complete Any Three of the Following Courses Listed Below



35600 Communication in Small Groups and Teams

Application and practice of group communication skills and techniques applied to goal-oriented small group situations. The course explores relating in groups and teams, managing conflict in groups and teams, leadership in groups and teams, and problem-solving skills in groups and teams.

35860 Interviewing

Techniques, principles, and practical skills for interviews most likely to occur in business environments: job searches and selection interviews, information-gathering interviews, performance appraisals, counseling interviews, and persuasive interviews.

35864 Organizational Communication

Examines the application of communication theory to organizational settings. Exploration of communication structures, processes, and methods in organizations. Explores organizational writing, including business letters, memos, brochures, and newsletters.

45865 Organizational Communication Training and Development

Exploration of the theory and application of diagnosing communication problems in an organization and the intervention process. Students will conduct a one-hour training session in an organization.



Why Study Organizational Communication?

Almost every college graduate will go to work for an organization. Thus, knowledge of and training in effective organizational communication skills and practices are relevant to a variety of careers and an excellent minor.

Organizational communication students learn both practical skills, such as creating effective memos, newsletters, brochures, and organizational presentations, as well as developing a deeper understanding of organizational theory and research. An organizational communication degree trains students in how to adapt interaction to evolving organizational interests, needs, desires, and concerns.

The most recent job outlook statistics from the National Association for Colleges and Employers rank effective communication skills as the most important job characteristic employers consider when making hiring decisions, ranking above even technical skills.

A minor in organizational communication will prepare students to work more effectively in a wide range of contexts and to meet industry demands with more advanced communication training.

Want to Know More? Contact or Visit Us

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Learn more about the Communication Studies faculty, student organizations, and other major and minor degree programs available through the School of Communication Studies at:
www.kent.edu/comm