

ABED 3100 – BUSINESS COMMUNICATION

FALL 2018 – SECTION E01 (CRN: 80822)



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WOLF PACT

Protecting the integrity of a degree from the Richards College of Business at the University of West Georgia is the responsibility of the administration, faculty, staff, and students of the college. Our mission is “To become a globally recognized college of business preparing forward-thinking, responsible leaders.” Responsible leaders are ethical leaders, and this behavior begins in the classroom. One of our Strategic Goals is to demonstrate “...commitment to the principles of honesty and integrity in interactions and undertakings, [and] accountability for personal behavior...”. As such, we have developed the Wolf Pact in an effort to promote and maintain the highest standards of integrity, professional behavior, ethical actions, and personal conduct.

The purpose of this pact is to maintain that a degree from the Richards College of Business at the University of West Georgia is held in high regard by all internal and external constituents, and that a degree from the University of West Georgia is as meaningful in the future as it is today.

I have reviewed the information in this syllabus, and I agree to abide by the policies stated. I will conduct myself in accordance with the RCOB Wolf Pact to protect the integrity of my degree and all those others who receive a degree from the Richards College.

****SIGN THIS PACT VIA SURVEY IN COURSE DEN (AND SEE LINK BELOW)****

Here is the link (also complete on CourseDen):

https://westga.co1.qualtrics.com/jfe/form/SV_73Z8rAgwnSiIYVT

Signature: _____

917#: _____

Date: _____



INSTRUCTOR INFORMATION

NAME:

Dr. Webb - Susan Hall Webb, Ph.D.

OFFICE LOCATION:

Miller Hall 2314

OFFICE HOURS:

Google Hangout Office Hours: Monday through Thursday from 1:00 p.m. to 4:00 p.m. <http://bit.ly/2iLOpmP> (click on link to speak directly via video conference with professor) or by appointment (campus/phone/Google Hangout)

CONTACT INFORMATION:

Campus Office: 678.839.4841

Home Office: 404.490.1246

Email: swebb@westga.edu **

** Communication Preference: Please use swebb@westga.edu; do not use the email function in CourseDen.

COURSE INFORMATION

DESCRIPTION

Marketing ourselves, our workplace, and other aspects of our lives both personally and professionally is vital to establish credibility. To do so, effective communication is not only necessary but required. This course focuses on persuasive written and oral communication approaches related to writing, speaking, listening, business meetings, teamwork, and presentations in the workplace. Students will be participating in a *service learning* team project while strengthening their abilities to work collaboratively and constructively as a team. Further, students will demonstrate their ability to “market” themselves through (1) developing a well-thought out resume (writing/critical thinking), (2) a detailed-oriented and networked Linked In profile (writing/social media/technology), as well as (3) practice essential interviewing skills (speaking/articulation/problem solving) in order to capture their desired career. A major emphasis will be placed on...

1. developing written business correspondence (letters, memos, outlines, reports, e-mails, and resumes);
2. analyzing and interpreting appropriate communication approaches in the workplace;
3. demonstrating persuasive and attention-to-detail writing, speaking, and listening through various classroom activities, discussions, assignments and projects; and
4. strengthening their collaboration and teamworking skills related to business communication.

DELIVERY METHODS

Each week, you will need to go in and complete all the activities listed on CourseDen no later than **Sunday** by 11:59 p.m. except for the **ATTENDANCE QUESTION**, which is due each **Wednesday** no later than 11:59 p.m. *You should expect to spend the SAME amount of time online as you would in a class conducted on 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 this online class and manage your time wisely for other courses you may be enrolled in.

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). When working on the team project, it is expected and required that you arrange times to meet with your team members to collaborate on the various requirements of the project.

IMPORTANT – The assignments and activities listed on CourseDen “supersede” the dates and requirements found on this course syllabus. Therefore, your first location to see what is expected, due, and/or required is CourseDen on a weekly basis.

