

COMS 2302-016
Professional and Technical Communication for Science and Engineering
T/TH 8.00-9.20
FA 409
Spring 2015

Instructor: Ms. Ricks

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Office Hours: Tue/Thu 9.30-10.00am

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(UTA policy states that all students/faculty/staff must use UTA e-mail for official university correspondence.)

Required Materials

Textbook

Thill, J. V., & Bovee, C. L., (2013). *Excellence in business communication*. (11th Ed.) New Jersey: Pearson Prentice Hall.

Supplies

8GB SanDisk (SD Card) Extreme HD Video

3x5 Note Cards

Course Description

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

Student Learning Outcomes

1. To gain an overview and practical understanding of the principles of interpersonal and organizational communication
2. To learn how to successfully present informative and persuasive material to an audience using appropriate visual aids.
3. To develop skills in resume writing and employment interviewing.
4. To gain proficiency in writing letters, memos, and other forms of electronic business communication, as well as mastering conciseness, grammar, punctuation, tone, and style.
5. To gain proficiency in writing formal proposals and collaborate reports.

Attendance Policy

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 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 10 minutes). If you are not in class when I take attendance you will be counted absent. ***You will be given 2 (two) unexcused absences.*** For each additional unexcused absence after that, one percentage point (**10 points**) will be deducted from your **final grade**. It is your responsibility to bring in any official documentation for excused absences (see “Late Work/Missed Speeches” below). All documentations are due the day you return to class after the absence. (NOTE: Do not bring a pile of excuses at the end of the semester, as they will not be accepted at that time; they are due immediately following the absence, unless otherwise approved at the of 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

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).

Assignment Grading

Assignment	Grading Scale
Tests	300
Introduction Speech	50
Informative Speech	150
Collaborative Report	200
Resume	100
Business Messages	100
Activities	100

Note:

A = 900 - 1000

B = 800 - 899

C = 700 - 799

D = 600- 699

F = 599 or lower

General Requirements:

1. Participation is a must in this class. You will be required to actively participate in group discussion, ask questions, and interact with the instructor and other students.
2. The student is responsible for any information and material given in class therefore, if you are absent do not contact the instructor to ask what you missed.
3. Blackboard will be used for this course. Blackboard will have copies of all assignments passed out in class.
4. Turn off cell phones/ipods upon entering class. No text messaging.
5. Only tuition paying students are allowed to be present during class. All visitors must be cleared with the instructor before they can enter the classroom.
6. Laptop use must be cleared by the instructor. The instructor reserves the right to not allow you to use your laptop.
7. All assignments should be typed in 12pt font, Times New Roman, with 1 inch margins unless otherwise specified by the instructor.
8. All sources should be stated in APA format.
9. Emailed assignments will not be accepted.
10. If you arrive late for a test, you may not be allowed to take it or may be given a shortened period of time to complete the test.
11. All assignments are due at the beginning of class unless otherwise specified. Work turned in after class has started may not be accepted.
12. Do not enter or leave the room during another student's speech.
13. Students are required to wear business professional clothing on speech days.
14. On the day of your speech, you must be present in the classroom at the beginning of class. Otherwise, your speech may be counted as late.

***Failure to follow these guidelines may result in point deductions on assignments.

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://wwweb.uta.edu/ses/fao>).

Americans with Disabilities Act

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.

Academic Integrity

Instructors 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. All students enrolled in this course 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.

You will be held responsible for any violations of the above Honor Code.

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.

Electronic Communication

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 a 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. Students please ensure to locate emergency exists as you leave this morning. When exiting the building during 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.

UTA Police

In case of an emergency, do not call 911. Instead please call UTA Police at 817-272-3003.

Overall Grading Summary

Assignment	Point Value	Your Score
Presentations (40% of grade)		
Introduction Speech	50	
Informative Speech	150	
Collaborative Presentation	200	
Activities (10%)		
Intercultural Activity	25	
Interviewing Activity	50	
Group Activity	25	
Business Messages (20%)		
Bad News Letter	50	
Self Evaluation	50	
Resume/Cover Letter	100	
Exams (30% of grade)		
Exam #1	100	
Exam #2	100	
Exam #3	100	
Total	1000	



**"Let's begin our meeting. . . everybody talk,
nobody listen."**

COMS 2302 – Spring 2015 T/TH Schedule

Please Note: Schedule is subject to change due to conflicts or to spend more time on instruction.

Tentative Schedule of Classes

Day	Date	Topic/Activity	Reading/Assignment
Tue	1/20	Syllabus: Orientation to Course	
Thu	1/22	Ch. 1- Achieving Success Through Effective Business Communication *Introduction Speech Explanation*	Read Chapter 1
Tue	1/27	Ch. 3- Communicating in a World of Diversity Intercultural Communication Activity	Read Chapter 3
Thu	1/29	Introduction Speeches	
Tue	2/3	Introduction Speeches	
Thu	2/5	Ch. 4- Planning Business Messages *Exam Review*	Read Chapter 4
Tue	2/10	<i>Exam 1 (Ch. 1,3 & 4)</i>	
Thu	2/12	Ch. 15-Resumes (Assign Resume)	Read Chapter 15
Tue	2/17	Ch. 16 Interviewing	Read Chapter 16
Thu	2/19	Resume & Interviewing Activity	*Resume DUE
Tue	2/24	Ch. 5- Writing Business Messages Ch. 6- Completing Business Messages	Read Chapter 5 Read Chapter 6
Thu	2/26	Ch. 8- Writing Routine and Positive Messages Ch. 9- Writing Negative Messages	Read Chapter 8 Read Chapter 9
Tue	3/3	(Assign “Bad News” Letter) *Exam 2 Review*	
Thu	3/5	<i>Exam 2 (Ch. 5, 9, 15 & 16)</i>	
Tue	3/10	Spring Break	
Thu	3/12	Spring Break	
Tue	3/17	Ch. 14 Informative Speeches (Assign Informative Speeches)	Read Chapter 14 *Bad News Letter DUE
Thu	3/19	Informative Speech Workshop	
Tue	3/24	Informative Speeches	
Thu	3/26	Informative Speeches	*Self Evaluation DUE
Tue	3/31	Informative Speeches	*Self Evaluation DUE
Thu	4/2	Ch. 2- Mastering Team Skills and Interpersonal Communication	*Self Evaluation DUE Read Chapter 2
Tue	4/7	Ch. 11- Planning Reports and Proposals (Assign Collaborative Speech)	Read Chapter 11
Thu	4/9	Ch. 12 Writing Reports and Proposals Ch. 13- Completing Reports and Proposals	Read Chapter 12 Read Chapter 13
Tue	4/14	Library Day	
Thu	4/16	Group Workshop	
Tue	4/21	Group Workday	
Thu	4/23	Group Presentations	
Tue	4/28	Group Presentations	
Thu	4/30	Group Presentations	

Tue	5/5	Student Work Day- <i>Written Proposal Due</i>	*Peer Evaluations DUE
Thu	5/7	Final Exam Review (Ch. 2, 11, 12 & 13)	
Tue	5/12	Final Exam @ 8.00-10.30	