

**ABED 3100
BUSINESS COMMUNICATION**

FALL 2017 (ONLINE)

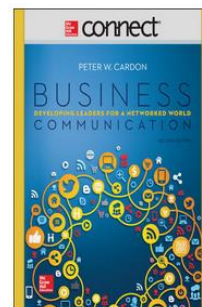
Course Instructor:	Dr. Susan Hall Webb
Course Number/Section/ Meeting Times:	ABED 3100-E01 (CRN: 80887) Credit Hours: 3.0
Class Meeting Times:	CourseDen--INTERNET-BASED COURSE
Office Location:	Richards College of Business – Miller Hall 2311 (upper level)
Office Phone:	678.839.4841 (work office) or 404.490.1246 (home office)
E-Mail:	swebb@westga.edu
Office Hours:	Virtual Office Hours: Via CourseDen/Phone/Email Campus Meetings: 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. 2nd Edition*. McGraw-Hill Education. ISBN: 9781259302879 (NEED ELECTRONIC ACCESS TO TEXT & RESOURCES—SEE VIDEO LINK FOR INSTRUCTIONS: <https://youtu.be/qdGD5ph7QZA>)



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

Other Requirements: **Microsoft Office 365** (Upload for FREE from www.westga.edu/its)
Microsoft PowerPoint 2013 or 2016 (If you do not have this version, upload Microsoft Office 365 from www.westga.edu/its)
Webcam for Google Hangouts and Office Mix (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)

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 is **strict** based on the fact that this is a course about “communicating”... due to the fact this is an online class, you can **expect** to communicate through writing and speaking assignments each week. **Therefore, each week (beginning on Week 2), you will have an attendance question in CourseDen that will be during the first part of the week. If you miss more than two attendance questions, your grade will be lowered by one letter grade (or be required to take the OPTIONAL Final Exam at the end of the semester).** 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). If you are absent for a medical or another important “documented” reason, please provide documentation by emailing me a photo or explanation.
- **Professionalism.** You are expected to communicate in a professional manner during speaking and writing assignments. This includes using proper English, grammar, formatting, and spelling on all correspondence and assignments including emails. **Points will be deducted for not using proper English language arts skills.** NOTE: Throughout the course, you will be completing grammar and punctuation building activities to help support and enrich your knowledge and how you apply it to your writing and speaking skills.
- **Hand in professional documents.** Type all documents using MS Word using black fonts (unless the assignments indicate using another application or color font). Use an appropriate document format and *unjustified* text. Use APA style format as directed for citations. Assignments must be saved with **.docx** extension. Student work should display the correct spelling, punctuation, and grammar rules for all assignments or points will be deducted.

- **Deliver professional presentations.** Although this is an online course, you will be expected to deliver speaking assignments using your webcam on your computer and/or video function through your phone (on some assignments). When you do complete a speaking assignment, you will need to dress in “business professional” clothing—see photo to the right for minimum dress requirements.



- **Meet every deadline.** Turn in all writing assignments on the dates specified on CourseDen. You will earn a “0” for missing the deadline of an assignment/activity or failing to deliver your speaking assignments as scheduled. If you miss a deadline due to a *verifiable* emergency, contact me at swebb@westga.edu, 404.490.1246 (home office), or 678.839.4841 (work office) immediately, and I will consider a make-up or alternate assignment based on the circumstances (a late penalty may apply).

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 (Fall 2015 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?

Each day an online class is scheduled, you will need to go in and complete all the activities for the week; there will always be an “Attendance Question” that you will need to complete prior to midnight of each week. All assignments (with the exception of the attendance question) will be due each week no later than Saturday by 11:59 p.m. ***You should expect to spend the SAME amount of time online as you would in a class conducted on the campus (150 minutes or 2.5 hours).*** Please be sure you plan and include at least 150 minutes or 2.5 hours each week for your online class. The online classes will vary each week and will consist of reading assignments, interactive assignments, 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.

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.

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

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.