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.

LEARNING GOALS

Course Objectives Related to Learning Goals/Learning Outcomes (LG-BBA)

1. Students will effectively incorporate technology to produce high-quality professional documents (LG1; LO1)
2. Students will make a professional presentation (LG1; LO2)
3. Students will effectively use a presentation program (LG3; LO3)
4. 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:

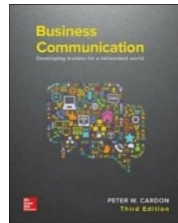
1. Develop communication skills essential for career advancement
2. Demonstrate writing techniques using problem-solving activities
3. Develop critical skills of brainstorming, researching, drafting, revising, editing, proofreading, and formatting various business documents
4. Display oral communication 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>

TEXTBOOKS AND MATERIALS

REQUIRED TEXTBOOKS

McGraw-Hill Connect & Smart Book (ELECTRONIC): Cardon, Peter. (2018).
Business Communication: Developing Leaders for a Networked World. 3rd Edition.
McGraw-Hill Education. ISBN: 1260580989 (NEED ELECTRONIC ACCESS TO TEXT
& RESOURCES)



Connect Access Card for Business Communication

List Price: \$80.00 (register for your e-text and e-resources on CourseDen) NOTE:
If needed, a two-week courtesy period is offered to all students through MH
Connect.

OTHER REQUIREMENTS

Microsoft Office 365 (Upload for FREE from www.westga.edu/its)

Microsoft PowerPoint 2016 (Provided FREE through Microsoft Office 365 from
www.westga.edu/its)

Webcam for Google Hangouts and Video Presentations

COURSE POLICIES

Attend class. The attendance policy is strict since 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 email and/or phone 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 rationale in writing by emailing me a photo of the documentation along with an 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. **NOTE:** Students will be required to upload Microsoft Office 365 from the University of West Georgia Student Information Technology Services website (westga.edu/sits). This version of the Microsoft Office Software Suite is FREE to all registered students.

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 below to see examples of the **minimum** dress requirements. Do **NOT** wear any hats or garments that hide any part of your face; do not chew gum.



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).

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.**

ASSIGNMENTS

The following assignments will measure your understanding of and ability to apply course concepts to accomplish the learning objectives established. Assignments that are to be completed individually are to be completed 100 percent on your own and without assistance from others.

PARTICIPATION:

Attendance Questions (individual)	110 points
LearnSmart Chapters & Practice Questions	130 points
Activities + Assignments	370 points
Team Project: Discussion Boards + Assignment Boxes	190 points
Total:	800 points (32% of total grade)

TEAM PROJECT:

Recommendations Proposal (team)	340 points
Section Draft(s) for Team Members (individual)	50 points
Proposal + Presentation Proofreading Sheet (individual)	10 points
Presentation with Slide Recordings (individual)	100 points
Recommendations Proposal Presentation (individual/team)	100 points
Presentation Outline (team)	25 points
Presentation Participation (YouTube Post + Peer Review)	50 points
Team Meeting Minutes + Agendas (team)	45 points
Presentation Video Critique (individual)	25 points
Team Project Reflection Survey (individual)	25 points
Total:	770 points (30% of total grade)

INDIVIDUAL PROJECT:

Job Search Posting, Reflection & Salary	50 points
Job Search Documents—Resume	200 points
Job Search Documents—LinkedIn	200 points
Total:	450 points (18% of total grade)

COURSE ASSESSMENTS:

LearnSmart Achieve (Grammar/Mechanics)	100 points
Chapter Review Quizzes	110 points
Exam 1 (Chapters 1, 2, 3, 5, 6)	100 points
Exam 2 (Chapters 8, 10, 13, 14, 15 + 16)	100 points
AACSB Project: Business Communication Report	100 points
Total:	510 points (20% of total grade)
Final Exam (OPTIONAL)	(50 points)

TOTAL POINTS/PERCENTAGE: 2,530 points = 100%

GRADING

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 –

COURSE CALENDAR

This is a tentative calendar of assignments and due dates. Please refer to CourseDen for the accurate daily calendar (due dates are listed by **CHECKLIST** and under **CONTENT**).

