

**ABED 3100  
BUSINESS COMMUNICATION**

**SPRING 2017**

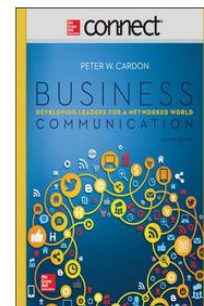
<b>Course Instructor:</b>	<b>Dr. Susan Hall Webb</b>
<b>Course Number/Section/ Meeting Times:</b>	ABED 3100-04D (10730)—2:00-3:15 p.m.: Miller Hall 2202 Credit Hours: 3.0
<b>Class Meeting Times:</b>	M — Campus/Online (see course schedule on Pages 5-7) W — Campus/Online (see course schedule on Pages 5-7)
<b>Office Location:</b>	Richards College of Business – Miller Hall: Room 2311 (upper level)
<b>Telephone:</b>	(678) 839-4841 (campus office) or (404) 490-1246 (home office)
<b>E-Mail:</b>	<a href="mailto:swebb@westga.edu">swebb@westga.edu</a>
<b>Office Hours:</b>	Google Hangout Office Hours: Tuesday and Thursday from 1:00 p.m. to 4:00 p.m. <a href="http://bit.ly/2iLOpmP">http://bit.ly/2iLOpmP</a> (click on link to speak directly via video conference with professor). Office Hours: Wednesday 12:30 to 2:00 p.m. and 3:30 to 5:00 p.m.—Other times/days: By appointment

**Prerequisites...**

COMM 111, XIDS 1004, ENGL 2050, THEA 2050, ART 2000, PHIL 2020, COMM 1100, SPAN 1001, SPAN 1002, FREN 1001, FREN 1002, GRMN 1001, GRMN 1002 or ENGL 1101; Minimum Grade: C

**What resources you will need...**

**Required Textbooks:** McGraw-Hill Connect & Smart Book (ELECTRONIC): Cardon, Peter. (2016). *Business Communication: Developing Leaders for a Networked World. 2<sup>nd</sup> Edition*. McGraw-Hill Education. ISBN: 987-0-07-340328-1 (NEED ELECTRONIC ACCESS TO TEXT & RESOURCES—SEE VIDEO LINK FOR INSTRUCTIONS: <https://youtu.be/oW-R1CKfTug>)



**Connect Access Card for Business Communication**  
List Price: \$80.00

**Other Requirements:** Need webcam for Google Hangouts (Team Project)

**What is this course about?**

The primary focus of this course centers on developing research and reporting skills to communicate effectively for business, industry, and government in a global workforce. Major emphasis will be placed on...

1. written business correspondence (letters, memos, outlines, reports, e-mail, and resumes);
2. analysis and interpretation of business problems;
3. basic writing, editing, and presentation skills; and,
4. interpersonal, intrapersonal, and intercultural communication.

**What you'll learn at the conclusion of this course...**

**Course Objectives Related to Learning Goals/Learning Outcomes (LG-BBA, LO-ABED)**

1. Develop communication skills essential for career advancement. (LG 1; LO 6, 9)
2. Demonstrate writing techniques using problem-solving activities. (LG 1, 3, 6; LO 4)

3. Develop critical skills of brainstorming, researching, drafting, revising, editing, proofreading, and formatting various business documents. (LG 1, 3, 6; LO 5, 6)
4. Display oral communication skills through individual and team projects. (LG 1; LO 6)
5. Gain hands-on experience with the technical dimensions of communication. (LG 1, 3; LO 5, 6)
6. Analyze the communication processes including interpersonal, intrapersonal, and intercultural communications. (LG 1, 5; LO 1, 9)
7. Develop an awareness of ethical and legal aspects for reporting information. (LG 1, 5; LO 9)
8. Analyze and interpret communication channels using primary/secondary research techniques and interactive online computer activities. (LG 1, 3, 4, 6; LO 5)
9. Interact through team projects and evaluations to develop critical-thinking, problem-solving, and decision-making skills. (LG 2, 3, 5, 6; LO 4)