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

Tentative Course Schedule

Week	Week of...	Topic	Due Dates/Assignments
1	Week of August 7 (Class begins on Aug 9)	Class Orientation: New Student Information Survey Photo Upload to CourseDen & UWG Gmail Personality Quiz & Reflection Survey Business Communication Pre-Assessment Survey Logon Procedures for McGraw-Hill Connect. How to navigate through CourseDen	**ONLY 1.25 HOURS DUE TO CLASSES BEGINNING ON WEDNESDAY** DUE: Registering for McGraw-Hill Connect DUE: New Student Information Survey (unless already completed prior to class through email link) DUE: Photo Upload to CourseDen & UWG Gmail DUE: Personality Quiz & Reflection Survey DUE: Business Communication Pre-Assessment Survey **ALL INSTRUCTIONS LOCATED ON COURSEDEN**
2	Week of August 14	Attendance Question of the Week Creating an Introduction Video and Posting on CourseDen about Your Personality + Teamwork Skills (FIRST PART OF WEEK) Watching + Peer Reviewing Video Introductions from other class members on MH Connect (SECOND PART OF WEEK) Chapter 1: Establishing Credibility (ACTIVITIES: Credibility for a Young Manager, Case Study on Credibility)	DUE: Attendance Question due by Wednesday no later than 11:59 p.m. DUE: Video Introduction (upload to MH Connect)— Complete on Monday - Wednesday DUE: Peer Review of Video Introductions on MH Connect— Complete on Thursday - Sunday DUE: Chapter 1: LearnSmart Reading/Questions; Interactive Activities (See MH Connect)
3	Week of August 21	Attendance Question of the Week Chapter 2: Interpersonal Communication & Emotional Intelligence (ACTIVITIES: Your Emotional Intelligence, Steps in Active Listening, Video Case on Interpersonal Skills) Chapter 3: Team Communication & Difficult Conversations (ACTIVITIES: Video Case on Team Meetings, Running Effective Meetings) Begin LearnSmart ACHIEVE: PRONOUNS + PRONOUN REFERENCE	DUE: Attendance Question due by Wednesday no later than 11:59 p.m. DUE: Chapter 2: LearnSmart Reading/Questions; Interactive Activities (See MH Connect) DUE: Chapter 3: LearnSmart Reading/Questions; Interactive Activities (See MH Connect) DUE: LEARN SMART ACHIEVE assignments (See MH Connect)

4	Week of August 28	Attendance Question of the Week Videos + Expectations of Team Project— Recommendations Proposal + Presentation TEAM PROJECT: <ul style="list-style-type: none"> • Discussion Board: Meet Your Team (you'll be given team members names and email addresses) • Discussion Board: Ideas for Team Policies + Expectations • Discussion Board: Ideas for Team Project Department or Organization • Team Meeting: Screen Shot in Google Hangouts + Discuss and Select Team Policies and Discuss and Select a UWG Department or Organization LearnSmart ACHIEVE: PRONOUN-ANTECEDENT AGREEMENT + PARALLELISM	DUE: Attendance Question due by Wednesday no later than 11:59 p.m. DUE: Complete ALL Discussion Boards. Team Meeting to Discuss: (1) Department or Organization for the Team Project and (2) Selecting the Team Policies for the Project. NOTE: You will need to meet at some point during the week using Google Hangouts. Instructions on CourseDen. DUE: LEARN SMART ACHIEVE assignments (See MH Connect)
5	Week of September 4	**MONDAY IS LABOR DAY** Attendance Question of the Week Chapter 5 – Creating Effective Business Messages (ACTIVITIES: Self-Assessment of Your Writing, Case Study for Logic, Using Different Voices in Business Messages) Chapter 6 – Improving Readability with Style & Design (ACTIVITIES: Using Active and Passive Voice, Identifying Active versus Passive Sentences, Parallelism in Sentences, Evaluating Writing Styles) Team Project: One team member from each team will need to: (1) Submit the final team policies and (2) Email/text the professor advising of the Team's selection of a UWG department or organization.	**ONLY 1.25 HOURS DUE TO LABOR DAY HOLIDAY** DUE: Attendance Question due by Wednesday no later than 11:59 p.m. DUE: Chapter 5: LearnSmart Reading/Questions; Interactive Activities (See MH Connect) DUE: Chapter 6: LearnSmart Reading/Questions; Interactive Activities (See MH Connect) DUE: Team Project: Selection of Department/Organization using Dropbox and Team Policies (NOTE: Only one member submits from each team)

