

# COMK 3301-115 Business and Professional Speaking

## Fall 2023

### Texas A&M University Central Texas

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**Course dates and mode of instruction:**

August 28<sup>th</sup> - October 20<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 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](http://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*. (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

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**

<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	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

<b>Date</b>	<b>Topic</b>	<b>Have Read/Reviewed</b>	<b>Assignments Due</b>
<b>Week 1: August 28<sup>th</sup> -Sept 3<sup>rd</sup></b>	Introduction to Course	Syllabus Course Schedule Textbook Chapter 1 Lesson One	<b>Due August 31<sup>st</sup>: Post Forum One Due Sept 3<sup>rd</sup>: Response to Forum One</b>
<b>Week 2: September 4<sup>th</sup>-10<sup>th</sup></b>	Communication, Culture & Work	Textbook Chapter 2 Lesson Two	<b>Due September 7<sup>th</sup>: Post Forum Two Due September 10<sup>th</sup>: Response to Forum Two Lesson Two Quiz Current Event</b>
<b>Week 3: September 11<sup>th</sup> – 17<sup>th</sup></b>	Listening	Textbook Chapter 3 Lesson Three	<b>Due September 14<sup>th</sup>: Post Forum Three Due September 17<sup>th</sup>: Response to Forum Three Lesson Three Quiz</b>
<b>Week 4: September 18<sup>th</sup> -24<sup>th</sup></b>	Public Presentations & Presentational Skills in the Workplace	Textbook Chapters 9-12 Lesson Four	<b>Due September 21<sup>st</sup>: Post Forum Four Due September 24<sup>th</sup>: Response to Forum Four Lesson Four Quiz Informative Outline</b>
<b>Week 5: September 25<sup>th</sup>- October 1<sup>st</sup></b>	Interpersonal skills, Nonverbal & Verbal Messages	Textbook Chapters 4 & 5 Lesson Five	<b>Due September 28<sup>th</sup>: Post Forum Five Due October 1<sup>st</sup>: Response to Forum Five Lesson Five Quiz</b>
<b>Week 6: October 2<sup>nd</sup> -8<sup>th</sup></b>	Leading & Working in Teams	Textbook Chapter 7 Lesson Six	<b>Due October 5<sup>th</sup>: Post Forum Six Due October 8<sup>th</sup>: Response to Forum Six Lesson Six Quiz Informative Presentation</b>
<b>Week 7: October 9<sup>th</sup> – 15<sup>th</sup></b>	Interviewing & Effective Meetings	Textbook Chapter 6 & 8 Lesson Seven	<b>Due October 12<sup>th</sup>: Post Forum Seven Due October 15<sup>th</sup>: Response Post Forum Seven Lesson Seven Quiz Job Preparation Project</b>
<b>Week 8: October 16<sup>th</sup>-20<sup>th</sup></b>			<b>Due October 19<sup>th</sup>: Final Assignment</b>

## **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**

This course requires you to be able to navigate CANVAS and the tools located within the site. You will also need to have basic knowledge of Microsoft Word. **This course involves assignments where you need to upload documents and record a video.** Please be ready to use these skills through the semester.

## **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](mailto: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**

### **Warrior Center for Student Success**

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central Texas, dedicated to fostering an environment of excellence and empowerment among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

### **ADA Access and Accommodations:**

Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socio-emotional disability requiring reasonable accommodations, please visit Access and Inclusion [<https://www.tamuct.edu/student-affairs/access-inclusion.html>] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

### **Success Coaching and Peer Mentoring:**

Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit Academic Support [<https://www.tamuct.edu/student-affairs/academic-support.html>]. Click the link to schedule a session (virtual or in-person) with a success coach [bit.ly/3q7uB50](https://bit.ly/3q7uB50) or visit WH, 111.

### **Testing Services:**

We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved ADA accommodations. Call (254) 519-5830 or visit the Testing Center [<https://www.tamuct.edu/testing-center/>].

### **Tutoring and Supplemental Instruction Services:**

Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability [bit.ly/43Q6wNz](https://bit.ly/43Q6wNz). You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit Tutoring Services [<https://www.tamuct.edu/student-affairs/academic-support.html#tutoring>] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

## **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](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0)].

Students' use of artificial intelligence (AI) tools (e.g., ChatGPT, Grammarly Go) to deepen their understanding of relevant concepts and topics is permitted; however, you are required to acknowledge use of AI in any work you submit for class. Text directly copied from AI sites must be treated as any other direct quote and properly cited. As a reminder, plagiarism includes taking credit for (i.e., failing to cite) work that is not your own – including paraphrased and/or AI-generated information – and recycling your own previous work. 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.



## **Pregnant and/or Parenting Students.**

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. In accordance with requirements of [Title IX and related guidance from US Department of Education's Office of Civil Rights](#), the Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. For more information, please visit [Student Affairs](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. If you would like to read more about these [requirements and guidelines](#) online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>]. [Title IX of the Education Amendments Act of 1972](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [<https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html>].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, [titleix@tamuct.edu](mailto:titleix@tamuct.edu) , Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105

## **Title IX Rights and Reporting Responsibilities**

Texas A&M University-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, [titleix@tamuct.edu](mailto:titleix@tamuct.edu), Founders Hall 317B, or learn more by visiting the [Title IX webpage](#) [<https://www.tamuct.edu/compliance/titleix.html>].

Please be aware that that under [Title IX, Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [<https://policies.tamus.edu/08-01-01.pdf>] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Wellness & Counseling Center](#),

[<https://www.tamuct.edu/student-affairs/student-counseling.html>], 254.501.5955, or [swacc@tamuct.edu](mailto:swacc@tamuct.edu), located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or [ssa@tamuct.edu](mailto:ssa@tamuct.edu), located in founder Hall Room 317D.

## **University Library & Archives**

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 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>]. 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 workspaces, 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](#)

[<https://tamuct.libguides.com/index>]

## **University Writing Center**

Located in Warrior Hall 416 and online, 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 face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 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](mailto: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.

## **OTHER POLICY STATEMENTS**

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Wellness and Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

### **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/reporting.php?TAMUCentralTexas].

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.