View Learning Objectives for the Richards College of Business at <http://www.westga.edu/~mgmtbus/learningobj.htm>

### What you'll need to do to succeed...

- **Attend class.** My attendance policy is rigid based on the fact that this is a course about “communicating”... several classroom lectures will be hands-on communication exercises. **Therefore, if you miss more than two classes for any reason (including online), your grade will be lowered by one letter grade.** If you miss more than four classes, you may be automatically dropped from the course. So...being absent from class will have a detrimental effect on your final grade. If you must be absent, contact me by phone and/or email immediately to find out what you missed so that you can be prepared for the next class (you may have to make up an assignment depending upon what is missed). Also, if you are more than 10 minutes late, you will be considered absent for the class. Please plan to arrive ON TIME and READY TO PARTICIPATE. If you are absent for a medical or another important “documented” reason, please provide documentation prior to class on the following class date.
- **Prepare and participate.** Come prepared to class (both campus and online) to discuss chapter readings, demonstrate effective communication skills, challenge assumptions, and question solutions. Enrich class discussion by sharing relevant information from your own personal and professional experiences. NOTE: If your final grade is “borderline,” your level of class participation may make a large difference!
- **Professionalism.** You are expected to act in a professional manner in terms of your attitude and participation in this course. Arrive on time and avoid any early exits. If you need to arrive late or leave early, please contact me via email or telephone to let me know ahead of time. Avoid activities unrelated to the class (checking email, working on your computer, sending text messages, etc.) or points will be deducted. **Be sure cell phones and other messaging devices are off and out of sight during class or class participation points will be DEDUCTED.** Close your computer during peer presentations and class discussions.
- **Hand in professional documents.** Type all documents on 8.5 x 11” letter-quality paper (not scrap paper) using black ink. Use an appropriate document format and *unjustified* text. Use APA style format as directed for citations. No handwritten corrections are accepted on final copies. Assignments must be saved with **.doc** or **.docx** extension. Student work should display the correct spelling, punctuation, and grammar rules for all assignments. All assignments are to be turned in at the beginning of class when the assignment is due.
- **Deliver professional presentations.** Speak to the class on the dates you are required to present. Before you present, hand in your presentation (cover page along with 6 slides per handout) to the professor. Dress professionally for all presentations—see photo to the right for **minimum** dress requirements.



- **Meet every deadline.** Turn in all writing assignments on the dates specified in this syllabus. Submit all activities for CourseDen by the indicated deadline. You will earn a “0” for missing the deadline of an assignment/activity or failing to deliver your presentation as scheduled. If you miss a deadline due to a *verifiable* emergency, contact me at [swebb@westga.edu](mailto:swebb@westga.edu) or (678) 839-4841 immediately, and I will consider a make-up or alternate assignment based on the circumstances (a late penalty may apply).
- **Follow these policies.** As a member of this class, you agree to abide by the policies stated in this syllabus. Asking me to make an exception to these policies breaches our social contract as a group, so please resist the temptation to request special consideration.

### Important UWG Policies...

**Common Language for Course Syllabi.** Please carefully review the information at the following link. The document at this link contains important information pertaining to your rights and responsibilities in this class. <http://tinyurl.com/UWGSyllabusPolicies>

**Credit Hour Policy (3 credit hours):** For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

**Course Withdrawal.** Refer to the UWG Undergraduate Catalog for specific instructions on the “Withdrawal Policy.” Students who do not “officially” withdraw from the course will receive a “failing” grade (Spring 2017 withdrawal date is 3/2/17).

**Academic Honor.** UWG students are expected to achieve/maintain the highest standards of academic honesty and excellence. Therefore, the UWG student pledges not to lie, cheat, plagiarize, or steal in the pursuit of study and is encouraged to report students who do (refer to Student Handbook, Appendix E, Academic Dishonesty). Students who breach the Academic Dishonesty guidelines will receive a “failing” grade in the course.

