

SAMPLE SYLLABUS

SLC EmbeddEd Summer Course: Navigating Workplace Communication
(Five Weeks; 1 Credit)

Instructor

Meghan Jablonski
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Sarah Lawrence College

Class Schedule

Mon + Wed 7pm - 8:30pm
June 13, 2022 - July 13, 2022

Class Description

The SLC EmbeddEd Course: Navigating Workplace Communication is one-credit, 5 Week, pass/fail course available to rising second year, third year, fourth year, fifth year and graduate students - completing an internship placement during the (same) summer. The aim of this course is to help support students in making the transition from college life to work experience; bridging the space between academic learning and engagement in a work setting. This brief summer session will focus on aspects of workplace communication, including communication styles and structures; navigating barriers to communication; receiving and giving directives; virtual communication; race/gender/ability inclusive and inter-generational communication; communicating boundaries and negotiation.

Students will develop an academic understanding of relevant concepts based in industrial-organizational, interpersonal, and positive psychology. Students will be invited to integrate their internship experiences through class discussion, experiential activities, collaborative group work, and observation journals. The goal is for students to gain an academic and experiential understanding of key concepts, which students may apply this semester and beyond.

Topics that are generally applicable to workplace culture and communication will be addressed. Class reading assignments will include academic literature in industrial-organizational psychology, positive psychology, and related fields - as well as relevant popular media. Classes will include discussions based on assigned reading and internship observations; experiential activities related to class topics (e.g., communication, networking, meditation); Career Service workshops; and alumni engagement.

Internships/placements/related work may be in any field and must be approved prior to registering for this course. (NOTE: please see [How to Register for an SLC EmbeddEd Course](#) for registration details;) your placement should begin no later than the first week of the course. This class meets twice weekly in the evening (Monday and Wednesday), and may include periodic conference meetings. Students are expected to attend both weekly class meetings in addition to regularly attending their placements.

Week 1 - Communication Styles and Structures

Reading:

[Grice's Maxims of Communication](#) (also available in Links)

Diverse Feminist Communication Styles: Challenges to Women and Leadership (in Handouts)

The Awkward but Essential Art of Office Chitchat (in Handouts)

Mon 6/13: Introductions + Communication Styles

Wed 6/15: Reporting Structures + Small Talk

Guest: Jennifer Perez of SLC Career Services

Sun 6/19: Week 1 Homework Due 11pm on my.slc (see online assignments/discussion board for prompts - to be posted by Wed each week; Weekly prompts with included responses to weekly reading + observations from your internship)

Week 2 - Navigating Barriers

Reading:

[Metacommunication and Conflict Resolution](#)

[The Importance of Using Inclusive Language \(TedTalk\)](#)

[Mindful Communication, Stop-Go-Wait Approach](#)

Mon 6/20: No Class - Juneteenth Observed

Wed 6/22: Metacommunication + Inclusive Language, Communication Anxiety + Mindfulness

Sun 6/26: Week 2 Homework Due 11pm on my.slc (see online assignments/discussion board for prompts - to be posted by Wed each week; Weekly prompts with included responses to weekly reading + observations from your internship)

Week 3 - Virtual Work-Spaces + Intergenerational Communication

Reading:

You're Still on Mute - New York Times (in Handouts)

"Internet People" from *Because Internet* (Gretchen McCollough) (in Handouts)

[How to Improve Communication Between Generations in the Workplace](#)

Mon 6/27: Communication Online + Across Generations

Wed 6/29: Intergenerational Communication - Guest Alum: Kathleen Yates '17

Sun 7/3: Week 3 Homework Due 11pm on my.slc (see online assignments/discussion board for prompts - to be posted by Wed each week; Weekly prompts with included responses to weekly reading + observations from your internship)

Week 4 - Non-Verbal Communication + Dress Codes

Reading:

[How Can I Update my Power Suits?](#) NYT

[Dress for the \(Remote\) Job You Want](#) Harvard Business Review

Mon 7/4: No Class - 4th of July Holiday

Wed 7/6: Non-verbal Communication and Dress-Codes

Sun 7/10: **Week 4 Homework + Questions for Nat Lykowsky** Due 11pm on my.slc (see online assignments/discussion board for prompts - to be posted by Wed each week; Weekly prompts with included responses to weekly reading + observations from your internship) NOTE: This week's homework includes reading from Week 4 AND Week 5.

Week 5 - Leadership, Elevating Marginalized Voices + Wrap-up

Reading:

Cohrs, C., Bormann, K. C., Diebig, M., Millhoff, C., Pachocki, K., & Rowold, J. (2020). Transformational leadership and communication: Evaluation of a two-day leadership development program. *Leadership & Organization Development Journal*. (in Handouts)

Mon 7/11: Class Debate: Communication and Leadership (please come to class prepared to debate Cohrs, et al. (2020) Transformational Leadership and Communication)

Wed 7/13: Guest Alum: Nat Lyckowski - Considering Neurodiversity

https://www.youtube.com/watch?v=6YBCGgO3B_w

LAST CLASS! Have a great summer!