

# COMK 3301-115 Business and Professional Speaking Fall 2019

## Texas A&M University Central Texas

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### **Course dates and mode of instruction:**

August 26<sup>th</sup> -October 18<sup>th</sup>

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.

**Instructor: Laura Mallonee, M.A.**

**Email: [laura.mallonee@tamuct.edu](mailto:laura.mallonee@tamuct.edu)**

(The preferred method of communication is through TAMCT email or Canvas Inbox)

**Virtual Office Hours:** 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).

### **WARRIOR SHIELD**

#### **Emergency Warning System for Texas A&M University-Central Texas**

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

### **Course Information**

#### **Course Overview and Description**

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.

## **Course Objective**

A study of verbal and nonverbal communication as it functions in business and professional organizations. Special emphasis will be given to developing oral language proficiency, interviewing, small decision-making groups, oral reporting, and organizational communication.

## **Student Learning Outcomes**

- 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

## **Course Required Textbook**

- Alder, R.B., Maresh-Fuehrer, M., Elmhurst, J., & Lucas, K. (2018). *Communicating at work: Strategies for success in business and the professions*. (12<sup>th</sup> ed.). New York: McGraw-Hill.

## **Course 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.

## Quizzes

Students will take six timed lesson quizzes. 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 sufficient and reliable internet connection before sitting to take the quiz.

## Weekly 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.

*It is important to note all assignments should be submitted via Canvas.*

### **Grading Criteria and Conversion**

<b>Assignment</b>	<b>Points</b>
Lesson Quizzes (6 quizzes x 25 points each)	150
Weekly Discussion Forums (7 forums x 7 points each)	49

Current Event Assignment	30
Job Preparation Project: Cover Letter, Resume & Interview	75
Informative Outline	25
Informative Presentation	100
Professional Communication Reflection Report	100
<b>TOTAL</b>	<b>529</b>

Percentage Earned Letter Grade Assigned

529-477	A
476-424	B
423-371	C
370-318	D
317-0	F

### Course 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 due. 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.

### Course Schedule

Date	Topic	Have Read/Reviewed	Assignments Due
<b>Week 1: August 26<sup>th</sup>- September 1<sup>st</sup></b>	Introduction to Course	Syllabus Course Schedule Textbook Chapter 1 Lesson One	<b>Due August 29<sup>th</sup>: Post Forum One Due September 1<sup>st</sup>: Response to Forum One</b>
<b>Week 2: September 2<sup>nd</sup>- 8<sup>th</sup></b>	Communication, Culture & Work	Textbook Chapter 2 Lesson Two	<b>Due September 5<sup>th</sup>: Post Forum Two Due September 8<sup>th</sup>: Response to Forum Two Lesson Two Quiz Current Event</b>

<b>Week 3: September 9<sup>th</sup>- 15<sup>th</sup></b>	Listening	Textbook Chapter 3 Lesson Three	<b>Due September 12<sup>th</sup>: Post Forum Three Due September 15<sup>th</sup>: Response to Forum Three Lesson Three Quiz</b>
<b>Week 4: September 16<sup>th</sup>- 22<sup>nd</sup></b>	Public Presentations & Presentational Skills in the Workplace	Textbook Chapters 9-12 Lesson Four	<b>Due September 19<sup>th</sup>: Post Forum Four Due September 22<sup>nd</sup>: Response to Forum Four Lesson Four Quiz Informative Outline</b>
<b>Week 5: September 23<sup>rd</sup>- 29<sup>th</sup></b>	Interpersonal skills, Nonverbal & Verbal Messages	Textbook Chapters 4 & 5 Lesson Five	<b>Due September 26<sup>th</sup>: Post Forum Five Due September 29<sup>th</sup>: Response to Forum Five Lesson Five Quiz</b>
<b>Week 6: September 30<sup>th</sup>- October 6<sup>th</sup></b>	Leading & Working in Teams	Textbook Chapter 7 Lesson Six	<b>Due October 3<sup>rd</sup>: Post Forum Six Due October 6<sup>th</sup>: Response to Forum Six Lesson Six Quiz Informative Presentation</b>
<b>Week 7: October 7<sup>th</sup>- 13<sup>th</sup></b>	Interviewing & Effective Meetings	Textbook Chapter 6 & 8 Lesson Seven	<b>Due October 10<sup>th</sup>: Post Forum Seven Due October 13<sup>th</sup>: Response Post Forum Seven Lesson Seven Quiz Job Preparation Project</b>
<b>Week 8: October 14<sup>th</sup>- 18<sup>th</sup></b>			<b>Due October 18<sup>th</sup>: Final-Professional Communication Reflection Report</b>

## Technology Requirements and Support

### 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@tamuct.edu](mailto:laura.mallonee@tamuct.edu)) to discuss your situation. Your ability to function within the Canvas system will facilitate your success in this course. ***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 A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

### **Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### **Other Technology Support**

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

Web Chat: [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

## **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

### **Drop Policy**

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)]

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, 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 drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity**

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.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

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.

### **Academic Accommodations**

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 a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

### **Important information for Pregnant and/or Parenting Students.**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting

students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring **will not offer writing support** beginning August 1, 2019, but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at [deeadra.albertgreen@tamuct.edu](mailto:deeadra.albertgreen@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

### **University Writing Center**

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.- 5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

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 UWC is here to help!

Students may arrange a one-to-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) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.



## **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 85,000 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 A&M-Central Texas 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 24 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 A&M-Central Texas 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 [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].