**Honors Credit:** Students eligible for honors credit for this class must notify the instructor during the first week of class. No honors credit will be approved after the first week. Once honors credit is approved, it is the student’s responsibility to contact the instructor at the beginning of the semester to request the instructions and deadline for the special honors project.

### When there is an online class, what can be expected?

On the days we have an online class, you must have access to CourseDen. Each day an online class is scheduled, you will need to go in and complete all the activities for the day; there will always be an “Attendance Question” that you will need to complete prior to midnight on that day. ***You should expect to spend the SAME amount of time online as you would in a class conducted on the campus (1.25 hours).*** Please be sure you plan and include at least 1.25 hours for your online class. The online class will consist of PowerPoint presentations, video lectures, activity worksheets, threaded discussion forums, etc. for you to do asynchronously (not at a specific time or synchronous with your classmates). The directions will be clear and you will need to follow the directions for each online class. **NOTE: If you have questions or want to email the professor, please do NOT use CourseDen mail function, but email directly at [swebb@westga.edu](mailto:swebb@westga.edu).**

### What assignments will need to be completed?

The following assignments will measure your understanding of and ability to apply course concepts to accomplish the learning objectives established for this course. Assignments that are to be completed individually are to be completed 100 percent on your own and without assistance from others. Refer to the PROJECTS folder on CourseDen for each assignment's expectations and requirements.

	POINTS	WEIGHT
<b>PARTICIPATION</b>		<b>30%</b>
Attendance Questions (individual)	200 points	
LearnSmart Chapters & Practice Questions	120 points	
Activities and Assignments	430 points	
	TOTAL POINTS: 660	
<b>PROJECTS:</b>		
<b>TEAM PROJECT:</b>		<b>30%</b>
Recommendations Proposal (team)	300 points	
Section Draft(s) for Team Members (individual)	50 points	
Proposal & Presentation Proofreading Sheet (individual)	25 points	
Recommendations Proposal Presentation (indv./team)	100 points	
Presentation Outline (team)	25 points	
Presentation Participation (Q & A & Audience)	50 points	
Team Meeting Minutes and Agendas (team)	60 points	
Presentation Video Critique (individual)	25 points	
Team Project Reflection Survey (individual)	25 points	
	TOTAL POINTS: 660	
<b>INDIVIDUAL PROJECT:</b>		<b>20%</b>
Job Search Posting, Reflection & Salary	50 points	
Job Search Documents—Resume	200 points	
Job Search Documents—Linked In	200 points	
	TOTAL POINTS: 450	
<b>COURSE ASSESSMENTS:</b>		<b>20%</b>
Learn Smart Achieve (Grammar/Mechanics)	100 points	
Chapter Review Quizzes	110 points	
Exam 1 (Chapters 1, 2, 3, 5, 6)	100 points	
Exam 2 (Chapters 16, 10, 13, 8, 14, 15)	100 points	
	TOTAL POINTS: 410	
Final Exam (OPTIONAL)	(50 points)	
<b>TOTAL POINTS/PERCENTAGE:</b>	<b>2,180 points</b>	<b>100%</b>

### How will I be graded?

You can earn up to the total amount of points listed above for each assignment/activity. The assignments are weighed according to the percent each represents toward your final grade. While grades are not usually "rounded up," please be aware that meaningful participation and positive contributions to the success of the class **may** be considered in the case of a borderline grade.