6	Week of September 11	<p>Attendance Question of the Week</p> <p>Review for Exam 1: Chapter 1, 2, 3, 5, & 6 – Chapter Review Quizzes (MH Connect)--MANDATORY</p> <p>EXAM 1: Chapter 1, 2, 3, 5 & 6 – Available beginning on Thursday due by Sunday</p> <p>Survey & Speech: Two Minute Video on The Future (Technology & Employment); Complete Brief Survey on Future of Work</p>	<p>DUE: Attendance Question due by Wednesday no later than 11:59 p.m.</p> <p>DUE: Review Quizzes on ME Connect (due by Wednesday no later than 11:59 p.m.)—EARLY DEADLINE</p> <p>DUE: Exam 1: Chapters 1, 2, 3, 5 & 6 (Begin on Thursday and due by Saturday no later than 11:59 p.m.)</p> <p>DUE: Future of Work Research Study Survey + Speech due by Sunday no later than 11:59 p.m.</p>
7	Week of September 18	<p>Attendance Question of the Week</p> <p>Chapter 7 –Email and Other Traditional Tools for Business Communication</p> <p>Chapter 10 – Persuasive Messages</p> <p>Chapter 16 – Employment Communications</p> <p>Team Project:</p> <ul style="list-style-type: none"> • Discuss + Submit Team Responsibility Worksheet • All members of team creating a name, logo, & slogan—Share with team <p>LearnSmart ACHIEVE: RUN-ON SENTENCES AND COMMA SPLICES + NUMBERS</p>	<p>DUE: Attendance Question due by Wednesday no later than 11:59 p.m.</p> <p>DUE: Chapter 7: LearnSmart Reading/Questions (See MH Connect)</p> <p>DUE: Chapter 10: LearnSmart Reading/Questions (See MH Connect)</p> <p>DUE: Chapter 16: LearnSmart Reading/Questions (See MH Connect)</p> <p>DUE: Ideas for Consulting Company (name, logo, and slogan)--Individual; Submitting Team Responsibility Worksheet—One Team Member</p> <p>DUE: LEARN SMART ACHIEVE assignments (See MH Connect)</p>
8	Week of September 25	<p>Attendance Question of the Week</p> <p>Chapter 16 (continued): ACTIVITIES: Effective Resume Statements, Telling Success Stories, Video Cases of Interviews—Part 1, Video Cases of Interviews—Part 2</p> <p>Introduction to JOB SEARCH PROJECT -- Developing an Effective Linked In Profile + Resume</p> <p>LearnSmart ACHIEVE: FAULTY COMPARISONS + SENTENCE TYPES</p>	<p>DUE: Attendance Question due by Wednesday no later than 11:59 p.m.</p> <p>DUE: Chapter 16: Interactive Activities (See MH Connect)</p> <p>DUE: LEARN SMART ACHIEVE assignments (See MH Connect)</p>

9	Week of October 2	<p>**FALL BREAK AT END OF WEEK**</p> <p>Attendance Question of the Week (Jobipedia—CourseDen)</p> <p>Activity: Interview Stream</p> <p>Finding a Job Posting and Salary Requirements (Part I: JOB SEARCH PROJECT)</p> <p>Creating Your Perfect Resume—See CourseDen (MUST USE PROVIDED TEMPLATE—EVEN IF YOU ALREADY HAVE A RESUME)</p> <p>Developing an Effective Linked In Profile—See CourseDen (MUST FOLLOW ALL DIRECTIONS + CRITERIA—EVEN IF YOU ALREADY HAVE A LINKED IN PROFILE)</p>	<p>**ONLY 1.25 HOURS DUE TO FALL BREAK**</p> <p>DUE: Attendance Question due by Wednesday no later than 11:59 p.m.</p> <p>DUE: Interviewing Activities on CourseDen</p> <p>DUE: JOB SEARCH PROJECT--Part I (Job Posting, Job Reflection, & Salary Search)</p> <p>DUE: JOB SEARCH PROJECT—Part II (Resume)</p> <p>DUE: JOB SEARCH PROJECT—Part III (Linked In)</p>
10	Week of October 9	<p>Attendance Question of the Week</p> <p>Chapter 13: Completing Business Proposals and Planning for Business Reports (ACTIVITIES: Ensuring Recommendations, Distinguishing Information on Proposals)</p> <p>Team Project: Discussion Boards—</p> <ul style="list-style-type: none"> • Researching Your Department or Organization • Ideas for your Company Background <p>Team Project:</p> <ul style="list-style-type: none"> • Team Meeting: Discuss Company Background Ideas. Create agenda and minutes—submit after meeting. • Begin Company Background. Share completed section by Friday; Make changes and submit by Sunday. <p>LearnSmart ACHIEVE: SEMICOLONS + DANGLING AND MISPLACED MODIFIERS</p>	<p>DUE: Attendance Question due by Wednesday no later than 11:59 p.m.</p> <p>DUE: Chapter 13: LearnSmart Reading/Questions; Interactive Activities (See MH Connect)</p> <p>DUE: Team minutes from meeting no later than Sunday by 11:59 p.m. (see CourseDen for template)</p> <p>DUE: TEAM PROJECT: Share Company Background section by Friday with team members; Submit Company Background section to instructor by Sunday no later than 11:59 p.m.</p> <p>DUE: LEARN SMART ACHIEVE assignments (See MH Connect)</p>