WEEK 1, 8.15.18 – 8.19.18

ACTIVITIES:

- Sign up for Remind.com
- Class Orientation Video + Quiz
- 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

DUE:

DUE BY SUNDAY NO LATER THAN 11:59 P.M.:

- Registering for McGraw-Hill Connect
- New Student Information Survey
- Sign up for Remind.com
- Photo Upload to CourseDen & UWG Gmail
- Personality Quiz & Reflection Survey
- Business Communication Pre-Assessment Survey

WEEK 2, 8.20.18 -- 8.26.18

ATTENDANCE + ACTIVITIES:

- Attendance Question of the Week (**DUE BY WEDNESDAY**) - **REQUIRED; IF NOT, CONSIDERED ABSENT**
- Creating an Introduction Video on MH Connect about your personality qualities and teamwork skills (see CourseDen for specific instructions) – Complete by **Wednesday** no later than 11:59 p.m.
- Watching + Peer Reviewing Video Introductions from other class members on MH Connect – Complete between **Thursday – Sunday** no later than 11:59 p.m.

READING + ACTIVITIES:

- **Chapter 1:** Establishing Credibility (**ACTIVITIES:** Practice Questions, Credibility for a Young Manager, Case Study on Credibility)

DUE:

WEDNESDAY NO LATER THAN 11:59 P.M.:

- Attendance Question of the Week
- Introduction Video on MH Connect – **EARLIER DEADLINE**

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M.:

- Peer Review of Video Introductions on MH Connect
- Chapter 1: LearnSmart Reading/Questions; Interactive Activities (See MH Connect)

WEEK 3, 8.27.18 – 9.2.18

ATTENDANCE + ACTIVITIES:

- Attendance Question of the Week (**REQUIRED; IF NOT, ABSENT**)
- Registering for *Grammarly.com*

READINGS + ACTIVITIES:

- **Chapter 2:** Interpersonal Communication & Emotional Intelligence (**ACTIVITIES:** Practice Questions, 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)

ACHIEVE:

- Introduction to LearnSmart Achieve: Pronouns + Pronoun Reference (see MH Connect)

DUE:

DUE **WEDNESDAY** NO LATER THAN 11:59 P.M.:

- Attendance Question of the Week

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M.:

- Chapter 2: LearnSmart Reading/Questions; Interactive Activities (See MH Connect)
- Chapter 3: LearnSmart Reading/Questions; Interactive Activities (See MH Connect)
- Submit Screenshot in Assignment Box of Grammarly.com Profile
- LearnSmart Achieve: Pronouns + Pronoun Reference

WEEK 4, 9.3.18 – 9.9.18

ATTENDANCE + ACTIVITIES:

- Attendance Question of the Week (**REQUIRED; IF NOT, ABSENT**)
- Videos + Expectations of Team Project—**Recommendations Proposal + Presentation**

TEAM PROJECT:

- **Discussion Board:** Meet Your Team (you'll be given team members names and email addresses) – **EARLIER DEADLINE**
- **Discussion Board:** Ideas for Team Policies + Expectations
- **Discussion Board:** Ideas for Team Project Department or Organization

ACHIEVE:

- Pronoun-Antecedent Agreement + Parallelism

DUE:

DUE **WEDNESDAY** NO LATER THAN 11:59 P.M.:

- Attendance Question of the Day

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M.:

- Complete ALL Discussion Boards: Meet Your Team + Ideas for Team Policies and Expectations
- Determine a day/time next week for a Team Meeting to discuss: (1) Department or Organization for the Team Project and (2) Selecting the Team Policies for the Project.
- LEARN SMART ACHIEVE assignments (See MH Connect)