UWG GRADING SCALE	
A=	90-100
B=	80-89
C=	70-79
D=	60-69
F=	59 -

## Tentative Course Schedule

Class Keys for Meeting Dates: **C = Campus**      **O = CourseDen (online)**

Week	Day		Date	Topic	Assignment
1	1.	C	Jan 9 (M)	<ul style="list-style-type: none"> <li>Class Orientation</li> <li>New Student Information Survey</li> <li>Pre-Communication Assessment Survey</li> <li>Upload Photo to CourseDen and Gmail Account</li> </ul>	
	2.	C	Jan 11 (W)	<ul style="list-style-type: none"> <li>Understanding Communication</li> <li>Personalities in Effective Communication/ Personality Quiz &amp; Reflection Survey</li> <li>Logon Procedures for Interactive Online Activities</li> <li>Information about Who Am I Presentation</li> </ul>	<p>PRIOR TO CLASS: Complete New Student Information Survey, Pre-Communication Assessment Survey, and Upload Professional Photo to CourseDen AND Gmail Account.</p> <p>DUE: Personality Reflection &amp; Survey by Sunday no later than 11:59 p.m.</p>
2			Jan 16 (M)	<b>MARTIN LUTHER KING JR.'S BIRTHDAY OBSERVANCE</b>	<b>NO CLASS</b>
	3.	C	Jan 18 (W)	<ul style="list-style-type: none"> <li>Who Am I? Presentation</li> </ul>	<p>PRIOR TO CLASS: Register for McGraw-Hill Connect</p> <p><b>**ATTENDANCE MANDATORY**</b></p> <p>DUE: What is YOUR personality? Reflection</p> <p>DUE: Who Am I? Presentation (See expectations on CourseDen)</p>
3	4.	O	Jan 23 (M)	<p><b>COURSE DEN CLASS:</b></p> <ul style="list-style-type: none"> <li>Attendance of the Day</li> <li>Ch. 1—Establishing Credibility (ACTIVITIES: Video Case on Credibility)</li> <li>Ch. 2 – Interpersonal Communication &amp; Emotional Intelligence (ACTIVITIES: Your Emotional Intelligence, Steps in Active Listening, Listening Self-Assessment, Video Case on Interpersonal Skills)</li> </ul>	<p>PRIOR TO CLASS: Read Chapter 1 &amp; Chapter 2 (PRACTICE QUESTIONS)</p> <p>DUE: Attendance of the Day (due by 11:59 p.m.)</p> <p>DUE: Activities found on ME Connect (due by Wednesday no later than 2:00 p.m.)</p>
	5.	C	Jan 25 (W)	<ul style="list-style-type: none"> <li>Class Discussion and Activities for Chapter 1 &amp; Chapter 2</li> <li>Team Project Information</li> </ul>	<p>PRIOR TO CLASS: Chapter 1 and Chapter 2 (practice questions and activities) completed.</p>

4	6.	O	Jan 30 (M)	<b>COURSE DEN CLASS:</b> <ul style="list-style-type: none"> <li>Attendance of the Day</li> <li>Ch. 3 – Team Communication &amp; Difficult Conversations</li> <li>Team Project: Discussion Board for Team Policies</li> <li><b>Begin LearnSmart Achieve: PRONOUNS &amp; PRONOUN REFERENCE</b></li> </ul>	DUE: Attendance of the Day (due by 11:59 p.m.)  DUE: Chapter 3 Reading, Practice Questions, & Activities on MH Connect & CourseDen  DUE: Discussion Board for Team Policies (no later than Wednesday by 2:00 p.m.)  DUE: LearnSmart Achieve (due by Sunday no later than 11:59 p.m.)
	7.	C	Feb 1 (W)	<ul style="list-style-type: none"> <li><b>Team Project:</b> Meet your team members and introduction to Google Hangouts (bring your devices to class)</li> <li>Team Project Expectations</li> <li>Develop Team Project Policies</li> <li>Discuss Team Meeting Minutes and Agendas</li> </ul>	N/A
5	8.	C	Feb 6 (M)	<b>COURSE DEN CLASS:</b> <ul style="list-style-type: none"> <li>Attendance of the Day</li> <li>Ch. 5 – Creating Effective Business Messages (ACTIVITIES: Using Different Voices in Business Messages, Case Study for Logic)</li> <li>Team Project: Dropbox for Policies for Team Project</li> </ul>	PRIOR TO CLASS: Read Chapter 5  DUE: Attendance of the Day (due by 11:59 p.m.)  DUE: Practice Questions & Activities on MH Connect  DUE: Dropbox for Policies for Team Project (only one person submits for the team) due by Sunday at 11:59 p.m.
	9.	O	Feb 8 (W)	<b>COURSE DEN CLASS:</b> <ul style="list-style-type: none"> <li>Attendance of the Day</li> <li>Ch. 6 – Improving Readability with Style &amp; Design (ACTIVITIES: Evaluating Writing Style, Identifying Active vs. Passive Sentences, Parallelism in Sentences, Using Active and Passive Voice)</li> <li>Team Project: Complete the Team Responsibilities Worksheet (one person submits)</li> </ul>	PRIOR TO CLASS: Read Chapter 6  DUE: Attendance of the Day (due by 11:59 p.m.)  DUE: Practice Questions & Activities on MH Connect  DUE: Dropbox for Team Responsibilities Worksheet (only one person submits for the team) due by Sunday at 11:59 p.m.

