

# Course Syllabus

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## Syllabus Spring 2017

Instructor: Lori Drake

- [ldrake@weber.edu](mailto:ldrake@weber.edu)

Office Hours:

- Before and after class each week
- Available through email

Use Canvas for grading and course information; however, the gradebook does not necessarily reflect your final grade. The following weekly schedule is provided as a guide only and is subject to change.

### Schedule (subject to change)

#### January 11

- Introduction to the Course
- Chapter 1 - Managing with Communication
- Intro Memo assignment due on Saturday, Jan 14 11:59 pm

#### January 18

- Chapter 2 - Planning and Outlining Messages
- Chapter 3 - Composing Business Messages
- Grammar Pretest - instructions in class
- Sentence Basics Quizzes (Take in Canvas)

#### January 25

- Chapter 4 - Enhancing Messages Visually
- Chapter 5 - Reviewing and Revising
- Exam 1 - Chapters 1, 2, 3, and 4 (Available in WSU Testing Centers, January 25- 31)
- Routine Message; Draft due on Feb [1 \(mailto:1@5:30\)](mailto:1@5:30) @5:30 pm

#### February 1

- Chapter 8 - Solving Problems and Writing Proposals
- Formal Report discussion
- Persuasive Message discussion; Persuasive Message Draft due on Feb 8 @ 5:30 pm
- Routine Message Draft review; Final Routine Message due on Saturday Feb 4 @ 11:59 pm

#### February 8

- Chapter 9 - Conducting Business Research
- Persuasive Message Draft review; Final Persuasive Message due on Saturday, Feb 11 @ 11:59 pm

- Proposal and Survey Assignment discussion; Proposal and Survey assignment due Saturday Feb 11 @ 11:59 pm

**February 15**

- Exam 2 - Chapters 5, 8, 9, and 10 (Available in WSU Testing Centers, February 15-22)
- Chapter 10 - Writing Business Reports
- Go over Proposals and Surveys in class

**February 22**

- Chapter 11 - Designing Visual Aids
- Chapter 12 - Giving Business Presentations
- Bad News Message Discussion; Bad News Message draft due on March 1 @ 5:30 pm

**March 1**

- Formal Report formatting- Bring a rough outline of your report
- Bad News message draft review; Final Bad News Message due Saturday, March 4 @ 11:59 pm

**March 8 - Spring Break No Formal Class****March 15**

- Formal Report in class review - Bring the rough draft of your Formal Report
- Formal Report is due March 25, if submitted by March 18, extra points will be awarded.

**March 22**

- Chapter 7 - Communicating for Employment
- Chapter 6 - Communicating with Social Media
- Exam 3 - Chapters 11, 12, 7, and 6 (Available in WSU Testing Centers March 22 - March 28)
- Resume, Cover Letter, and Interview Assignments are due on Saturday, April 1 at 11:59 pm

**March 29**

- Formal Report Oral presentations

**April 5**

- Formal Report Oral presentations

**April 12**

- No formal class - meet with your groups for slide report
- Slide reports due Saturday, April 15. No late submissions.

**April 19**

- Course Final - Sentence Basics Exam (Opens April 19 and closes April 25)
- Final Exam review in class

**Textbook**

Baker, W. H. (2015) Writing & Speaking for Business (4th ed.). Provo, UT: BYU Bookstore, ISBN: 978-1-61165-021-1.

**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
  - a. Participating in class and group discussion.
  - b. Presenting individual and group business reports in oral format.
3. Demonstrate their ability to produce appropriate written communications through
  - a. Letters, memos, and job search materials.
  - b. Formal and informal reports
  - c. In-class assignments
  - d. Editing and critiquing written documents
4. Identify and utilize diversity aspects of business communication.
5. Identify and utilize international aspects of business communication.

## Grading

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

- 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-

### Chapter Quizzes/Sentence Basics Quizzes (5 percent)

*Chapter Quizzes:* 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. These quizzes must be completed on time; no late work is accepted.

*Sentence Basics Quizzes:* You will also complete quizzes that are included in the appendix:

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

The sentence basics quizzes may be taken multiple times, and your highest score will be used for your grade. You will find them very helpful in knowing the grammar and punctuation rules you will need for your written assignments as well as the final sentence basics exam.

### Chapter 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 as well as 1-2 essay questions (1 or 2 paragraphs) on each chapter. You may also have a longer essay question (no more than one page) depending upon the exam. These exams will be taken in a Weber State Approved Testing Center. The three exams and corresponding chapters are listed below:

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

### **Messages (10 percent)**

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

### **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 (15 percent)**

This assignment is another report in informal style which will be completed as a small group (see the slide report assignment for complete instructions.) No late submissions for this assignment will be allowed.

