

**ABED 3100  
BUSINESS COMMUNICATION**

**FALL 2017 (HYBRID)**

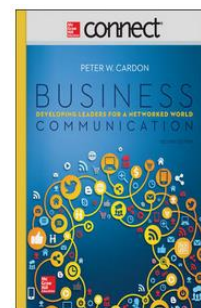
<b>Course Instructor:</b>	<b>Dr. Susan Hall Webb</b>
<b>Course Number/Section/ Meeting Times:</b>	ABED 3100-02D (80884)—2:00-3:30 p.m.: Miller Hall 2214 ABED 3100-03D (80885)—3:30-4:45 p.m.: Miller Hall 2214 Credit Hours: 3.0
<b>Class Meeting Times:</b>	M — Campus/Online (see course schedule on Pages 5-7) W — Campus/Online (see course schedule on Pages 5-7)
<b>Office Location:</b>	Richards College of Business – Miller Hall: Room 2314 (upper level)
<b>Office Phone:</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>	M—12:00 – 1:30 p.m./4:45 – 5:30 p.m. T—By Appointment W—Virtual Hours—12:00 – 5:00 p.m.** Th/F—By Appointment      **Virtual Office Hours: Via CourseDen/Phone/Email

**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: 9781259302879 (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, 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)**

1. Students will produce professional quality business documents (LG1; LO1)
2. Students will make a professional presentation (LG1; LO2)

3. Students will effectively use a word processing program (LG3; LO1)
4. Students will effectively use a presentation program (LG3; LO3)
5. Students will demonstrate the ability to analyze the current situation of an organization and to develop a plan to ensure organizational viability (LG6; LO2)

**Other learning objectives include:**

1. Develop communication skills essential for career advancement
2. Demonstrate writing techniques using problem-solving activities
3. Develop critical skills of brainstorming, researching, drafting, revising, editing, proofreading, and formatting various business documents
4. Display oral communication skills through individual and team projects
5. Analyze the communication processes including interpersonal, intrapersonal, and intercultural communications
6. Interact through team projects and evaluations to develop critical-thinking, problem-solving, and decision-making

View Learning Objectives for the Richards College of Business at

<https://www.westga.edu/academics/business/undergrad-learning-goals.php>

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

- **Attend class.** The attendance policy for this course 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 678.839.4841/404.490.1246 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 135 minutes per class meeting 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 (Fall 2016 withdrawal date is 9.29.17).

**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.

	<b>POINTS</b>	<b>WEIGHT</b>
<b>PARTICIPATION</b>		<b>32%</b>
Attendance Questions (individual)	210 points	
LearnSmart Chapters & Practice Questions	120 points	
Activities and Assignments	450 points	
	<b>TOTAL POINTS: 780</b>	
<b>PROJECTS:</b>		
<b>TEAM PROJECT:</b>		<b>33%</b>
Recommendations Proposal (team)	340 points	
Section Draft(s) for Team Members (individual)	50 points	
Proposal & Presentation Proofreading Sheet (individual)	25 points	
Recommendations Proposal Presentation (indv./team)	200 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	
	<b>TOTAL POINTS: 800</b>	
<b>INDIVIDUAL PROJECT:</b>		<b>18%</b>
Job Search Posting, Reflection & Salary	50 points	
Job Search Documents—Resume	200 points	
Job Search Documents—Linked In	200 points	
	<b>TOTAL POINTS: 450</b>	
<b>COURSE ASSESSMENTS:</b>		<b>17%</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, 12, 13, 8, 14, 15)	100 points	
	<b>TOTAL POINTS: 410</b>	
Final Exam (OPTIONAL)	(50 points)	
<b>TOTAL POINTS/PERCENTAGE:</b>	<b>2,440 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.