6	10.	O	Feb 13 (M)	<b>COURSE DEN CLASS:</b> <ul style="list-style-type: none"> <li>Attendance of the Day</li> <li>Review for Exam 1: Chapter 1, 2, 3, 5, &amp; 6 – Chapter Review Quizzes (MH Connect)</li> </ul>	DUE: Attendance of the Day (due by 11:59 p.m.)  DUE: Review Quizzes on ME Connect (due by Wednesday no later than 2:00 p.m.)
	11.	O	Feb 15 (W)	<b>EXAM 1: Chapters 1, 2, 3, 5, 6</b>  <b>Activity: Future of Work Research Study Survey (REQUIRED)</b>  <b>OPTIONAL: Extra Credit for Exam 1 (Available Wednesday – Sunday)</b>	<b>Online Exam (See CourseDen for details): Begins Wednesday 2:00 p.m. until Sunday no later than 11:59 p.m.</b>  <b>DUE: Future of Work Research Study Survey due by Sunday no later than 11:59 p.m.</b>
7	12.	O	Feb 20 (M)	<b>COURSE DEN CLASS:</b> <ul style="list-style-type: none"> <li>Attendance of the Day</li> <li>Ch. 7 –Email and Other Traditional Tools for Business Communication</li> <li>Ch. 10 – Persuasive Messages</li> <li>Ch. 16 – Employment Communications</li> <li><b>Team Project:</b> Discussion Board—Ideas for the Team’s Organization or Department</li> <li>LearnSmart Achieve: <b>RUN-ON SENTENCES + COMMA SPLICES &amp; NUMBERS</b></li> </ul>	DUE: Attendance of the Day (due by 11:59 p.m.)  PRIOR TO CLASS: Read Chapter 7, 10, & 16  DUE: Practice Questions for Chapter 7, 10, & 16 (NOTE: Chapter 16 is longer than Chapter 7 & 10 due to content + worth 20 points)  DUE: Achieve Assignments (due no later than Sunday by 11:59 p.m.)
	13.	C	Feb 22 (W)	<ul style="list-style-type: none"> <li>Ch. 16 – Employment Communications (Con’t)</li> <li><b>Job Search Project:</b> Career Planning: Resumes &amp; Cover Letters; Effective Resume Strategies; Creating a Linked In Profile; project expectations</li> </ul>	N/A

