## NET 3250 Business Communication Online Schedule/ Syllabus—SPRING 2017

Instructor, Rolayne Day

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Use Canvas for grading and course information; however, the grade book does not necessarily reflect your final grade. A course calendar is available on the Canvas Web page. The schedule at the end of this syllabus is provided as a guide only and is subject to change. **You can also use the assignment deadlines at the end of the syllabus to know what to complete and when.**

**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

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

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| **LATE ASSIGNMENTS are subject to a 10% PER DAY late penalty and must be completed within six days of the deadline.** **No late tests may be taken after the deadline** 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.** |

**CHAPTER QUIZZES (5 percent)**

All 12 chapters in the text have a corresponding chapter quiz in Canvas. You have only one opportunity to do the quiz; however, you may use your textbook while you complete the quiz.

**ASSIGNMENTS (20 %): Assignments should be completed using word processing software and saved in Microsoft Word format (.doc or .docx extensions). Assignments should be neatly typed, use proper grammar and punctuation, and include your name and the assignment name. Each part of the assignment should be accurately labeled.**

**Chapter Exercises/Assignments and Discussions**

These are exercises and for some of the earlier chapters and discussions pertaining to communication.

**Employment**

You will compose an application/cover letter and resume as well as do an exercise on interviewing.

**Messages**

You will write messages in persuasive and bad news styles using letter, memorandum, and email formats.

**FINAL/GRAMMAR EXAM—Grammar and Punctuation (10 percent)**

This part includes the final exam, which is based upon the sentence basics in the appendix of your text (8%).  You will also complete quizzes and assignments on the NoRedInk.com Web site. (2%):

* Sentence structure
* Punctuation
* Case
* Agreement
* Tense
* Numbers
* Capitalization
* Language
* Length

The grammar PreTest should be taken on the NoRedInk.com Web site. There will also be several exercises on that site to help you learn the information that is in Appendix A of your textbook. Although these are only 2 percent of your grade, you will find them very helpful in learning the grammar and punctuation rules you will need for your written assignments as well as for the final grammar and punctuation exam.

**FORMAL REPORT (25 percent)**

The major assignment for this course is the formal report that includes a written as well as an oral component. The complete description is in the formal report assignment in Canvas.

**SLIDE REPORT (10 percent)**

This assignment is another report in slide style (see the slide report assignment for complete instructions.)

**EXAMS (30 percent)**

You have three exams on the chapter content that are closed-book exams. Each exam consists of multiple choice questions that are randomly selected from a database of questions. Each exam also includes short essay questions (one or two paragraphs) on each chapter. These exams will be taken in a Weber State University Approved Testing Center. The three exams and corresponding chapters are listed below:

* Exam 1 (Chapters 1, 2, 3, and 4)
* Exam 2 (Chapters 5, 6, 7, and 8)
* Exam 3 (Chapters 9, 10, 11, and 12)

**Grading**

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

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|     93% - 100 % = A     90% - 92 % = A-    87% - 89% = B+        83% - 86% = B    80% - 82% = B-      77% - 79% = C+ |      73% - 76% = C     70% - 72% = C-    67% - 69% = D+    63% - 66% = D    60% - 62% = D- |

**Notes**

All assignments are to be keyboarded in a professional manner and will be graded on content, organization, completeness, grammar, punctuation, and spelling. Use the following file formats: .docx, .doc, or .pdf. Assignments will be released as we progress through the semester.

Any student requiring accommodations or services because of 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.

Students are expected to complete their own work. If you are caught cheating in this course, 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.