<b>UWG GRADING SCALE</b>	
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.	Aug 9 (W)	<p><b>--CAMPUS CLASS--</b></p> <ul style="list-style-type: none"> <li>• Class Orientation</li> <li>• New Student Information Survey</li> <li>• Communication Pre-Assessment Survey</li> <li>• Upload Photo to CourseDen &amp; UWG Email</li> </ul>	<p>DUE:</p> <p>New Student Survey (Sunday, 8.13.17)</p> <p>Communication Pre-Assessment (Sunday, 8.13.17)</p> <p>Uploading Photo to CourseDen and UWG Email (Sunday, 8.13.17)</p>
2	2.	Aug 14 (M)	<p><b>--CAMPUS CLASS--</b></p> <ul style="list-style-type: none"> <li>• Understanding Communication</li> <li>• Personality Quiz &amp; Reflection Survey</li> <li>• Logon Procedures for Interactive Online Activities</li> <li>• Information about Who Am I Presentation</li> </ul>	<p>(SEE ABOVE FOR ALL ASSIGNMENTS DUE BY SUNDAY AT 11:59 P.M.)</p>
	3.	Aug 16 (W)	<p><b>--CAMPUS CLASS--</b></p> <ul style="list-style-type: none"> <li>• Who Am I? Presentation</li> </ul>	<p><b>**ATTENDANCE MANDATORY**</b></p> <p>DUE: Registering for McGraw-Hill Connect (REQUIRED)</p> <p>DUE: Personality Quiz &amp; Reflection Survey (EARLY DEADLINE—Tuesday, 8.15.17 by 11:59 p.m)</p> <p>DUE: Who Am I? Presentation (See expectations on CourseDen)</p>
3	4.	Aug 21 (M)	<p><b>COURSE DEN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Question of the Day</li> <li>• Ch. 1—Establishing Credibility (ACTIVITIES: Credibility + Communication; Video Case on Credibility)</li> <li>• Ch. 2 – Interpersonal Communication &amp; Emotional Intelligence (ACTIVITIES: Your Emotional Intelligence; Steps in Active Listening; Video Case on Interpersonal Skills)</li> </ul>	<p>PRIOR TO CLASS: Read Chapter 1 &amp; Chapter 2 (PRACTICE QUESTIONS)</p> <p>DUE: Question of the Day (due by 11:59 p.m.)</p> <p>DUE: Activities found on MH Connect (due by Wednesday no later than 2:00 p.m.)</p>
	5.	Aug 23 (W)	<p><b>--CAMPUS CLASS--</b></p> <ul style="list-style-type: none"> <li>• Class Discussion + Activities for Chapter 1 + Chapter 2</li> <li>• <b>Team Project:</b> Team Project Expectations</li> </ul>	<p>(SEE ABOVE FOR ALL ASSIGNMENTS—CHAPTER 1 + 2--DUE BY WEDNESDAY AT 2:00 P.M.)</p>

4	6.	Aug 28 (M)	<b>COURSE DEN CLASS:</b> <ul style="list-style-type: none"> <li>Question of the Day</li> <li>Ch. 3 – Team Communication &amp; Difficult Conversations (<b>ACTIVITIES:</b> Video Case on Team Meetings; Running Effective Meetings)</li> <li><b>Team Project:</b> Discussion Board for Team Policies + Expectations</li> <li>Begin LearnSmart ACHIEVE: <b>PRONOUNS + 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 Wednesday no later than 2:00 p.m.)
	7.	Aug 30 (W)	<b>--CAMPUS CLASS--</b> <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); Take picture of team using Google Hangouts (DUE: 9.6.17)</li> <li><b>Team Project:</b> Develop Team Project Policies + Expectations (DUE: 9.6.17)</li> <li><b>Team Project:</b> Discuss Team Meeting Minutes and Agendas</li> </ul>	
5		Sept 4 (M)	<b>LABOR DAY</b>	<b>NO CLASS</b>
	8.	Sept 6 (W)	<b>COURSE DEN CLASS:</b> <ul style="list-style-type: none"> <li>No Attendance Question (Focus on Chapter 5 + Chapter 6)</li> <li>Ch. 5 – Creating Effective Business Messages (<b>ACTIVITIES:</b> Using Different Voices in Business Messages; Case Study for Logic)</li> <li>Ch. 6 – Improving Readability with Style &amp; Design (<b>ACTIVITIES:</b> Evaluating Writing Style; Identifying Active v. Passive Sentences; Parallelism in Sentences; Using Active and Passive Voice)</li> </ul>	PRIOR TO CLASS: Read Chapter 5 & Chapter 6 (PRACTICE QUESTIONS)  DUE: Activities found on CourseDen & ME Connect  DUE: Google Hangout Team Picture to be submitted to dropbox (assignments) by one team member no later than Wednesday (9.6.17) by 11:59 p.m.  DUE: Team Project Policies + Expectations to be submitted to dropbox (assignments) by one team member no later than Wednesday (9.6.17) by 11:59 p.m.
6	9.	Sept 11 (M)	<b>COURSE DEN CLASS:</b> <ul style="list-style-type: none"> <li>Question of the Day</li> <li>Review for Exam 1: Chapter 1, 2, 3, 5, &amp; 6 – Chapter Review Quizzes (MH Connect)—<b>MANDATORY</b> (50 points)</li> </ul>	DUE: Question of the Day (due by 11:59 p.m.)  DUE: Review Quizzes on ME Connect (due by Wednesday no later than 3:30 p.m.)