8	14.	O	Feb 27 (M)	<b>COURSE DEN CLASS:</b> <ul style="list-style-type: none"> <li>Attendance of the Day</li> <li>Chapter 16 (continued); ACTIVITIES: Effective Resume Statements, Telling Success Stories)</li> <li>Developing an Effective Linked In Profile &amp; Resume</li> <li>LearnSmart Achieve: <b>PRONOUN-ANTECEDENT AGREEMENT + PARALLELISM</b></li> </ul>	DUE: Attendance of the Day (due by 11:59 p.m.)  DUE: Activities found on CourseDen & ME Connect (due by Wednesday no later than 2:00 p.m.)  DUE: LearnSmart Achieve (due by Sunday no later than 11:59 p.m.)
	15.	C	March 1 (W)	<b>Career Planning: Employment Resources The NEXT steps...</b>	N/A
9	16.	O	March 6 (M)	<b>COURSE DEN CLASS:</b> <ul style="list-style-type: none"> <li>Attendance of the Day: JOBIPEDIA</li> <li>Interview Stream</li> <li>Finalize Job Search Project</li> <li>LearnSmart Achieve: <b>FAULTY COMPARISONS + SENTENCE TYPES</b></li> </ul>	DUE: Attendance of the Day (due by 11:59 p.m.)  DUE: Activities on MH Connect & CourseDen  DUE: LearnSmart Achieve (due by Sunday no later than 11:59 p.m.)
	17.	C	March 8 (W)	<b>Career Planning:</b> <ul style="list-style-type: none"> <li>After the Interview</li> <li>Follow up &amp; Rejection</li> <li>How to Be Successful Once Hired</li> </ul>	DUE: Job Search Project: Part 1 (Job Posting + Reflection)  DUE: Job Search Project: Part 2 (Salary Search)  DUE: Job Search Project: Part 3 (Resume)  DUE: Job Search Project: Part 4 (LinkedIn)



10	18.	C	March 13 (M)	<p><b>COURSE DEN CLASS:</b></p> <ul style="list-style-type: none"> <li>Attendance of the Day</li> <li>Ch. 13— Completing Business Proposals and Business Reports (ACTIVITIES: Ensuring Recommendations + Distinguishing Information on Proposals)</li> <li><b>Team Project:</b> Ideas for a Company Name, Logo, &amp; Slogan</li> <li><b>Team Project:</b> (1) Discussion Board for Department and Organization; (2) Discussion Board for Company Background</li> <li>LearnSmart Achieve: <b>SEMI-COLONS + DANGLING &amp; MISPLACED MODIFIERS</b></li> </ul>	<p>PRIOR TO CLASS: Read Chapter 13 (PRACTICE QUESTIONS)</p> <p>DUE: Activities on MH Connect &amp; CourseDen</p> <p>DUE: Ideas for Company Name, Logo, &amp; Slogan by Class Time</p> <p>DUE: Discussion Boards Due by Class Time</p> <p>DUE: LearnSmart Achieve (due by Sunday no later than 11:59 p.m.)</p>
	19.	C	March 15 (W)	<p><b>Chapter 13—Discussion</b></p> <p><b>Team Meeting:</b> One member in each team will bring to class an agenda for the meeting (see CourseDen for template)</p> <p><b>Team Project:</b> Begin Company Background.</p>	<p>DUE: Team minutes from meeting no later than Sunday by 11:59 p.m. (see CourseDen for template)</p> <p>DUE: <b>TEAM PROJECT:</b> Company Background. See CourseDen—Wednesday (2.22.17) no later than 11:59 p.m.</p>
11			March 20 (M)	<b>SPRING BREAK</b>	<b>NO CLASS</b>
			March 22 (W)	<b>SPRING BREAK</b>	<b>NO CLASS</b>
12	20.	O	March 27 (M)	<p><b>COURSE DEN CLASS:</b></p> <p>Attendance of the Day</p> <p>Ch. 8 – Social Media for Business Communication</p> <p><b>Team Project:</b> (1) Discussion Board for Statement of Need, (2) Discussion Board for Internal Communication, (3) Discussion Board for External Communication</p> <p><b>Team Project:</b> Begin Statement of Need; Internal Communication; External Communication</p>	<p>PRIOR TO CLASS: Read Chapter 8 &amp; Chapter 14 (PRACTICE QUESTIONS)</p> <p>DUE: Attendance of the Day (due by 11:59 p.m.)</p> <p>DUE: Discussion Boards (due by Wednesday no later than 2:00 p.m.)</p> <p>DUE: <b>TEAM PROJECT:</b> Statement of Need; Internal Communication; External Communication. See CourseDen—Sunday no later than 11:59 p.m.</p>