WEEK 5, 9.10.18 – 9.16.18

ATTENDANCE + ACTIVITIES:

- Attendance Question of the Week (**REQUIRED; IF NOT, ABSENT**)

READINGS + ACTIVITIES:

- **Chapter 5:** Creating Effective Business Messages (**ACTIVITIES:** Practice Questions, Self-Assessment of Your Writing, Case Study for Logic, Using Different Voices in Business Messages)
- **Chapter 6:** Improving Readability with Style & Design (**ACTIVITIES:** Practice Questions, Using Active and Passive Voice, Identifying Active versus Passive Sentences, Parallelism in Sentences, Evaluating Writing Styles)

TEAM PROJECT:

- Determine the Team's Selection of Department or Organization
- Finalize and Submit Team's Policies and Expectations
- **MANDATORY + REQUIRED: Team Meeting:** Screen Shot in Google Hangouts + Discuss and Select Team Policies and Discuss and Select a UWG Department or Organization

DUE:

DUE **WEDNESDAY** NO LATER THAN 11:59 P.M.:

- Attendance Question of the Week

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M.:

- Chapter 5: LearnSmart Reading/Questions; Interactive Activities (See MH Connect)
- Chapter 6: LearnSmart Reading/Questions; Interactive Activities (See MH Connect)
- Team Project: Selection of Department/Organization using Dropbox and Team Policies (**NOTE:** Only one member submits from each team)
- Team Project: Screenshot of Team Meeting on Google Hangouts (**NOTE:** Only one member submits from each team)

WEEK 6, 9.17.18 – 9.23.18

ATTENDANCE + ACTIVITIES:

- Attendance Question of the Week (**REQUIRED; IF NOT, ABSENT**)
- Review for Exam 1: Chapter 1, 2, 3, 5, & 6 – Chapter Review Quizzes (MH Connect)—**MANDATORY**
- Survey: Expectations about Your Employment Preferences, Outlook, and Skills
- Two-Minute Speech: Employment + Technology Skills Speech (on MH Connect)

EXAM 1:

- Chapter 1, 2, 3, 5 & 6 – Available beginning on Thursday due by Sunday

DUE:

DUE **WEDNESDAY** NO LATER THAN 11:59 P.M.:

- Attendance Question of the Week
- Review Quizzes on ME Connect - **EARLY DEADLINE**

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M.:

- Exam 1: Chapters 1, 2, 3, 5 & 6 (Begin on Thursday)
- Survey: Your Employment Preferences, Outlook, and Skills
- Two-Minute Speech: Employment + Technology Skills (on MH Connect)

WEEK 7, 9.24.18 – 9.30.18

ATTENDANCE + ACTIVITIES:

- Attendance Question of the Week (**REQUIRED; IF NOT, ABSENT**)

READINGS + ACTIVITIES:

- **Chapter 7:** Email and Other Traditional Tools for Business Communication (**ACTIVITIES:** Practice Questions)
- **Chapter 10:** Persuasive Messages (**ACTIVITIES:** Practice Questions)
- **Chapter 16:** Employment Communications (**ACTIVITIES:** Practice Questions – NOTE: Longer than usual chapter and practice questions – 20 points)

TEAM PROJECT:

- Discuss + Submit Team Responsibility Worksheet
- Discussion Board: Creating a name, logo, & slogan for your Consulting Company (Must review all student ideas by the end of the week – share with your team members)

ACHIEVE:

- Run-On Sentences and Comma Splices + Numbers **DUE:**

DUE:

DUE **WEDNESDAY** NO LATER THAN 11:59 P.M.:

- Attendance Question of the Week

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M.:

- Chapter 7: LearnSmart Reading/Questions (See MH Connect)
- Chapter 10: LearnSmart Reading/Questions (See MH Connect)
- Chapter 16: LearnSmart Reading/Questions (See MH Connect)
- Assignment Box: Submit Team Responsibility Worksheet (only one team member needs to submit – must be typed and complete)
- Discussion Board: Ideas for Consulting Company (name, logo, and slogan)--Individual
- LearnSmart Achieve Assignments (See MH Connect)