	10.	Sept 13 (W)	<p><b>COURSE DEN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Survey &amp; Speech: Two Minute Video on The Future (Technology &amp; Employment)</li> <li>• EXAM 1: Chapters 1, 2, 3, 5, 6 (should only take 30-45 minutes)—Extra Credit (optional)</li> </ul> <p><b>NOTE: Exam 1 is due by Friday no later than 12:00 p.m. (noon)</b></p>	<p><b>Online Exam (See CourseDen for details): Begins Wednesday 3:30 p.m. until Friday no later than 12:00 p.m. (noon)</b></p> <p><b>DUE: Future of Work Research Study Survey + Speech due by Sunday no later than 11:59 p.m.</b></p> <p><b>NOTE: EXAM 1 will be taken <u>online</u> (individually); this exam will be timed for no longer than one hour (unless you have accommodations for extended time).</b></p>
7	11.	Sept 18 (M)	<p><b>COURSE DEN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Question 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 (longer chapter; worth 20 points)</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>	<p>PRIOR TO CLASS: Read Chapter 7, 10, &amp; 16</p> <p>DUE: Question of the Day</p> <p>DUE: Practice Questions for Chapter 7, 10, &amp; 16 (NOTE: Chapter 16 is longer than Chapter 7 &amp; 10 due to content + worth 20 points)</p> <p>DUE: Discussion Board—Ideas for Team’s Organization or Department due by Wednesday no later than 2:00 p.m.</p> <p>DUE: Activities on MH Connect &amp; CourseDen</p> <p>DUE: LearnSmart ACHIEVE (due by Wednesday no later than 2:00 p.m.)</p>
	12.	Sept 20 (W)	<p><b>--CAMPUS CLASS--</b></p> <ul style="list-style-type: none"> <li>• <b>Job Search Project:</b> Career Planning: Resumes &amp; Cover Letters; Effective Resume Strategies; Creating a Linked In Profile; project expectations</li> </ul>	
8	13.	Sept 25 (M)	<p><b>COURSE DEN CLASS:</b></p> <ul style="list-style-type: none"> <li>• Attendance of the Day</li> <li>• Chapter 16 (continued); <b>ACTIVITIES:</b> Effective Resume Statements, Telling Success Stories)</li> <li>• Developing an Effective Linked In Profile &amp; Resume</li> <li>• Finding a Job Posting and Salary Requirements (<b>Part I: JOB SEARCH PROJECT</b>)</li> <li>• LearnSmart Achieve: <b>PRONOUN-ANTECEDENT AGREEMENT + PARALLELISM</b></li> </ul>	<p>DUE: Question of the Day (due by 11:59 p.m.)</p> <p>DUE: Activities found on CourseDen &amp; ME Connect (due by Wednesday no later than 2:00 p.m.)</p> <p>DUE: <b>Job Search Project: Part 1</b> (job posting/ reflection/salary search)</p> <p>DUE: LearnSmart Achieve (due by Wednesday no later than 2:00 p.m.)</p>

