



2305- Business & Professional Communication:

Insight into communication skills. Designed to give the student experience in interviewing, business presentations, organizational reports, and the relationship of visual and oral presentations to business.

Fall 2016 MWF

Instructor: Carie Kapellusch (Ka- Pell-Ish)

E-mail: cariek@uta.edu

Department of Communication phone #: 817-282-2163

Office location: FA 2113

Office Hours: MWF 9-10, Thurs 11-11:30

Faculty Profile: <https://www.uta.edu/mentis/profile/?12744>

Texts and Materials:

- Quintanilla, K., & Wahl, S. (2016). *Business and Professional Communication: KEYS for Workplace Excellence* (3rd ed.). N.p.: SAGE Publications.
- 882E scantron (you'll need 4) In perfect condition!
- Enough recording space on your smart phone/tablet, etc., for each of your major speeches; and/or USB if another classmate can record you.

Student Learning Objectives: This course is designed to help students develop communication and critical thinking skills necessary for securing a job and succeeding in the diverse, ever-changing workplace of the 21st Century. Insight into communication skills. Designed to give the student experience in interviewing, business presentations, organizational reports, and the relationship of visual and oral presentations to business.

- Learn how to speak in order to be better understood by others; however, **THIS IS NOT A SPEECH CLASS (though it has a public speaking component)!!! IF YOU WISH TO TAKE A PUBLIC SPEAKING COURSE, PLEASE SIGN UP FOR COMS 1301.**
- Demonstrate conceptual understanding of communication skills associated with business and professional contexts.
- Gain knowledge as an interviewer as well as an interviewee.
- Demonstrate the communication and organization skills associated with presenting in a group, and as an individual.
- Gain experience in solving organizational problems by analyzing the problems and developing creative solutions.

This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

Course Policy Specifics:

1. **Attendance Policy/Make-Up Work:** 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, I want to be perfectly clear about my policy for attendance. I will treat you all as adults – whether you deserve it or not. I expect you to attend all course meetings. The bulk of this course involves face-to-face interaction with your peers and interactive discussions.

There are some assignments that cannot be made up; therefore, you will automatically lose points if you miss that particular class day. As 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 5 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 those enrolled in the TR class, you will be granted two unexcused absences. For summer courses, you will be allowed 2 unexcused absences.*** For each additional absence after that, one percentage point will be deducted from your final grade. It is your responsibility to bring in any official documentation for excused absences, the validity of which will be at the sole discretion of the instructor.
 - I do not wish to be put in the position as “judge/jury” to weigh in on if your absence should be excused or unexcused, so the above mentioned policy should solve that problem. Should you run into an unusual circumstance that will have you missing over a week of class, you need to seriously consider dropping the course.
2. **Expectations for Out-of-Class Study:** For ANY college course a general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc. Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 2-4 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, group meetings, etc.
 8. **Decorum:** The use of laptops, cell phones, text messaging, PDA's, hand held video games etc, is prohibited in this class, unless otherwise specified!!! Severe penalties will be assessed on violator's...turn it off **BEFORE** you come to class! You get one warning – this one – The first offense will cost you 15 points, the second violation will cost you 30, and a third offense is considered a violation of the universities disruptive behavior policy and I will seek to have you dropped from my class role.
 9. Walking in during a classmate's speech will reduce your our speech grade by 5 points. It is extremely rude, so please take note of speech dates and wait for applause to enter the classroom.
 10. ***If you expect to use your computer for taking notes during lecture/discussion periods then I will expect to receive some documentation from the coordinator for students with disabilities. Learn to use a pen or pencil and paper. This is not subject to negotiation*
 11. **GRADES:** Please feel free to approach me about all grades earned. You may contest a grade; however, you will need to discuss this with me within one week of receiving your grade. You are responsible for keeping track of your own grades and attendance.
 12. Feel free to see me or email me about any questions. Do not assume I check my email everyday – assume a 48-hour response time. I am happy to assist you with the development of speech topics and the construction of your speech outlines, either in person or via email, but be sure and seek help early! Emails sending me your outline the night before your speech will receive no response. *I have a family and other commitments, so responses to emails after 5pm and over the weekends will likely not be answered until the following business day.*
 13. **Presentation Expectations:** **An unexcused absence (an excused absence will be determined individually by the instructor) will result in your grade being reduced by 10 points for each class day that the speech is not delivered.** I will try to make accommodations for you to make up your speech, but there are no guarantees there will be class time to allow this. There is no guarantee you will be allowed to make up your speech, because the nature of this class requires class time to complete these speeches. We may simply not have enough class time available for you to make it up.

