

COMS 2302-002
Professional and Technical Communication for Science and Engineering
Fall 2015

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

Instructor: Ms. Ricks

Office: FA 257

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Students must use their **official** UT Arlington e-mail address for all university-related business.

Office Hrs: Mon/Wed/Fri: 10-10.45/ 12-12.45/2-2.30

Class meeting times/days: MWF 9.00-9.50

Classroom: FA 409

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

- 3x5 note cards
- A package of 882-E Scantron

Prerequisites/Requirements

- ENGL 1302
- 30 or more hours earned (sophomore classification)
- Commit to some outside class meeting with a group/team
- **NOTE:** *It is not required, but it is recommended that you are taking or have taken at least one course in your intended major, since several assignments in this course requires you to speak or write on your intended major or career field.*

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 10 minutes). If you are not in class when I take attendance, you will be counted absent. ***For those enrolled in the MWF class, you will be granted three 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.

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).

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. E mailed 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 speeches may be counted as late.
15. You must be present in all speech dates to avoid losing points. Remember that you do not only learn from giving speeches, but also through watching your classmates.

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>).

Disability Accommodations: UT 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)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. 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 disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD)**. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671.

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 does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, 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.

NOTE: *The materials used in this class, including but not limited to, the syllabus, assignment materials, presentation materials, all lecture materials, exams, quizzes and homework assignments are copyrighted works. Any unauthorized copying of the class materials is a violation of federal law and may result in disciplinary actions being taken against the student. Additionally, the sharing of class materials without the specific, express approval of the instructor may be a violation of the University's Student Code of Conduct and an act of academic dishonesty, which could result in further disciplinary action. This includes, among other things, uploading class materials to websites for the purpose of sharing or selling those materials with other individuals.*

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 by exiting the classroom and turning right, then going straight through the automatic doors. 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

Diane Shepelwich

dianec@uta.edu

817-272-7521

Communication Department Liaison

GRADING

Assignment	Grading Scale
Test & Quizzes	45%
Introduction Speech	5%
Informative Speech	15%
Collaborative Speech	20%
Resume/Cover Letter, Activities, Business Messages	15 %

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 5-6 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 & Cover letter: 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.

Assignments	Point Value	Your Score
Presentations (40% of grade)		
Introduction Speech	50	
Informative Speech	150	
Collaborative Speech	200	
Exams (45% of grade)		
Exam 1	150	
Exam 2	150	
Exam 3	150	
Business Messages & Activities (15% of grade)		
Bad News Letter	35	
Resume & Cover Letter	75	
Self Evaluation	25	
Interviewing Activity	15	
Total	1000	

Tentative Schedule (The Instructor has the right to alter the calendar based on classroom needs)

<i>Day</i>	<i>Date</i>	<i>Topic/Activity</i>	<i>Readings / Assignments</i>
Fri	Aug 28 th	Syllabus: Orientation to Course	
Mon	Aug 31 st	Ch. 1-Achieving Success Through Effective Business Communication	Chapter 1
Wed	Sep 2 nd	Ch. 3- Communication in a World of Diversity Intercultural Communication Activity	Chapter 3
Fri	Sep 4 th	Ch. 3- CONT	
Mon	Sep 7 th	<i>Labor Day Holiday</i>	
Wed	Sep 9 th	Introduction Speech Explanation	
Fri	Sep 11 th	Introduction Speech Workshop	
Mon	Sep 14 th	Introduction Speech	

Wed	Sep 16 th	Introduction Speech	
Fri	Sep 18 th	Introduction Speech	
Mon	Sep 21 st	Ch. 4- Planning Business Messages	Chapter 4
Wed	Sep 23 rd	Ch. 5- Writing Business Messages	Chapter 5
Fri	Sep 25 th	Ch. 8 Writing Routine and Positive Messages	Chapter 8
Mon	Sep 28 th	Ch. 9 Writing Negative Messages *Bad News Letter Assignment Explanation*	Chapter 9
Wed	Sep 30 th	Bad News Letter Workshop	
Fri	Oct 2 nd	Exam 1 Review	
Mon	Oct 5 th	Exam 1 (Ch. 1, 3, 4, 5, 8 & 9)	Bad News Letter DUE
Wed	Oct 7 th	Ch. 15- Resumes	Chapter 15
Fri	Oct 9 th	Ch. 16- Interviewing *Resume & Cover Letter Assignment Explanation	Chapter 16
Mon	Oct 12 th	Interviewing Activity	*Resume & Cover Letter DUE
Wed	Oct 14 th	Ch. 14 Informative Speeches *Informative Speech Explanation*	Chapter 14
Fri	Oct 16 th	Research, Outlining & Delivery	
Mon	Oct 19 th	Informative Speech	*Outline & Resources DUE
Wed	Oct 21 st	Informative Speech	

Fri	Oct 23 rd	Informative Speech	
Mon	Oct 26 th	Informative Speech	
Wed	Oct 28 th	Informative Speech	
Fri	Oct 30 th	Informative Speech	
Mon	Nov 2 nd	Exam 2 (Ch. 15, 16, 14, Delivery)	
Wed	Nov 4 th	Ch. 2 Mastering Team Skills and Interpersonal Communication	Chapter 2
Fri	Nov 6 th	Ch. 11 Planning Reports and Proposals (Collaborative Speech Explanation)	Chapter 11
Mon	Nov 9 th	Ch. 12 Writing Reports and Proposals	*Team Proposals Due
Wed	Nov 11 th	Ch. 13 Completing Reports and Proposals *Team meetings with Instructor	Chapter 13
Fri	Nov 13 th	Library Day	
Mon	Nov 16 th	Group Workshop	
Wed	Nov 18 th	Group Workday	
Fri	Nov 20 th	Oral Presentations (Collaborative Speech)	
Mon	Nov 23 rd	Oral Presentations (Collaborative Speech)	
Wed	Nov 25 th	Oral Presentations (Collaborative Speech)	
Fri	Nov 27 th	<i>Thanksgiving Holiday</i>	
Mon	Nov 30 th	Oral Presentations (Collaborative Speech)	*Written Proposal Due

Wed	Dec 2 nd	Oral Presentations (Collaborative Speech)	
Fri	Dec 4 th	Oral Presentations (Collaborative Speech)	*Peer Evaluations DUE
Mon	Dec 7 th	Student Work Day	
Wed	Dec 9 th	Final Exam Review	
Wed	Dec 16 th	8-10.30 AM Final Exam (Ch. 2, 11, 12, 13)	