Course Syllabus

Instructor: Dr. Diana Green, EH 378, 626-6821, digreen@weber.edu


Course Description: (See University catalog) Application of oral and written communication, including diversity and international aspects of communication. Prerequisite: English 2010 or equivalent.

Course Learning Outcomes: Upon completion of this course, students will (at the grading level provided below) be able to

Demonstrate their ability to use correct grammar.
Demonstrate their ability to use effective oral communication skills through
  Participating in class and group discussion.
  Presenting individual and group business reports in oral format.
Demonstrate their ability to produce appropriate written communications through
  Letters, memos, and job search materials.
  Formal and informal reports.
  In-class assignments.
  Editing and critiquing written documents.
  Identify and utilize diversity aspects of business communication.
  Identify and utilize international aspects of business communication.

Grading: The final grade for this course is based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93% - 100%</td>
</tr>
<tr>
<td>B+</td>
<td>87% - 89%</td>
</tr>
<tr>
<td>C+</td>
<td>77% - 79%</td>
</tr>
<tr>
<td>D+</td>
<td>67% - 69%</td>
</tr>
<tr>
<td>A-</td>
<td>90% - 92%</td>
</tr>
<tr>
<td>B</td>
<td>83% - 86%</td>
</tr>
<tr>
<td>C</td>
<td>73% - 76%</td>
</tr>
<tr>
<td>D</td>
<td>63% - 66%</td>
</tr>
<tr>
<td>B-</td>
<td>80% - 82%</td>
</tr>
<tr>
<td>C-</td>
<td>70% - 72%</td>
</tr>
<tr>
<td>D-</td>
<td>60% - 62%</td>
</tr>
</tbody>
</table>

Assignments 35%
Formal Report Project 25%
Grammar Pretest, Posttest, and Grammar Quizzes 10%
Textbook Exams 30%
Total 100%

Notes:
All assignments are to be keyboarded in a professional manner and will be graded on content, organization, completeness, grammar, punctuation, and spelling.

Late assignments will receive a 10% deduction for each day late up to a week. After one week, no assignments will be accepted. No late tests may be taken unless a student has extenuating circumstances such as a car accident or hospital emergency. Notification to the instructor must be made within 24
hours of scheduled test date. Late tests that have instructor approval are subject to a 20% late penalty and must be completed within one week of scheduled test date.

The last day to withdraw from this class is **November 8, 2016**.

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Service Center. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary.

NMT policy dictates that any verifiable evidence of student academic cheating, as defined and determined by the instructor, will result in: (1) an automatic failing grade for the class and (2) a report to the Dean of Students that will include the student's name and a description of the student's dishonest conduct. You will be subject to academic discipline including the imposition of University sanctions. A description of cheating and possible sanctions is found in the WSU Student Code available on the WSU home page, at the office of the Vice President for Student Services, and at the WSUSA Office.