	14.	Sept 27 (W)	<p><b>--CAMPUS CLASS--</b></p> <p><b>Career Planning: Employment Resources The NEXT steps...</b></p>	N/A
9	15.	Oct 2 (M)	<p><b>COURSE DEN CLASS:</b></p> <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>	<p>DUE: Question of the Day</p> <p>DUE: Activities on MH Connect &amp; CourseDen</p> <p>DUE: LearnSmart Achieve (due by Wednesday no later than 11:59 p.m.)</p>
	16.	Oct 4 (W)	<p><b>COURSE DEN CLASS:</b></p> <ul style="list-style-type: none"> <li>Attendance of the Day</li> <li>After the Interview: Follow up &amp; Rejection</li> <li>How to Be Successful Once Hired</li> </ul>	<p>DUE: Question of the Day</p> <p>DUE: <b>Job Search Project: Part 2 (resume)</b> (Submit on CourseDen in Assignment Box)</p> <p>DUE: <b>Job Search Project: Part 3 (LinkedIn)</b> (<b>Connect</b> with Professor; Submit PDF copy on CourseDen in Assignment Box)</p>
10	17.	Oct 9 (M)	<p><b>COURSE DEN CLASS:</b></p> <ul style="list-style-type: none"> <li>Question of the Day</li> <li>Ch. 13— Completing Business Proposals and Business Reports (<b>ACTIVITIES:</b> Ensuring Recommendations; Distinguishing Information on Proposals)</li> <li><b>Team Project:</b> Creating Team Name, Logo, + Slogan</li> <li><b>Team Project: Discussion Boards—</b> <ul style="list-style-type: none"> <li>Researching Your Department or Organization</li> <li>Ideas for your Company Background</li> </ul> </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: Question of the Day</p> <p>DUE: Activities on MH Connect &amp; CourseDen</p> <p>DUE: Team Project Discussion Boards</p> <p>DUE: LearnSmart Achieve (due by Wednesday no later than 2:00 p.m.)</p>



	18.	Oct 11 (W)	<p><b>--CAMPUS CLASS--</b></p> <p><b>Team Project:</b> Discussion on report writing and formatting; team project section expectations.</p> <p><b>Team Meeting:</b> (Must Complete Discussion Boards Prior to Class) Go over ideas for Consulting Company and Company Background. An agenda and minutes will need to be submitted after the meeting.</p> <p><b>Team Project:</b> Begin <b>Company Background</b>. Share completed section by Friday; Make changes and submit by Sunday.</p>	<p>DUE: One team member brings an agenda of what will be discussed during the team meeting in class. (See CourseDen for template)</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> Share <b>Company Background</b> section by Friday with team members; Submit <b>Company Background</b> section to instructor by Sunday no later than 11:59 p.m.</p>
11	19.	Oct 16 (M)	<p><b>COURSE DEN CLASS:</b></p> <p>Question of the Day</p> <p>Ch. 8 – Social Media for Business Communication (<b>ACTIVITIES:</b> N/A)</p> <p><b>Team Project:</b></p> <ul style="list-style-type: none"> <li>• Team Participation Check-In</li> </ul> <p><b>Discussion Boards—</b></p> <ul style="list-style-type: none"> <li>• Statement of Need</li> <li>• Internal Communication</li> <li>• External Communication</li> </ul>	<p>PRIOR TO CLASS: Read Chapter 8 (PRACTICE QUESTIONS)</p> <p>DUE: Question of the Day (due by 11:59 p.m.)</p> <p>DUE: Discussion Boards + Activities found on CourseDen &amp; ME Connect (due by Wednesday no later than 11:59 p.m.)</p>
	20.	Oct 18 (W)	<p><b>COURSE DEN CLASS/TEAM MEETING:</b></p> <p>Question of the Day</p> <p>Ch. 14 – Planning Presentations (<b>ACTIVITIES:</b> Audience Analysis; Planning a Presentation)</p> <p><b>Team Project:</b> Team Meeting (in person or through Google Hangouts)—<b>REQUIRED (send picture of meeting in CourseDen)</b></p> <p><b>Team Project:</b> Begin <b>Statement of Need</b>. Share completed section by Friday; Make changes and submit by Sunday.</p> <p><b>Team Project:</b> Begin <b>Internal Communication</b>. Share completed section by Friday; Make changes and submit by Sunday.</p> <p><b>Team Project:</b> Begin <b>External Communication</b>. Share completed section by Friday; Make changes and submit by Sunday.</p>	<p>DUE: Question of the Day (due by 11:59 p.m.)</p> <p>DUE: Activities found on CourseDen &amp; ME Connect (due by Saturday no later than 11:59 p.m.)</p> <p>DUE: Photo on Google Hangouts of online meeting or photo of on-campus meeting in CourseDen.</p> <p>DUE: <b>TEAM PROJECT:</b> Share <b>Statement of Need</b> section by Friday with team members; Submit <b>Statement of Need</b> section to instructor by Sunday no later than 11:59 p.m.</p> <p>DUE: <b>TEAM PROJECT:</b> Share <b>Internal Communication</b> section by Friday with team members; Submit Internal Communication section to instructor by Sunday no later than 11:59 p.m.</p> <p>DUE: <b>TEAM PROJECT:</b> Share <b>External Communication</b> section by Friday with team members; Submit <b>External Communication</b> section to instructor by Sunday no later than 11:59 p.m.</p>

