

COMS 2302-013
Professional and Technical Communication for Science and Engineering
Fall 2014

**Business and Communication courses may not be substituted for credit for this course.*

Instructor: Linda Bishop
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[NOTE: For reasons of web security, faculty, staff, and students must use their **official** UT Arlington e-mail address for all university-related business.]

Faculty Profile: <https://www.uta.edu/profiles/linda-bishop>
Office Hrs: MW 2:00-2:45 pm
TR 9:30-10:30 am & By Appointment

Class meeting times/days: Tuesdays & Thursdays, 11:00 am-12:20 pm
Classroom: FA 309

Required Materials

Textbook

Thill, J. V., & Bovee, C. L., (2015). *Excellence in business communication*. (11th Ed.) New Jersey: Pearson Prentice Hall.

Recording Device for Speeches

- SanDisk UHS-1 Card 8 GB for videos and photos (SanDisk extreme HD video recommended) for recording presentations (available in the UTA Bookstore behind the counter—you have to ask for it)
- SanDisk Card Reader (or access to one; readers—but not cards—are available for checkout at the attendant's desk in FA 412A).

Other

- 4 x 6 note cards
- One 882-E Scantron (for Final Exam)

Prerequisites/Requirements

- ENGL 1302
- 30 or more hours earned (sophomore classification)
- Commit to some outside class meeting with a group/team

Course Description

This course satisfies the University of Texas at Arlington core curriculum requirement in communication.

Theory and practice in written and oral communication with an emphasis on communication for science and engineering.

Texas Core Curriculum Objectives:

- **Critical Thinking Skills (CT):** to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
- **Communication Skills (COMM):** to include effective development, interpretation, and expression of ideas through written, oral, and visual communication

- **Teamwork (TW):** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility (PR):** to include the ability to connect choices, actions, and consequences to ethical decision-making

Student Learning Outcomes

1. To gain an overview and practical understanding of the principles of interpersonal and organizational communication
2. To learn how to develop messages appropriate to the subject, occasion, and audience (**CT, COMM**)
3. To learn how to successfully develop informative and persuasive messages using credible evidence, reasoning, and sources (**CT, COMM, PR**)
4. To learn how to effectively present messages employing appropriate visual aids and effective presentational skills (**COMM**)
5. To develop skills in resume writing and employment interviewing (**CT, COMM, PR**)
6. To gain proficiency in writing letters, memos, and other forms of electronic business communication, as well as mastering conciseness, grammar, punctuation, tone, and style. (**COMM**)
7. To gain proficiency in writing and presenting formal reports through collaboration with peers (**CT, COMM, PR, TW**)

Attendance Policy

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, my philosophy is that (as you will soon find in the professional world), punctuality and attendance are vital to success. Likewise, students should attend class to learn theory and practical applications of writing and speaking. In addition to learning and applying theory, your timely attendance is **crucial** as you will serve as support/audience for your peers during oral presentations.

Attendance will be taken each day at the beginning of class (within the first 5 minutes). If you are not in class when I take attendance, you will be counted absent. ***For those enrolled in the TR class, you will be granted two unexcused absences.*** For each additional unexcused absence after that, one percentage point (10 points) will be deducted from your final grade (i.e., your final points total). It is *your* responsibility to bring in any official documentation for excused absences (see "Late Work/Missed Speeches" below) the day you return to class after the absence.

*****Only tuition paying students are allowed to attend class. Any visitors must be approved by the instructor in advance.***

Late Work/Missed Speeches and Exams

If you miss class due to official representation of the University in an authorized activity, you must supply the necessary documentation to me *before* that event. If you or a family member become seriously ill and you miss class, it is *your responsibility* to notify and provide documentation to me as soon as you return to class. You are responsible for work missed during your absence. An absence on a due date does not justify a late assignment. No make-up work will be given [for activities] if absent.

Late work will be accepted at the discretion of the instructor. *If accepted*, points will be deducted for late and/or missed assignments, exams, and speeches that do not have a valid official/original documented excuse (official college business, documented illness, or documented COMPELLING personal difficulty).

UNIVERSITY POLICIES

Drop Policy

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

Americans with Disabilities Act (ADA)

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX

The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

Academic Integrity

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101,

§2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Electronic Communication Policy

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Student Feedback Survey

At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedure

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit for this class, exit the classroom and turn right. Exit the double glass doors on the left and go down the stairs outside the building. When exiting the building during an emergency, one should never take an elevator, but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

Communication Librarian to Contact

Evelyn Barker
Director of Marketing & Communication

ebarker@uta.edu
817-272-6064

Jeff Downing
Communication Department Liaison

downing@uta.edu

GRADING

Assignment	Grading Scale
Tests & Quizzes	45%
Informative Speech	15%
Collaborative Report	20%
Resume	10%
Business Messages	5%
Activities	5%

Grading in this class uses a points system:

A = 900 points & up (90-100%) D = 600-699 points (60-69%)
B = 800-899 points (80%-89%) F = 0-599 points (59% or lower)
C = 700-799 points (70-79%)

NOTE: There will be NO rounding up of grades. Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services” on p. 3 of this syllabus.

DESCRIPTIONS OF MAJOR ASSIGNMENTS

Informative Speech: In this presentation you will work to increase audience awareness and/or understanding of a topic through the development of a message following one of the key informative organization patterns detailed in class. Topics must be related to your major (new developments in your field, research, current trends, etc.). The focus will be on audience analysis, structure, strength of evidence/support, and credibility of sources. In addition to building upon foundational extemporaneous public speaking skills, a useful and well-presented visual aid is required. (A typed outline and references are required.)