14. All work completed outside of class will need to be typewritten and turned in the day that it is due... (excused absences discussed above). Not following this policy will result in a **zero** for that assignment.
15. Late Work and Missed Assignments: Exams, presentations, homework assignments and activities are due on specific days, and most times cannot be made up except under the direst of documented circumstances. Let me be clear...**I DO NOT ACCEPT LATE WORK!**
16. The point system (and grade ranges provided below) account for the exact number of points that you will need to achieve a certain grade level. I follow the law of mathematics! Typically, though, I will round up any grade that is .5 and above, if it is below then it is that number. I will not round to the higher number, so don't ask!
17. Do not pack up early. You will be dismissed when class is over, do not anticipate...it is rude.
18. Exam Policy: You will take 4 exams, each worth 50 points. At the end of the semester, I will drop your lowest exam grade.

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/aao/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). Only those students who have officially documented a need for an accommodation will have their request honored. 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. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: *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.*

Title IX Policy: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.*

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 in their courses by 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. Additional information is available at <https://www.uta.edu/conduct/>.

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>.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are 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 via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: for semester-long courses, 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 Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. 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 individuals with disabilities.

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 <http://www.uta.edu/universitycollege/resources/index.php>.

The English Writing Center (411LIBR)

Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays, and Noon to 5 pm Saturdays and Sundays. Walk In **Quick Hits** sessions during all open hours Mon-Thurs. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits Workshops and advanced services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information.

Communication Librarians to Contact

Diane Shepelwich, *Communication Librarian*- dianec@uta.edu; 817-272-7521

Jeff Downing, *Communication Department Liaison*- downing@uta.edu

My general Philosophy as it relates to my job as well as your expected performance:

- As your teacher, remember that it's my job to tell you the truth, evaluate/criticize your work, push you to excel, and uphold my policies (which means I get paid to 'kick you in the rear end' from time to time). The truth is sometimes hard to hear but I'm committed to your improvement and success so please keep that in mind when you read my feedback- it's not personal, it's just me doing my job.
- I love my job. I want to be here. I assume you want to be here as well. I expect you to **own** your choices as well as your method of pursuing formal, higher education at an incredible university.
 - ***Please consider that the habits you form in college will be the habits you keep after you leave. Don't wait until you leave college to start "acting professionally."*
- Just doing an assignment does not warrant an automatic 'A' or a 'B' on them. Speaking & writing is a skill that can be learned and developed but it requires A LOT OF PRACTICE in order to improve (some of you will have to practice more than others based on your level of skill coming into the class just as some of you are naturally better at Math while others of you have to work really hard just to get a 'C'). I can't grade on your efforts, only on the outcome!
- While I can provide you with all the tools and help you will need to succeed, your grade must be earned **through your consistent attendance and hard work**. If you want to improve but you don't know how, ask for help sooner rather than later, it is very difficult for me to help you the week before finals.
- I will not insult your intelligence by reading from the textbook. I expect you to read the assigned material to be prepared for discussions. *If you are not prepared to participate in discussions – don't expect a good grade in the class.*
- I am not in the habit of changing grades for any assignment. That is not to say that I am infallible; however, as you will learn, a great deal of communication is subjective and open to interpretation. As such, I am the final judge for any grading issue. Of course any outright errors on my part will be changed in your favor.
- Don't make excuses for not completing work. Everyone has a life outside of class, and I'm sure your life is important. You figured out how to get to college, you figure out how to get your work done. Trust me on this – your boss won't care about the reason.

Overall Grading Expectations: ***Grades are neither given nor negotiated; they are earned.***

There is no curve for this class, nor should you expect extra credit. You earn points for meeting the various requirements of the course and are then assigned a grade accordingly.

"F" is given for an assignment that fails to meet the mechanical or conceptual requirements of university work.

"D" is given for work which meets the requirements established (deadlines, mechanics etc.) but demonstrates serious flaws either in conceptual formation or mechanical limits.

"C" work is marked by timely completion of the assignment, demonstrating a solid grasp of the material.

"C" work shows me that you understand the material under consideration. "C" is the standard grade, and all assignments are constructed and selected with this in mind.

