Texas A&M University Central Texas
Business and Professional Speaking COMK 301-125
Spring 2018

Instructor: Laura Mallonee, M.A.
Email: laura.mallonee@tamuct.edu
(The preferred method of communication is through Canvas. If Canvas is not available you should use your TAMUCT email account for course communication.)

Virtual Office Hours: Tuesdays 10:00 am-11:00am, Wednesdays 9:00 pm-10:00 pm and by appointment

Course Communication/Student-instructor interaction:
As your instructor I am committed to responding to your questions and concerns in a timely manner. You should receive a response from me to your Canvas Inbox and emails within twenty-four hours of when the message was sent (with the exception of weekends as it may take a bit longer to receive a response). I will be directly available to you during my virtual office hours through Canvas Chat and email.

Course mode of instruction and course access: This course is a 100% online course and uses TAMUCT Canvas Learning System (https://tamuct.instructure.com/). You will use your individual Canvas username and password to logon to this system.

Course Required Textbook:
Dodd, C.H. (2012). Managing business and professional communication (3rd ed.). Boston: Allyn and Bacon.

I. Course Description and Objectives:

This course focuses on the application of theories and practice of speech communication as applied to business and professional situations. Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, leadership, interpersonal communication, intercultural communication, interviewing, group processes and formal presentations in an organizational environment.

As a result of this course, students will be able to:
- Increase confidence communicating in a professional setting
- Understand and analyze the dynamics of organizational communication and organizational culture
- Improve awareness and increase competence in interpersonal communication and group communication
- Improve resume writing and interviewing skills
- Adapt communication styles to meet diverse audience needs
- Develop and deliver effective oral presentations

II. Course Requirements, Evaluation and Grading:

Requirements
The learning goal of this course is a thorough understanding of the course content as presented throughout the textbook, online lessons, other resources, online discussions, and as demonstrated through personal written and verbal presentation. Points will be deducted for failure to follow grammatical, syntactical rules for college level writing, proper appearance, and class instructions. It is incumbent on the student to seek out the instructor for assistance or clarification of course requirements should the student feel overwhelmed, confused, or frustrated. Students need to stay focused and timely in their class preparation.

Evaluation and Grading

Assignment	Points
Lesson Two Quiz	25
Lesson Three Quiz	25
Lesson Four Quiz	25
Lesson Five Quiz	25
Lesson Six Quiz	25
Lesson Seven Quiz	25
Week One Forum	7
Week Two Forum	7
Week Three Forum	7
Week Four Forum	7
Week Five Forum	7
Week Six Forum	7
Week Seven Forum	7
Current Event Assignment	30
Job Preparation Project: Cover Letter, Resume & Interview	75
Informative Outline	25
Informative Presentation	100

Professional Communication Reflection Report	100
TOTAL	**529**

Percentage Earned   Letter Grade Assigned
529-477   A
476-424   B
423-371   C
370-318   D
317-0   F

Overview
Quizzes
Students will take six timed lesson quizzes. In order to effectively prepare for the quizzes, students should read the assigned chapters, complete the assigned corresponding lesson and review personal notes from pertinent chapters. It is important to note that the quizzes will be timed, taken in a one-time seating and will not be reset. Therefore, it is imperative students have a sufficient and reliable internet connection before sitting to take the quiz.

Forum Discussion Board Questions
Students will need to post to the discussion board on the assigned weeks. An initial forum post is due on Thursday and a response to at least one fellow classmate's discussion post is due by the following Sunday on the assigned weeks. The expectations for the discussion posts are found in the Discussion Forum Guidelines posted to the resources tab on blackboard. The requirements for each forum post can be found in the 'Discussions' tool for the corresponding week in Canvas.

Current Event
Students will select a current event related to business/professional communication and a concept of their choice and write a two page paper over this current event. The current event must have been published within the last two months. Students may use a newspaper article, professional journal or subscription, the Internet, etc. and will be expected to write a college-level summary of the current event. The requirements of the assignment can be found on the Current Event Rubric posted to Canvas.

Informative Presentation
Students will be required to develop, organize, and deliver one informative public speaking presentation. For this assignment students will inform their audience on a relevant workplace topic of their choice. The focus of the assignment will be organizing information and learning presentational speaking skills. The requirements of the assignment and evaluation criteria can be found on the Informative Presentation Assignment posted to Canvas.