Collaborative Persuasive Presentation and Report: In this presentation you will work in teams of 3-4 to motivate your audience to action. Your team will create an analytic report following a problem-solution format. Analysis of the problem/issue and development of an appropriate recommendation communicated in both written and oral forms should follow specific requirements discussed in class. The focus of the assignment will be on audience analysis and development of your persuasive message according to a problem/solution format that provides sound evidence/support, and cites credible sources. In addition to building upon extemporaneous public speaking skills, useful and well-presented visual aids are required in the group presentation. Although complementary, the written report will follow its own format and will not be a written version of the presentation.

***NOTE: The Collaborative Persuasive Presentation will serve as the Signature Assignment for assessment of core objectives (COMM, CT, PR, TW).**

Resume: You are required to write a professional resume (major-related) appropriate for presentation to an employer. The mechanics of a resume will be covered in class. Engineering students should include their programming languages, operating systems, and projects. Biology students should include their research. All resumes should include the basics as described in the text and discussed in class.

Business Messages: Electronic communication; routine business messages; positive and negative messages; memos.

*** NOTE: As the instructor for this course, I reserve the right to adjust the schedule below in any way that serves the educational needs of the students enrolled in this course. – Linda Bishop**

**Tentative Schedule of Classes
COMS 2302-013 Fall 2014**

<i>Day</i>	<i>Date</i>	<i>Topic/Activity</i>	<i>Reading/Assignment</i>
TH	8/21	Syllabus; Orientation to Course	Read Ch. 1
T	8/26	<i>Quiz 1 (Ch. 1)</i> Chapter 1: Achieving Success Through Effective Bus. Comm.	Read Ch. 3 Artifact Speech
TH	8/28	<i>Quiz 2 (Ch. 3);</i> Begin Ch. 3: Communicating in a World of Diversity	
T	9/2	Finish Ch. 3	
TH	9/4	Artifact Speeches DUE	Read Ch. 4
T	9/9	Begin Chs. 4-6: Planning, Writing & Completing Business Messages	Read Ch. 5
TH	9/11	Continue Chs. 4-6	Read Ch. 6
T	9/16	<i>Quiz 3 (Chs. 4-6);</i> Finish Chs. 4-6	Read Ch. 8
TH	9/18	<i>Quiz 4 (Writing Mechanics)</i> Start Chs. 8-9: Writing Positive, Routine & Negative Messages	Read Ch. 9
T	9/23	<i>Quiz 5 (Chs. 8-9);</i> Finish Ch. 9	Letter; Read Ch. 15 EXAM 1: Chs. 1, 3-6, 8-9
TH	9/25	Start Ch. 15: Building Careers & Writing Resumes	Read Ch. 16
		EXAM 1 OPENS @ Noon Fri., 9/26 (Closes @ 10 pm Sun., 9/28)	
T	9/30	<i>Quiz 6 (Chs. 15-16);</i> Finish Ch. 15 Start Ch. 16: Applying & Interviewing for Employment	
TH	10/2	Finish Ch. 16; Bad News Letter DUE	Resume; Read Ch. 14
T	10/7	Begin Ch. 14: Designing & Delivering Presentations (& Notes) Sign Up for Topics & Presentation Day/Order	Informative Speech & Outline
TH	10/9	<i>Quiz 7 (Ch. 14 & Notes);</i> Finish Oral Presentations Evaluate Sample Informative Speech(es); Resume DUE	
T	10/14	INFORMATIVE SPEECHES; Outlines DUE	Self-Evaluation
TH	10/16	INFORMATIVE SPEECHES; Outlines DUE	
T	10/21	INFORMATIVE SPEECHES; Outlines DUE	
TH	10/23	INFORMATIVE SPEECHES; Outlines DUE	Read Ch. 2
T	10/28	<i>Quiz 8 (Ch. 2); * Last day to submit a self-evaluation *</i> Begin Ch. 2: Mastering Team & Interpersonal Comm.; Draw for Teams	Social Contract
		NOTE: Wed., 10/29, is last day to drop a class—4 pm deadline	
TH	10/30	Finish Ch. 2	Read Ch. 10
T	11/4	<i>Quiz 9 (Ch. 10);</i> Chapter 10: Writing Persuasive Messages Social Contract DUE	Read Ch. 11
TH	11/6	Begin Chs. 11-13: Planning, Writing & Completing Reports	Work Plan; Read Ch. 12
T	11/11	Continue Chs. 11-13; Work Plan DUE	Read Ch. 13
TH	11/13	<i>Quiz 10 (Chs. 11-13);</i> Finish Chs. 11-13	
T	11/18	Work in Teams	
TH	11/20	Work in Teams; Draw for Presentation Day/Order Student Feedback Surveys	
T	11/25	ALL Team Reports DUE; 3 TEAMS PRESENT	
TH	11/27	THANKSGIVING HOLIDAY – NO CLASSES	
T	12/2	3 TEAM PRESENTATIONS NOTE: ALL Team Member Evals DUE in Blackboard, 10 pm, 12/3	Final Exam: Chs. 2, 10-16
TH	12/4	NO CLASSES (per University Calendar)	
T	12/9	11:00 am - 12:30 pm FINAL EXAM: To Be Taken IN CLASS—NO Books or Notes!!	