### Assignments Summary:

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat Sep 3, 2016</td>
<td><img src="https://weber.instructure.com/courses/407455/assignments/2886295" alt="Chapter 1 Quiz" /></td>
<td>11:59pm</td>
</tr>
<tr>
<td></td>
<td><img src="https://weber.instructure.com/courses/407455/assignments/2886328" alt="Self Introduction using GoReact" /></td>
<td>11:59pm</td>
</tr>
<tr>
<td>Mon Sep 5, 2016</td>
<td><img src="https://weber.instructure.com/courses/407455/assignments/2886286" alt="Chapter 2 Quiz" /></td>
<td>11:59pm</td>
</tr>
<tr>
<td>Wed Sep 7, 2016</td>
<td><img src="https://weber.instructure.com/courses/407455/assignments/2886291" alt="Sentence Basics - Sentence Structure" /></td>
<td>11:59pm</td>
</tr>
<tr>
<td>Sat Sep 10, 2016</td>
<td><img src="https://weber.instructure.com/courses/407455/assignments/2886304" alt="Chapter 2 Outlining Activity" /></td>
<td>11:59pm</td>
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<tr>
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<td><img src="https://weber.instructure.com/courses/407455/assignments/2886321" alt="Personal Attribute Assign" /></td>
<td>11:59pm</td>
</tr>
<tr>
<td>Mon Sep 12, 2016</td>
<td><img src="https://weber.instructure.com/courses/407455/assignments/2886288" alt="Chapter 3 Quiz" /></td>
<td>11:59pm</td>
</tr>
<tr>
<td>Wed Sep 14, 2016</td>
<td><img src="https://weber.instructure.com/courses/407455/assignments/2886297" alt="Sentence Basics - Case Quiz" /></td>
<td>11:59pm</td>
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<td></td>
<td><img src="https://weber.instructure.com/courses/407455/assignments/2886298" alt="Sentence Basics - Punctuation Quiz" /></td>
<td>11:59pm</td>
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<tr>
<td>Sat Sep 17, 2016</td>
<td><img src="https://weber.instructure.com/courses/407455/assignments/2886305" alt="Chapter 3 Writing Activity" /></td>
<td>11:59pm</td>
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<td></td>
<td><img src="https://weber.instructure.com/courses/407455/assignments/2886327" alt="Routine Message using Email format" /></td>
<td>11:59pm</td>
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<tr>
<td>Mon Sep 19, 2016</td>
<td><img src="https://weber.instructure.com/courses/407455/assignments/2886280" alt="Chapter 4 Quiz" /></td>
<td>11:59pm</td>
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<tr>
<td>Wed Sep 21, 2016</td>
<td><img src="https://weber.instructure.com/courses/407455/assignments/2886293" alt="Sentence Basics - Agreement and Reference Quiz" /></td>
<td>11:59pm</td>
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<td><img src="https://weber.instructure.com/courses/407455/assignments/2886299" alt="Sentence Basics - Capitalization Quiz" /></td>
<td>11:59pm</td>
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</tbody>
</table>
Sat Sep 24, 2016
- Persuasive Message using Letter format (due by 11:59pm)
- Review of Routine Email Message Eval Sheet and Doc (due by 11:59pm)

Mon Sep 26, 2016
- Chapter 5 Quiz (due by 11:59pm)

Wed Sep 28, 2016
- Sentence Basics - Numbers Quiz (due by 11:59pm)
- Sentence Basics - Tense Quiz (due by 11:59pm)

Sat Oct 1, 2016
- Exam 1 (due by 11:59pm)
- Review of Persuasive Letter and Evaluation Sheet (due by 11:59pm)

Mon Oct 3, 2016
- Chapter 6 Quiz (due by 11:59pm)

Wed Oct 5, 2016
- Sentence Basics - Language Quiz (due by 11:59pm)
- Sentence Basics - Length Quiz (due by 11:59pm)

Sat Oct 8, 2016
- Bad News Message using Memo style (due by 11:59pm)
- Sentence Basics Pretest (due by 11:59pm)

Mon Oct 10, 2016
- Chapter 7 Quiz (due by 11:59pm)

Sat Oct 15, 2016
- Cover Letter and Job Announcement (due by 11:59pm)
- Human Resource Director Visit (due by 11:59pm)
- Mock Interview w/Resume (due by 11:59pm)
- Resume (due by 11:59pm)

Mon Oct 17, 2016
- Chapter 8 Quiz (due by 11:30am)

Wed Oct 19, 2016
- Team Report instructions (due by 11:59pm)

Fri Oct 21, 2016
- Fall Break (12am)

Mon Oct 24, 2016
- Chapter 9 Quiz (due by 12:59am)
Sat Oct 29, 2016
- **International Team Proposal**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886319)
due by 11:59pm

- **Staff Mtg Agenda and Minutes 1**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886329)
due by 11:59pm

Mon Oct 31, 2016
- **Chapter 10 Quiz**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886287)
due by 11:59pm

Sat Nov 5, 2016
- **Exam 2**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886308)
due by 11:59pm

- **Staff Mtg Agenda and Minutes 2**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886330)
due by 11:59pm

Mon Nov 7, 2016
- **Chapter 11 Quiz**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886290)
due by 11:59pm

