**COMS2302:** PROFESSIONAL AND TECHNICAL COMMUNICATION

Spring/2017

**Instructor:** Susan M. Nead

**Office Number:** FA2118

**Office Telephone Number:** 817-272-2163 – This is the number for the Department of Communication office. You will either need to leave a message, or email me.

**Email Address:** suzynead@uta.edu

**Faculty Profile:** <https://www.uta.edu/profiles/suzynead>

**Office Hours:** Tuesday/Thursday 1:30-1:50PM (by appointment\_

**Section Information: 011 & 016**

**Time and Place of Class Meetings:**

**Section 011: FA327A, T/T 9:30AM**

**Section 016: FA327A, T/T 11:00PM**

**Description of Course Content:** Theory and practice in written and oral presentations with an emphasis in business and technical professions

**Student Learning Outcomes:**

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

**Required Textbooks:** *Excellence in Business Communication,*  11th edition, Thill and Bovee’, Prentice Hall

**Other Course Materials:** Students will have to provide 882E scantrons for the three exams**, either a CD or jump drive for student presentations**, and commit to some outside class meeting with a group. Students must be at least sophomore level. Informative speech will be recorded and will require a phone, personal computer, or 2Gig or better card.

**Descriptions of major assignments and examinations:**

 Three **Exams** at 100 points each; **Business Letter & Business Memo** over a topic determined by

 Instructor; **Resume** – up-to-date for position or graduate school; **Informative Speech** on a topic

 approved by instructor (must also have a key word outline with bibliography); Group Project (one

 professionally prepared **Formal Proposal,** and a **Persuasive Presentation** related to the proposal.

 \*\*\*this is a group grade which means all members of the group will receive the same grade.\*\*\*

 There will also be daily exercises worth twenty points and a peer review worth 10 points.

**Attendance:** 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 do have a policy of 2 absences per semester before 5 points are deducted from the total accumulated points for the semester for each absence beyond 2. This can lower you grade – university-approved excuses are accepted.* However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

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| **Assignment** | **Grading Scale** |
| **Tests & Quizzes** | **36%** |
| **Informative Speech/Outline** | **13%** |
| **Collaborative Report/Present** | **23%** |
| **Business Communication:****Resume, Business Letter, Business Memo****Peer Review** | **28%** |

**Distribution: 999-1110=A, 888-998=B; 777-887=C; 666-776=D; 666<=F**

**Grading**:

**Descriptions of major assignments and examinations**

 Daily quizzes

 Dyad 20 \_\_\_\_\_

 Jetson Memo 20 \_\_\_\_\_

 Language 20 \_\_\_\_\_

 Resume Review 20 \_\_\_\_\_

 Outline Exercise 20 \_\_\_\_\_

 Business letter 100 \_\_\_\_\_

 *A letter requiring letterhead, correct format, spelling, grammar,*

 *on a topic decided by the instructor.*

 Business Memo 100 \_\_\_\_\_

 *A memo requiring correct format, structure, spelling, grammar,*

 *on a topic decided by the instructor,*

 Resume 100 \_\_\_\_\_

 *Current resume following format appropriate for student using*

 *correct grammar, spelling, etc.*

 Informative speech 100 \_\_\_\_\_

*An informative presentation with visual aids on a topic related to either business and professional practices or the student’s major.*

 Informative speech outline 50 \_\_\_\_\_

*A key word outline following appropriate format of the informative speech*

 Formal proposal**\*** 150 \_\_\_\_\_

*A proposal from a small group relating to the majors of the group for adoption or change.*

 Persuasive presentation**\***  100 \_\_\_\_\_

 *The group presentation of the proposal.*

 ***\*these grades are shared by all group members***

 Peer review 10 \_\_\_\_\_

 Exams

 #1 100 \_\_\_\_\_

 #2 100 \_\_\_\_\_

 #3 100 \_\_\_\_\_

 Total 1110

Refer to Tentative Schedule for Due Dates, also available on ***Blackboard***

**Make-up Exams**: Only scheduled exams and informative speeches may be made-up, and then only with university-approved documentation. This must be provided the first day the student returns to class. Make-up must be made within the next two class days.

**Grade Grievances**: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. Talk to me first.

**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:** UTArlington 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](http://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](http://www.uta.edu/disability).

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://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*](http://www.uta.edu/hr/eos/index.php)*.*

**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](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C%3A%5CUsers%5Csuzynead%5CDownloads%5Cjmhood%40uta.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, which is located on the balcony just to the south of the classroom. 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.

MAV Alert: <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

**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](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). 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 IDEAS Center (**2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

**The English Writing Center (411LIBR)**: The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

**Librarian to Contact: Library & Research Assistance:** University-level research requires university-level sources. Appropriate sources include scholarly and peer-reviewed journal articles, scholarly books, and credible news magazines and newspapers. The UTA Library <http://library.uta.edu/> offers a plethora of resources and subject specialists to help you select and locate appropriate sources. Find library staff at the Service Zone on the first floor of the UTA Central Library, by phone at (817) 272-3395, by text at (817) 727-8395, email at AskUs@uta.edu, or the chat widget on the library’s homepage, <http://library.uta.edu/>. For a list of useful guides to help you start your research, visit: <http://libguides.uta.edu/>.

Your librarian is **Diane Shepelwich**, dianec@uta.edu. Diane is available through email, individual or group meetings, or phone appointments. If you need help getting started with your research or course assignment or have questions along the way, please contact Diane for personalized research assistance.

**Emergency Phone Numbers**: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381