

COMK 3301-115 Business and Professional Speaking

Fall 2022

Texas A&M University Central Texas

Course dates and mode of instruction:

August 23rd- October 14th

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

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

Virtual Office Hours: By appointment via Zoom

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).

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

SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the SafeZone website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below: o iPhone/iPad: [<https://apps.apple.com/app/safezone/id533054756>] o Android Phone / Tablet [<https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp>]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

For updates on COVID information, please monitor the University [website](https://www.tamuct.edu/covid19/)
[<https://www.tamuct.edu/covid19/>]

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*. (12th 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

Students will be required to complete a job prep project. The focus of this assignment will be to prepare for future job applications and interviews. 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

Assignment	Points
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	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

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
Week 1: August 22nd - 28th	Introduction to Course	Syllabus Course Schedule Textbook Chapter 1 Lesson One	Due August 25th: Post Forum One Due August 28th: Response to Forum One
Week 2: August 29th- September 4th	Communication, Culture & Work	Textbook Chapter 2 Lesson Two	Due September 1st: Post Forum Two Due September 4th: Response to Forum Two Lesson Two Quiz Current Event
Week 3: September 6th-11th	Listening	Textbook Chapter 3 Lesson Three	Due September 8th: Post Forum Three Due September 11th: Response to Forum Three Lesson Three Quiz
Week 4: September 12th- 18th	Public Presentations & Presentational Skills in the Workplace	Textbook Chapters 9-12 Lesson Four	Due September 15th: Post Forum Four Due September 18th: Response to Forum Four Lesson Four Quiz Informative Outline
Week 5: September 19th- 25th	Interpersonal skills, Nonverbal & Verbal Messages	Textbook Chapters 4 & 5 Lesson Five	Due September 22nd: Post Forum Five Due September 25th: Response to Forum Five Lesson Five Quiz
Week 6: September 26th- October 2nd	Leading & Working in Teams	Textbook Chapter 7 Lesson Six	Due September 29th: Post Forum Six Due October 2nd: Response to Forum Six Lesson Six Quiz Informative Presentation
Week 7: October 3rd- 9th	Interviewing & Effective Meetings	Textbook Chapter 6 & 8 Lesson Seven	Due October 6th: Post Forum Seven Due October 9th: Response Post Forum Seven Lesson Seven Quiz Job Preparation Project
Week 8: October 10th-14th			Due October 13th: Final-Professional Communication Reflection Report

Important University Dates

Click on the website link to access the registrar's webpage for important university dates.

<https://www.tamuct.edu/registrar/academic-calendar.html>

Technology Requirements and Support

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system.

We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

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.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

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

Phone: (254) 519-5466

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

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

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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

Warrior Center for Student Success, Equity 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, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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 referral](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.

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eis-prod.ec.tamuct.edu:443/samlssso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612].

Faculty 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. Once you submit the completed 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.

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 virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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 online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University-Central Texas (A&M-Central Texas) is a free service open to all A&M-Central Texas students. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

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 making an appointment via [WCOOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [https://tamuct.libcal.com/appointments/?g=6956]. 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]

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a

concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](#) online

[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](#) website for more information [<https://www.tamuct.edu/bit>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.