WEEK 8, 10.1.18 – 10.7.18

ATTENDANCE + ACTIVITIES:

- Attendance Question of the Week (**REQUIRED; IF NOT, ABSENT**)
- Introduction to **JOB SEARCH PROJECT** – Developing an Effective Linked-In Profile + Resume
- Interview Stream Activity

READING + ACTIVITIES:

- **Chapter 16** (continued): **ACTIVITIES:** Effective Resume Statements, Telling Success Stories, Video Cases of Interviews—Part 1, Video Cases of Interviews—Part 2

ACHIEVE:

- Faulty Comparisons + Sentence Types

DUE:

DUE **WEDNESDAY** NO LATER THAN 11:59 P.M.:

- Attendance Question of the Week

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M.:

- Chapter 16: Interactive Activities (See MH Connect)
- LearnSmart Achieve Assignments (See MH Connect)
- Assignment Box: Interview Stream

WEEK 9, 10.8.18 – 10.14.18

ATTENDANCE + ACTIVITIES:

- Attendance Question of the Week (**Jobipedia**—CourseDen) (**REQUIRED; IF NOT, ABSENT**)
- **Part 1:** Job Search Project - Finding a Job Posting and Salary Requirements
- **Part 2:** Creating Your Perfect Resume—See CourseDen (**MUST USE PROVIDED TEMPLATE—EVEN IF YOU ALREADY HAVE A RESUME**)
- **Part 3:** Developing an Effective Linked In Profile—See CourseDen (**MUST FOLLOW ALL DIRECTIONS + CRITERIA—EVEN IF YOU ALREADY HAVE A LINKED IN PROFILE**)

DUE:

DUE **WEDNESDAY** NO LATER THAN 11:59 P.M.: Attendance Question of the Week (Jobipedia)

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M.:

- **JOB SEARCH PROJECT**--Part I (Job Posting, Job Reflection, & Salary Search)
- **JOB SEARCH PROJECT**—Part II (Resume)
- **JOB SEARCH PROJECT**—Part III (Linked In)

WEEK 10, 10.15.18 – 10.21.18

ATTENDANCE + ACTIVITIES:

- Attendance Question of the Week (**REQUIRED; IF NOT, ABSENT**)
- AACSB Project: Business Communication Report (directions, examples, and details) – **NOT DUE UNTIL WEEK 13 (11.11.18).**

READING + ACTIVITIES:

- **Chapter 13:** Completing Business Proposals and Planning for Business Reports (**ACTIVITIES:** Practice Questions, Ensuring Recommendations, Distinguishing Information on Proposals)

TEAM PROJECT:

- **Discussion Board** — Researching Your Department or Organization
- **Discussion Board** -- Ideas for your Company Background
- **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.

ACHIEVE:

- Semicolons + Dangling and Misplaced Modifiers

DUE:

DUE **WEDNESDAY** NO LATER THAN 11:59 P.M.:

- Attendance Question of the Week

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M.:

- Team minutes from meeting. (see CourseDen for template)
- **TEAM PROJECT:** Share **Company Background** section by Friday with team members; Submit **Company Background** section to instructor by Sunday.
- LEARN SMART ACHIEVE assignments (See MH Connect)
- Chapter 13: LearnSmart Reading/Questions; Interactive Activities (See MH Connect)

WEEK 11, 10.22.18 – 10.28.18

ATTENDANCE + ACTIVITIES:

- Attendance Question of the Week (**REQUIRED; IF NOT, ABSENT**)

READING + ACTIVITIES:

- **Chapter 8:** Social Media for Business Communication (**ACTIVITIES:** Practice Questions)
- **Chapter 14:** Planning Presentations (**ACTIVITIES:** Practice Questions, Audience Analysis; Planning a Presentation)