	21.	C	March 29 (W)	<p><b>COURSE DEN CLASS:</b> Attendance of the Day</p> <p>Ch. 14 – Planning Presentations (ACTIVITIES: Audience Analysis; Planning a Presentation)</p> <p><b>Activity:</b> Finding Images for Team Presentation</p> <p><b>Team Project:</b> Team Participation Check-In Survey</p>	<p>DUE: Attendance of the Day (due by 11:59 p.m.)</p> <p>DUE: MH Connect Activities (due by Sunday no later than 11:59 p.m.)</p> <p>DUE: Team Participation Check-In (by Sunday no later than 11:59 p.m.)</p>
13	22.	O	April 3 (M)	<p><b>COURSE DEN CLASS:</b> Attendance of the Day</p> <p>Ch. 15—Delivering Presentations (ACTIVITIES: Focus of Your Presentation, Fielding Questions During Presentations)</p> <p><b>Team Project:</b> Discussion Board for Ideas for Recommendations</p>	<p>DUE: Attendance of the Day (due by 11:59 p.m.)</p> <p>DUE: Activities found on CourseDen &amp; ME Connect (due by Sunday no later than 11:59 p.m.)</p> <p>DUE: <b>TEAM PROJECT:</b> Recommendations SECTION—Sunday no later than 11:59 p.m.</p>
	23.	C	April 5 (W)	<p><b>Chapter 15—Discussion (IN-CLASS)</b></p> <p>Presentation Information; Developing a Team Presentation Outline</p>	N/A
14	24.	O	April 10 (M)	<p><b>COURSE DEN CLASS:</b> Attendance of the Day</p> <p>Review for Exam 2—Chapter 8, 10, 13, 14, 15, 16 – Chapter Review Quizzes (MH Connect)</p> <p><b>Team Project:</b> Begin on Executive Summary and Letter of Transmittal</p>	<p>DUE: Attendance of the Day (due by 11:59 p.m.)</p> <p>DUE: Review Quizzes on MH Connect (due by Wednesday no later than 2:00 p.m.)</p>
	25.	C	April 12 (W)	<p><b>EXAM 1: Chapters 8, 10, 13, 14, 15, 16</b></p> <p><b>OPTIONAL: Extra Credit for Exam 1 (Available Wednesday – Sunday)</b></p>	<p><b>Online Exam (See CourseDen for details): Begins Wednesday 2:00 p.m. until Sunday no later than 11:59 p.m.</b></p> <p><b>DUE: TEAM PROJECT:</b> Executive Summary &amp; Letter of Transmittal SECTIONS. <b>Sunday no later than 11:59 p.m.</b></p>
15	26.	O	April 17 (M)	<p><b>COURSE DEN CLASS/ TEAM WORKDAY:</b> Meet with Team Members to develop Proposal and Presentation</p>	N/A (Work on Team Project)
	27.	O	April 19 (W)	<p><b>COURSE DEN CLASS/ TEAM WORKDAY:</b> Meet with Team Members to develop Proposal and Presentation</p>	N/A (Work on Team Project)

16	28.	O	April 24 (M)	<b>TEAM PROJECT PRESENTATIONS</b>	<b>**ATTENDANCE MANDATORY**</b>
	29.	C	April 26 (W)	<b>TEAM PROJECT PRESENTATIONS</b>	<b>**ATTENDANCE MANDATORY**</b>
17	30.	C	May 1 (M)	<b>TEAM PROJECT PRESENTATIONS/CONCLUSION OF THE COURSE</b>	<b>**ATTENDANCE MANDATORY**</b> DUE: Team Presentation Video Critique and Team Project Reflection Survey
CEP		C	May 8 (M)	<b>FINAL EXAM (OPTIONAL)</b>	Exam Time: 2:00 – 4:00 p.m.; Miller Hall 2327 or 2328 (DIFFERENT FROM OUR NORMAL CLASSROOM)

**\*\*NOTE\*\***

Tentative Course Schedule/Assignments/Due Dates – Subject to daily/weekly changes based on class progression/CourseDen availability. Students are responsible for checking CourseDen on a daily basis for updates and course information. Grading rubrics for assignments will be distributed/discussed in class.