Sat Nov 12, 2016
- **FR Proposal Assign**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886313)
due by 11:59pm

- **Team Flyer**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886332)
due by 11:59pm

- **Team Oral Presentation**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886333)
due by 11:59pm

- **Team Written Report**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886336)
due by 11:59pm

Mon Nov 14, 2016
- **Team Oral Presentations 2 & 3**
  [Link](https://weber.instructure.com/calendar?event_id=729078&include_contexts=course_407455)
due by 11:59pm

- **Chapter 12 Quiz**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886285)
due by 11:59pm

Wed Nov 16, 2016
- **Team Oral Presentation 4 & 5**
  [Link](https://weber.instructure.com/calendar?event_id=729077&include_contexts=course_407455)
due by 11:59pm

Sat Nov 19, 2016
- **FR Traditional Outline**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886314)
due by 11:59pm

- **Rough Draft FR Questionnaire**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886326)
due by 11:59pm

- **Team Eval Oral Presentation**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886331)
due by 11:59pm

Thu Nov 24, 2016
- **Thanksgiving Holiday**
  [Link](https://weber.instructure.com/calendar?event_id=729076&include_contexts=course_407455)
due by 11:59pm

Fri Nov 25, 2016
- **Thanksgiving Holiday**
  [Link](https://weber.instructure.com/calendar?event_id=729075&include_contexts=course_407455)
due by 11:59pm

Sat Nov 26, 2016
- **FR Completed Questionnaire with Interview**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886310)
due by 11:59pm

- **Team Participation Eval**
  [Link](https://weber.instructure.com/courses/407455/assignments/2886334)
due by 11:59pm
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
<th>Due Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat Dec 3, 2016</td>
<td>FR Oral Presentation 1 (<a href="https://weber.instructure.com/calendar?event_id=729070&amp;include_contexts=course_407455">https://weber.instructure.com/calendar?event_id=729070&amp;include_contexts=course_407455</a>)</td>
<td>12am</td>
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<td></td>
<td>Exam 3 (<a href="https://weber.instructure.com/courses/407455/assignments/2886309">https://weber.instructure.com/courses/407455/assignments/2886309</a>)</td>
<td>due by 11:59pm</td>
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<tr>
<td></td>
<td>FR Written Report (<a href="https://weber.instructure.com/courses/407455/assignments/2886315">https://weber.instructure.com/courses/407455/assignments/2886315</a>)</td>
<td>due by 11:59pm</td>
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<tr>
<td>Mon Dec 5, 2016</td>
<td>FR Oral Presentation 2 (<a href="https://weber.instructure.com/courses/407455/assignments/2886311">https://weber.instructure.com/courses/407455/assignments/2886311</a>)</td>
<td>due by 11:59pm</td>
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<tr>
<td>Wed Dec 7, 2016</td>
<td>FR Oral Presentation 3 (<a href="https://weber.instructure.com/calendar?event_id=729074&amp;include_contexts=course_407455">https://weber.instructure.com/calendar?event_id=729074&amp;include_contexts=course_407455</a>)</td>
<td>12am</td>
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<tr>
<td>Fri Dec 9, 2016</td>
<td>FR Oral Presentation 4 (<a href="https://weber.instructure.com/calendar?event_id=729073&amp;include_contexts=course_407455">https://weber.instructure.com/calendar?event_id=729073&amp;include_contexts=course_407455</a>)</td>
<td>12am</td>
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<tr>
<td>Mon Dec 12, 2016</td>
<td>Grammar Posttest (<a href="https://weber.instructure.com/calendar?event_id=729072&amp;include_contexts=course_407455">https://weber.instructure.com/calendar?event_id=729072&amp;include_contexts=course_407455</a>)</td>
<td>12am</td>
</tr>
<tr>
<td>Tue Dec 13, 2016</td>
<td>Grammar Posttest (<a href="https://weber.instructure.com/calendar?event_id=729071&amp;include_contexts=course_407455">https://weber.instructure.com/calendar?event_id=729071&amp;include_contexts=course_407455</a>)</td>
<td>12am</td>
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