11	Week of October 16	<p>Attendance Question of the Week</p> <p>Chapter 8: Social Media for Business Communication (ACTIVITIES: N/A)</p> <p>Chapter 14 – Planning Presentations (ACTIVITIES: Audience Analysis; Planning a Presentation)</p> <p>Team Project: Team Meeting (in person or through Google Hangouts)—REQUIRED (send picture of meeting in CourseDen)</p> <p>Team Project: Begin Statement of Need. Share completed section by Friday; Make changes and submit by Sunday.</p> <p>Team Project: Begin Internal Communication. Share completed section by Friday; Make changes and submit by Sunday.</p> <p>Team Project: Begin External Communication. Share completed section by Friday; Make changes and submit by Sunday.</p>	<p>DUE: Attendance Question due by Wednesday no later than 11:59 p.m.</p> <p>DUE: Chapter 8: LearnSmart Reading/Questions; Interactive Activities (See MH Connect)</p> <p>DUE: Chapter 14: LearnSmart Reading/Questions; Interactive Activities (See MH Connect)</p> <p>DUE: Photo on Google Hangouts of online meeting or photo of on-campus meeting in CourseDen.</p> <p>DUE: TEAM PROJECT: Share Statement of Need section by Friday with team members; Submit Statement of Need section to instructor by Sunday no later than 11:59 p.m.</p> <p>DUE: TEAM PROJECT: Share Internal Communication section by Friday with team members; Submit Internal Communication section to instructor by Sunday no later than 11:59 p.m.</p> <p>DUE: TEAM PROJECT: Share External Communication section by Friday with team members; Submit External Communication section to instructor by Sunday no later than 11:59 p.m.</p>
12	Week of October 23	<p>Attendance Question of the Week</p> <p>Chapter 15 – Delivering Presentations (ACTIVITIES: Focus of Your Presentation; Fielding Questions During Presentations)</p> <p>Video—Delivering Persuasive Presentations (including quiz on video found in CourseDen)</p> <p>Activity—Slide Recording Practice for Presentations (REQUIRED)</p> <p>Team Project: Discussion Board—</p> <ul style="list-style-type: none"> • Ideas for Recommendations <p>Team Project: Begin Recommendations. Share completed section by Friday; Make changes and submit by Sunday.</p>	<p>DUE: Attendance Question due by Wednesday no later than 11:59 p.m.</p> <p>DUE: Chapter 15: Delivering Presentations (reading, practice questions + activities) no later than 11:59 p.m. on Sunday</p> <p>DUE: Persuasive Presentation Quiz (on CourseDen) no later than Sunday by 11:59 p.m.</p> <p>DUE: Activity—Slide Recording Practice (REQUIRED) no later than Sunday by 11:59 p.m.</p> <p>DUE: TEAM PROJECT: Share Recommendations section by Friday with team members; Submit Recommendations section to instructor by Sunday no later than 11:59 p.m.</p>