TEAM PROJECT:

- Team Meeting (in person or through Google Hangouts)—**REQUIRED (send picture of meeting in CourseDen)**
- **Discussion Board** – Ideas for Statement of Need
- **Discussion Board** – Ideas for Internal Communication
- **Discussion Board** – Ideas for External Communication
- Begin **Statement of Need**. Share completed section by Friday; Make changes and submit by Sunday.
- Begin **Internal Communication**. Share completed section by Friday; Make changes and submit by Sunday.
- Begin **External Communication**. Share completed section by Friday; Make changes and submit by Sunday.

DUE:

DUE **WEDNESDAY** NO LATER THAN 11:59 P.M.:

- Attendance Question of the Week
- **EARLIER DEADLINE** – **Discussion Boards:** Statement of Need, Internal Communication, External Communication

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M

- Chapter 8: LearnSmart Reading/Questions; Interactive Activities (See MH Connect)
- Chapter 14: LearnSmart Reading/Questions; Interactive Activities (See MH Connect)
- Submit Screenshot or Photo on Google Hangouts of Team Meeting.
- **TEAM PROJECT:** Share **Statement of Need** section by Friday with team members; Submit **Statement of Need** section to instructor by Sunday.
- **TEAM PROJECT:** Share **Internal Communication** section by Friday with team members; Submit **Internal Communication** section to instructor by Sunday.
- **TEAM PROJECT:** Share **External Communication** section by Friday with team members; Submit **External Communication** section to instructor by Sunday.

WEEK 12, 10.29.18 – 11.4.18

ATTENDANCE + ACTIVITIES:

- Attendance Question of the Week (**REQUIRED; IF NOT, ABSENT**)

READING + ACTIVITIES:

- **Chapter 15:** Delivering Presentations (**ACTIVITIES:** Practice Questions, Focus of Your Presentation; Fielding Questions During Presentations; Test Slide Recordings with PowerPoint)
- **Video**—Delivering Persuasive Presentations (including quiz on video found in CourseDen)
- **Activity**—Slide Recording Practice for Presentations
- **Activity** – Collecting Images for Team Presentation Slides

TEAM PROJECT:

- **Discussion Board** – Ideas for Recommendations
- Begin **Recommendations**. Share completed section by Friday; Make changes and submit by Sunday.

DUE:

DUE **WEDNESDAY** NO LATER THAN 11:59 P.M.:

- Attendance Question

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M

- Chapter 15: Delivering Presentations (reading, practice questions + activities).
- **Persuasive Presentation Quiz** (on CourseDen).
- **Activity**—Slide Recording Practice
- **Activity** – Collecting Images for Team Presentation Slides
- **TEAM PROJECT:** Share **Recommendations** section by Friday with team members; Submit **Recommendations** section to instructor.

WEEK 13, 11.5.18 – 11.11.18

ATTENDANCE + ACTIVITIES:

- Attendance Question of the Week (**REQUIRED; IF NOT, ABSENT**)
- **Review for Exam 2:** Chapter 8, 10, 13, 14, 15, 16 – Chapter Review Quizzes (MH Connect)—**MANDATORY**
- AACSB Project: Business Communication Report (Due Sunday; *See Week 10 for Directions + Details*)

TEAM PROJECT:

- **Team Project:** Begin **Executive Summary**. Share completed section by Friday; Make changes and submit by Sunday.
- **Team Project:** Begin **Letter of Transmittal**. Share completed section by Friday; Make changes and submit by Sunday.