12	21.	Oct 23 (M)	<p><b>COURSE DEN CLASS:</b></p> <p>Question of the Day</p> <p>Ch. 15 – Delivering Presentations (<b>ACTIVITIES:</b> Focus of Your Presentation; Fielding Questions During Presentations)</p> <p><b>Team Project:</b> <b>Discussion Board—</b></p> <ul style="list-style-type: none"> <li>Ideas for Recommendations</li> </ul>	<p>DUE: Question of the Day (due by 11:59 p.m.)</p> <p>DUE: Discussion Board + Activities found on CourseDen &amp; ME Connect (due by Wednesday no later than 2:00 p.m.)</p>
	22.	Oct 25 (W)	<p><b>--CAMPUS CLASS--</b></p> <p>Preparing for the Presentation; Guidelines for Persuasive Presentations; Developing a Team Presentation Outline (<b>ACTIVITY:</b> Persuasive Presentation Quiz—found on CourseDen)</p> <p><b>Team Project:</b> Begin <b>Recommendations</b>. Share completed section by Friday; Make changes and submit by Sunday.</p>	<p>PRIOR TO CLASS: Read Chapter 15 (PRACTICE QUESTIONS)</p> <p>DUE: Persuasive Presentation Quiz (on CourseDen) no later than Sunday by 11:59 p.m.</p> <p>DUE: <b>TEAM PROJECT:</b> Share <b>Recommendations</b> section by Friday with team members; Submit <b>Recommendations</b> section to instructor by Sunday no later than 11:59 p.m.</p>
14	25.	Oct 30 (M)	<p><b>COURSE DEN CLASS:</b></p> <ul style="list-style-type: none"> <li>Question of the Day</li> <li>Review for Exam 2: Chapter 8, 10, 13, 14, 15, 16 – Chapter Review Quizzes (MH Connect)—<b>MANDATORY</b> (50 points)</li> </ul> <p><b>Team Project:</b> Begin <b>Executive Summary</b>. Share completed section by Friday; Make changes and submit by Sunday.</p> <p><b>Team Project:</b> Begin <b>Letter of Transmittal</b>. Share completed section by Friday; Make changes and submit by Sunday.</p>	<p>DUE: Question of the Day (due by 11:59 p.m.)</p> <p>DUE: Review Quizzes on MH Connect (due by Wednesday no later than 3:30 p.m.)</p>