13	Week of October 30	<p>Attendance Question of the Week</p> <p>Team Project: Begin Executive Summary. Share completed section by Friday; Make changes and submit by Sunday.</p> <p>Team Project: Begin Letter of Transmittal. Share completed section by Friday; Make changes and submit by Sunday.</p> <p>Review for Exam 2: Chapter 8, 10, 13, 14, 15, 16 – Chapter Review Quizzes (MH Connect)-- MANDATORY</p> <p>EXAM 2: Chapter 8, 10, 13, 14, 15, & 16 – Available beginning on Thursday due by Saturday</p>	<p>DUE: Attendance Question due by Wednesday no later than 11:59 p.m.</p> <p>DUE: Review Quizzes on ME Connect (due by Wednesday no later than 11:59 p.m.)—EARLY DEADLINE</p> <p>EXAM 2 will be taken online (individually); this exam will be timed for no longer than one hour (unless you have accommodations for extended time).</p> <p>DUE: TEAM PROJECT: Share Executive Summary section by Friday with team members; Submit Executive Summary section to instructor by Sunday no later than 11:59 p.m.</p> <p>DUE: TEAM PROJECT: Share Letter of Transmittal by Friday with team members; Submit Letter of Transmittal to instructor by Sunday no later than 11:59 p.m.</p>
14	Week of November 6	<p>TEAM WORK WEEK:</p> <p>No attendance questions; Work on Team Proposal and Presentation</p> <p>Team Project:</p> <ul style="list-style-type: none"> • Team Meeting (REQUIRED) • Revise Team Proposal Sections • Begin and/or Work on PowerPoint/Office Mix Slides • Create Q+A Slide for end of Presentation (each team member individually) • Begin and/or Work on Presentation Outline • Team Project Participation Check-In Survey 	<p>DUE: Team Project Participation Check-In no later than Sunday by 11:59 p.m.</p> <p>DUE: Team Meeting Screen Shot on Google Hangouts (or on campus face-to-face) in CourseDen no later than Sunday by 11:59 p.m.</p>
15	Week of November 13	<p>FINALIZE TEAM PROJECT:</p> <p>First Part of Week (by Wednesday): Finish recording slides (using either Office Mix or webcam); work on formatting and preparing the proposal and presentation</p> <p>Second Part of Week (by Sunday): Upload final presentations to Google Docs and submit other Team Project documents (See CourseDen)</p>	<p>DUE: TEAM PROJECT PROPOSAL + LETTER OF TRANSMITTAL due by Sunday no later than 11:59 p.m.</p> <p>DUE: TEAM PROJECT PROOFREADING SURVEY due by Sunday no later than 11:59 p.m.</p> <p>DUE: TEAM PROJECT PRESENTATION (Upload to Google Drive—See Video on CourseDen) due by Sunday no later than 11:59 p.m.</p> <p>DUE: TEAM PROJECT AGENDAS + MINUTES (minimum of three of each) due by Sunday no later than 11:59 p.m.</p> <p>DUE: TEAM PROJECT PRESENTATION OUTLINE due by Sunday no later than 11:59 p.m.</p>

	Week of November 20	THANKSGIVING BREAK	NO CLASS
16	Week of November 27	<p>WATCH + PARTICIPATE ALL TEAM PROJECTS:</p> <p>TEAM PROJECT: Instructor will upload videos to YouTube for your review and comments</p> <ul style="list-style-type: none"> • Comments on YouTube Team Project Presentations • Anonymous Peer Feedback Survey for each Team Project Presentation • Individual Video Critique • Team Project Reflection Survey 	<p>DUE: Team Project Participation: You will need to go view each team presentation and submit a positive comments on YouTube and complete a review survey for each team by Sunday no later than 11:59 p.m.</p> <p>DUE: Team Presentation Video Critique by Sunday no later than 11:59 p.m.</p> <p>DUE: Team Project Reflection Survey by Sunday no later than 11:59 p.m.</p>
17	Week of December 4 (FINALS WEEK)	<p>(OPTIONAL) FINAL EXAM</p> <p>NOTE: The Optional Final Exam will be required for any student who missed more than two (2) attendance questions or a letter grade will be lowered.</p> <p>(1/2 of questions from Exam 1 and 1/2 of questions from Exam 2)</p>	<p>DUE: (OPTIONAL) Final Exam no later than Wednesday by 11:59 p.m.</p>

****NOTE****

This **Tentative Course Schedule** (including assignments + due dates) is 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. IMPORTANT** – CourseDen contains this course’s most up-to-date information; therefore, if you have any questions about this syllabus, go to CourseDen first for more detailed information.