EXAM:

- **EXAM 2:** Chapter 8, 10, 13, 14, 15, & 16 – Available beginning on Thursday due by Sunday

DUE:

DUE **WEDNESDAY** NO LATER THAN 11:59 P.M.:

- Attendance Question
- Review Quizzes on ME Connect -- **EARLY DEADLINE**

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M

- **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).**
- **TEAM PROJECT:** Share **Executive Summary** section by Friday with team members; Submit **Executive Summary** section to instructor.
- **TEAM PROJECT:** Share **Letter of Transmittal** by Friday with team members; Submit **Letter of Transmittal** to instructor.
- **AACSB PROJECT:** Submit Business Communication Report on CourseDen.

WEEK 14, 11.12.18 – 11.18.18

TEAM WORK WEEK:

- No Attendance Question; Work on Team Proposal and Presentation

Team Project:

- Team Meeting (**REQUIRED**)

- Complete Remaining Proposal Sections (No Drafts Due): **Cover Page, Table of Contents, Funding Requirements (optional), Conclusion, References**
- Revise Team Proposal Sections
- Begin and/or Work on Slide Images and Slide Recordings in PowerPoint
- Create Q+A Slide for end of Presentation (**each team member individually**)
- Begin and/or Work on Final Team Presentation Outline (upload template to Google Docs)
- Team Project Participation Check-In Survey

DUE:

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M

- Team Project Participation Check-In Survey
- Team Meeting Screen Shot on Google Hangouts (or on campus face-to-face) in CourseDen.

WEEK 15, 11.19.18 – 11.25.18

THANKSGIVING BREAK

WEEK 16, 11.26.18 – 12.2.18

FINALIZE TEAM PROJECT:

- **First Part of Week (by Wednesday):** Finish recording slides (ALL slides must have a recording + images + text); work on formatting and preparing the proposal and presentation
- **Second Part of Week (by Sunday):** Upload final presentations to Google Drive and submit other Team Project documents in CourseDen

DUE: DUE BY **SUNDAY** NO LATER THAN 11:59 P.M

- **TEAM PROJECT PROPOSAL + LETTER OF TRANSMITTAL**
- **TEAM PROJECT PROOFREADING SURVEY**
- **TEAM PROJECT PRESENTATION (Upload to Google Drive—See Video on CourseDen).**
- **TEAM PROJECT AGENDAS + MINUTES** (minimum of three of each).
- **TEAM PROJECT PRESENTATION OUTLINE**

WEEK 17, 12.3.18 – 12.9.18

ATTENDANCE + ACTIVITIES:

- Watch + Participate All Team Projects
- Communication Post-Assessment Survey (follow-up to Communication Pre-Assessment at the beginning of the semester)

TEAM PROJECT:

NOTE: Instructor will upload team presentation videos to YouTube for your review and comments

- Comments on YouTube Team Project Presentations
- Anonymous Peer Feedback Survey for each Team Project Presentation
- Individual Video Critique
- Team Project Reflection Survey

DUE:

DUE BY **SUNDAY** NO LATER THAN 11:59 P.M

- **Team Project Participation:** You will need to go view each team presentation and submit positive comments on YouTube and complete a review survey for each team.
- Team Presentation Video Critique.
- Team Project Reflection Survey.
- Communication Post-Assessment Survey.

FINAL EXAM, 12.10.18 – 12.12.18

(OPTIONAL) FINAL EXAM

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.

(1/2 of questions from **Exam 1** and 1/2 of questions from **Exam 2**)

DUE:

DUE **WEDNESDAY** NO LATER THAN 11:59 P.M.:

- (OPTIONAL) **Final Exam**
- (OPTIONAL) **MH Connect BONUS LearnSmart Achieve Assignments**

UNIVERSITY-WIDE SYLLABUS INFORMATION:

Please review the "[Common Language for Course Syllabi](#)" for university-wide updates. Even if you have read it before, the most current information is maintained at this site.

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): Due to the summer course, for approximately four weeks (each day = 17 days total), students in this class will generally spend 135 minutes (2.25 hours) with direct faculty instruction (either face-to-face or online) and work about 72 minutes outside of the classroom each day (or 360 minutes per week/5 days). 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.

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.