	26.	Nov 1 (W)	<p><b>COURSE DEN CLASS:</b></p> <ul style="list-style-type: none"> <li>EXAM 1: Chapters 8, 10, 13, 14, 15, 16 (should only take 30-45 minutes)—Extra Credit (optional)</li> </ul> <p><b>NOTE: Exam 1 is due by Friday no later than 12:00 p.m. (noon)</b></p> <p><b>Team Project:</b> SHARE (by Friday) and SUBMIT (by Sunday) the <b>Executive Summary</b> section and the <b>Letter of Transmittal</b>.</p>	<p><b>EXAM 1 will be taken <u>online</u> (individually); this exam will be timed for no longer than one hour (unless you have accommodations for extended time).</b></p> <p><b>DUE: TEAM PROJECT:</b> Share <b>Executive Summary</b> section by Friday with team members; Submit <b>Executive Summary</b> section to instructor by Sunday no later than 11:59 p.m.</p> <p><b>DUE: TEAM PROJECT:</b> Share <b>Letter of Transmittal</b> by Friday with team members; Submit <b>Letter of Transmittal</b> to instructor by Sunday no later than 11:59 p.m.</p>
13	23.	Nov 6 (M)	<p><b>COURSE DEN CLASS/ TEAM WORKDAY:</b></p> <p><b>Team Project:</b></p> <ul style="list-style-type: none"> <li><b>Team Meeting (REQUIRED)</b></li> <li>Revise Team Proposal Sections</li> <li>Meet with Team Members to finalize and develop Proposal and Presentation (See CourseDen for Details)</li> <li>Team Project Participation Check-In</li> <li>Send photo of team meeting in Google Hangouts</li> </ul>	<p>N/A (Work on Team Project)</p> <p>Send photo of team meeting in Google Hangouts</p> <p>Go to survey for Participation Check-In</p>
	24.	Nov 8 (W)	<p><b>COURSE DEN CLASS/ TEAM WORKDAY:</b></p> <p><b>Team Project:</b></p> <ul style="list-style-type: none"> <li><b>Team Meeting (REQUIRED)</b></li> <li>Revise Team Proposal Sections</li> <li>Meet with Team Members to finalize and develop Proposal and Presentation (See CourseDen for Details)</li> <li>Team Project Participation Check-In</li> <li>Send photo of team meeting in Google Hangouts</li> </ul>	

15	27.	Nov 13 (M)	<b>COURSE DEN CLASS/ TEAM WORKDAY:</b>  Meet with Team Members to develop Proposal and Presentation; Finalize all sections, place in binder with cover page(s); Finalize all meeting agendas and minutes (total of three of each)	N/A (Work on Team Project)
	28.	Nov 15 (W)	<b>TEAM PROJECT PRESENTATIONS</b>  --DAY ONE--	<b>**ATTENDANCE MANDATORY**</b>  DUE: <b>Team Project Proposal</b>  DUE: <b>Team Project Meeting Agendas &amp; Minutes</b>  DUE: <b>Team Proposal Proofreading Checklist</b>  <b>NOTE:</b> Submit <b>Team Presentation Handout</b> and <b>Team Presentation Outline</b> on the day of your team's scheduled presentation (also, upload into CourseDen)
		Nov 20 (M)	<b>THANKSGIVING BREAK</b>	<b>NO CLASS</b>
		Nov 22 (W)	<b>THANKSGIVING BREAK</b>	<b>NO CLASS</b>
16	29.	Nov 27 (M)	<b>TEAM PROJECT PRESENTATIONS</b>  --DAY TWO--	<b>**ATTENDANCE MANDATORY**</b>
	30.	Nov 29 (W)	<b>TEAM PROJECT PRESENTATIONS &amp; CONCLUSION OF COURSE</b>  --DAY THREE--	<b>**ATTENDANCE MANDATORY**</b>  DUE: <b>Team Presentation Video Critique</b> and <b>Team Project Reflection Survey</b> due by Friday, 12.1.17 (no later than 12:00 noon)
CEP		Dec 4 (M)  Dec 6 (W)	<b>2:00 P.M. CLASS: FINAL EXAM (OPTIONAL)</b>  <b>3:30 P.M. CLASS: FINAL EXAM (OPTIONAL)</b>	Exam Time: 2:00 – 4:00 p.m.; Miller Hall (TBD)  Exam Time: 2:00 – 4:00 p.m.; Miller Hall (TBD)