Informative Presentation Outline
Students will be required to develop and organize an informative presentation outline. This outline will be the outline that is developed and utilized when giving their informative presentation. The focus of the assignment will be researching and organizing information for a

public presentation. The requirements of the assignment and evaluation criteria can be found on the Informative Outline Assignment posted to Canvas.

Job Preparation Project: Cover Letter, Resume & Interview
Students will be required to complete a job prep project that includes three assignments. The assignments are as follows: 1) Developing a Cover Letter for a specific job listing, 2) Developing a Resume for a specific job listing, and 3) Conducting a Mock Interview for a specific job listing. The requirements of the assignment and evaluation criteria can be found on the Job Prep Project Rubric posted to Canvas.

Professional Communication Reflection Report
Students will be required to complete a professional communication reflection report at the end of the course. This analysis report provides an opportunity for students to reflect on the concepts and theories they have learned throughout the course. Students will have the opportunity to apply what they have learned throughout the course to their professional lives. The requirements of the assignment can be found on the Professional Communication Reflection Report Rubric posted to Canvas.

III. Course and University Procedures and Policies

Policy on Grades
Records of grades will be available on Canvas gradebook and students should monitor their grade status using this tool. Students should expect to receive returned graded work with feedback within a week from when the assignment is submitted. Feedback will always be provided on all assignments and can be found on the returned assignment through Canvas.

Policy on Late Work
All assignments are due on the dates specified in the class schedule. Late work will not be accepted. However, the instructor reserves the right to accept late assignments for a lesser point value based on extenuating circumstances.

Policy on Granting an Incomplete/ Drop Policy
It is the student's responsibility to withdraw from the course before the drop deadline if something occurs and prevents them from completing the course. Students should check the academic calendar for official drop dates. An 'Incomplete' will only be granted if an extenuating circumstance should arise after the drop deadline.

If you discover that you need to drop this class, you must go to the Registrar's Office and complete a Drop Request Form. Professors **cannot** drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be returned, completed and signed. Once you return the signed form to the Registrar's Office and wait 24 hours, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid.

Technology Requirements
For this course, you will need reliable and frequent access to a computer and to the Internet. You will also need speakers to be able to listen to online resources and a web camera to be able to record a video presentation. If you do not have frequent and reliable access to a computer with Internet connection, please consider dropping this course or contact me (**laura.mallonee@ct.tamuct.edu**) to discuss your situation. ***Technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly and address issues well in advance of deadlines.***

This course will use the new Canvas learning management system for class communications, content distribution, and assessments.
Logon to TAMUCT Canvas [https://tamuct.instructure.com] Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address) Password: Your MyCT password

Technology Support
For help logging into Canvas or technology issues, you should contact Help Desk Central. 24 hours a day, 7 days a week:

>   Email: helpdesk@tamu.edu
>   Phone: (254) 519-5466
>   Web Chat: http://hdc.tamu.edu

When calling for support please let your support technician know you are a TAMUCT student.
For specific Canvas issues, you can select "chat with Canvas support," found inside of Canvas using the "Help" link, submit a support request to Canvas Tier 1 - available from inside of Canvas using the "Help" link, or select call the Canvas support line: 1-844-757-0953, also found inside of Canvas using the "Help" link.

Academic Integrity/Plagiarism
Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

In this course specifically, the first offense will result in a zero for the plagiarized assignment. The second offense will result in a failing grade for the course and the incident will be reported to the Associate Director of Student Conduct.

Access & Inclusion
At Texas A&M University – Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to an education that is barrier-free. The Office of Access & Inclusion is responsible for ensuring that students with a disability enjoy equal access to the University's programs, services and activities. Some aspects of this course or the way the course is taught may present barriers to learning due to a disability. If you feel this is the case, please contact Access & Inclusion at (254) 501-5831 in Warrior Hall, Ste. 212. For more information, please visit their website at: https://www.tamuct.edu/departments/access-inclusion/ Any information you provide is private and confidential and will be treated as such.

Tutoring
Tutoring is available to all TAMUCT students, both on-campus and online. Subjects tutored include Accounting, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.
If you have a question regarding tutor schedules, contact information, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Kim Wood at k.wood@tamuct.edu

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables TAMUCT students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in Mathematics, Chemistry, Physics, Biology, Spanish, Calculus, and Statistics. To access Tutor.com, click on
https://www.tamuct.edu/departments/academicsupport/tutoring.php

University Writing Center
Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 11am-6pm Monday-Thursday. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available). Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading,

understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library
The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at TAMUCT are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the TAMUCT main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our homepage: https://tamuct.libguides.com/