"B" work is marked by a timely completion of the assignment, demonstrating not only a grasp of the material under consideration, but the ability to synthesize the material rather than simply repeat what you have learned. "B" represents an effort, which is above average.

"A" work constitutes superior handling of the mechanical and conceptual material covered in class, also show some originality of thought, a very high degree of clarity in expression, and an ability to contextualize ideas, explore implications, and/or raise meaningful questions. "A" serves as a reward for superior presentation of extremely diligent consideration given to conceptually complex work.

In short, "C" is good, "B" is better, and "A" is exceptional. Grades will be awarded according to this scale.

Assignments & Associated Point Values:

Grading is based on a 550- point scale:

Activities =	50 pts	Grade: _____
Informative Speech	100 pts	Grade: _____
Resume/ Cover Letter =	100 pts	Grade: _____
Group Project =	150 pts	Grade: _____
"Fat" Quizzes (4 @ 50pts each)	150 pts	Grade: _____
TOTAL:	550	

Grade Scale: (550 points)

493-550=A	383-437=C	327 and below=F
438-492=B	328-382=D	

Proposed Course Schedule

<i>Date</i>	<i>Topic/Activity</i>	<i>Reading/Assignment</i>
Fri 8/26	Syllabus; Orientation to Course	Read Ch. 1
Mon 8/29	Ch. 1	
Wed 8/31	Ch. 1/2	Ch. 2; Discuss Elevator speech assignment (look in Blackboard, Assignments)
Fri 9/2	Ch. 2	Ch. 2
Mon 9/5	Labor Day Holiday	No class
Wed 9/7	Ch. 2/3	Ch. 3
Fri 9/9	Ch. 3	
Mon 9/12	Ch. 14	
Wed 9/14	Ch. 14	Ch. 14
Fri 9/16	Elevator Speeches	All Students –turn in “script”
Mon 9/19	Beefy Quiz #1 (Ch’s 1-3 & 14)	Bring 882E Scantron & #2 pencil
Wed 9/21	Ch. 4	Ch. 4; Discuss Resume/Cover Letter Assignment
Fri 9/23	Cont.	
Mon 9/26	Cont.	
Wed 9/28	Cont.	
Fri 9/30	Cont.	
Mon 10/3	Cont.	
Wed 10/5	Resume workshop	Bring working copy of your resume
Fri 10/7	Ch. 5/6	Ch. 5/6
Mon 10/10	Cont. 5/6	
Wed 10/12	Ch. 7	Ch. 7
Fri 10/14	Ch. 7	
Mon 10/17	Corpulent Quiz #2: Ch’s 4-7; Discuss Informative Speech	Bring 882E Scantron & #2 pencil; Discuss Informative Speech assignment
Wed 10/19	Ch’s 11-13	Ch’s 11-13
Fri 10/21	Cont.	(Remember to attend Communication Day on 10/20)
Mon 10/24	Cont. Ch’s 11-13	Resume Assignment Due
Wed 10/26	Lecture cont.	
Fri 10/28	Brawny Quiz #3 (Ch’s 11-13)	Bring 882E Scantron & #2 pencil
Mon 10/31	Informative Speeches	Turn in a copy of your outline
Wed 11/2	Informative Speeches	Turn in a copy of your outline
Fri 11/4	Informative Speeches	Turn in a copy of your outline
Mon 11/7	Informative Speeches	Turn in a copy of your outline
Wed 11/9	Informative Speeches	Turn in a copy of your outline
Fri 11/11	Informative Speeches	Turn in a copy of your outline
Mon 11/14	Discuss Persuasive Group Project-Break into groups	Read through project instructions
Wed 11/16	Work in groups	
Fri 11/18	Ch. 8	Ch. 8
Mon 11/21	Ch. 8	
Wed 11/23	Ch. 9	Ch. 9
Fri 11/25	Thanksgiving Holiday	No class-Happy Thanksgiving!!
Mon 11/28	Ch. 9/Work in groups	
Wed 11/30	Ch. 10	Ch. 10; <i>Work Plan Due</i>
Fri 12/2	Ch. 10/work in groups	
Mon 12/5	Plumpish Fat Quiz #4 (Ch’s 8-10)	Bring 882E Scantron & #2 pencil
Wed 12/7	Work in groups	
Fri 12/9	Work in groups	
FINALS-see university schedule	TEAM PRESENTATIONS	All teams will present; Peer/Self Evaluations due

Subject to adjustments as the course progresses based on class/instructor needs.