### **Employment (5 percent)**

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

### **Sentence Basics Exam (10 percent)**

The Sentence Basics Exams is based upon the sentence basics section in the appendix of your text. You also have access to a pretest in Canvas that will let you know how well you already know the material. You may take the pretest multiple times to assist in your learning of the grammar/punctuation rules as well as preparing you for the exam.

### **In-Class Activities (5 percent)**

Since class participation is essential for learning, you receive credit for being in class and participating in these exercises. These exercises must be done in class; consequently, no make-up assignments are allowed.

## **Notes**

*Assignments:* All assignments are to be keyboarded in a professional manner and will be graded on content, organization, completeness, grammar, punctuation, and spelling. Assignments will be released as we progress through the semester.

*Late Assignments:* Late assignments will receive a 10 percent deduction for each day late up to a week. After one week, no late assignments will be accepted.

*Late Exams:* 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 the 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.

*Withdrawal Date:* The last day to withdraw from this class is March 28, 2017.






























*Accommodations:* 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.

*Course Fees:* Course fees for this NET 3250 are designed to cover equipment maintenance and replacement, software, consumable materials and supplies, and instructional resources.

*Academic Integrity:* NET (program governing this course) 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.

## **Assignments Summary:**

<b>Date</b>	<b>Details</b>
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Sat Jan 14, 2017	 <a href="https://weber.instructure.com/courses/422266/assignments/3014744">Intro Memo (https://weber.instructure.com/courses/422266/assignments/3014744)</a>	due by 11:59pm
Wed Feb 1, 2017	 <a href="https://weber.instructure.com/courses/422266/assignments/3014723">Exam 1 (https://weber.instructure.com/courses/422266/assignments/3014723)</a>	due by 11:59pm
Wed Feb 22, 2017	 <a href="https://weber.instructure.com/courses/422266/assignments/3014724">Exam 2 (https://weber.instructure.com/courses/422266/assignments/3014724)</a>	due by 11:59pm
Wed Mar 22, 2017	 <a href="https://weber.instructure.com/courses/422266/assignments/3014725">Exam 3 (https://weber.instructure.com/courses/422266/assignments/3014725)</a>	due by 11:59pm
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014718">Attendance at Oral Presentations (https://weber.instructure.com/courses/422266/assignments/3014718)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014719">Bad News Message Assignment (https://weber.instructure.com/courses/422266/assignments/3014719)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014720">Bad News Message Draft (https://weber.instructure.com/courses/422266/assignments/3014720)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014705">Chapter 1 Quiz (https://weber.instructure.com/courses/422266/assignments/3014705)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014711">Chapter 10 Quiz (https://weber.instructure.com/courses/422266/assignments/3014711)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014703">Chapter 11 Quiz (https://weber.instructure.com/courses/422266/assignments/3014703)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014717">Chapter 12 Quiz (https://weber.instructure.com/courses/422266/assignments/3014717)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014701">Chapter 2 Quiz (https://weber.instructure.com/courses/422266/assignments/3014701)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014710">Chapter 3 Quiz (https://weber.instructure.com/courses/422266/assignments/3014710)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014700">Chapter 4 Quiz (https://weber.instructure.com/courses/422266/assignments/3014700)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014713">Chapter 5 Quiz (https://weber.instructure.com/courses/422266/assignments/3014713)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014714">Chapter 6 Quiz (https://weber.instructure.com/courses/422266/assignments/3014714)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014716">Chapter 7 Quiz (https://weber.instructure.com/courses/422266/assignments/3014716)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014707">Chapter 9 Quiz (https://weber.instructure.com/courses/422266/assignments/3014707)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014721">Course Evaluation (https://weber.instructure.com/courses/422266/assignments/3014721)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014722">Cover Letter (https://weber.instructure.com/courses/422266/assignments/3014722)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014726">Exam 4 - Sentence Basics Exam (https://weber.instructure.com/courses/422266/assignments/3014726)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014727">Final Practice Test (https://weber.instructure.com/courses/422266/assignments/3014727)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014728">Formal Report (https://weber.instructure.com/courses/422266/assignments/3014728)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014729">Formal Report Draft (https://weber.instructure.com/courses/422266/assignments/3014729)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014730">Formal Report Proposal (https://weber.instructure.com/courses/422266/assignments/3014730)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014731">Formal Report Recommendation Sentence (https://weber.instructure.com/courses/422266/assignments/3014731)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014732">Formal Report Survey Questions (https://weber.instructure.com/courses/422266/assignments/3014732)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014734">IC 1 - Attendance (https://weber.instructure.com/courses/422266/assignments/3014734)</a>	
	 <a href="https://weber.instructure.com/courses/422266/assignments/3014733">IC10 -Draft (https://weber.instructure.com/courses/422266/assignments/3014733)</a>	

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- ❏ [IC2-Attendance \(https://weber.instructure.com/courses/422266/assignments/3014735\)](https://weber.instructure.com/courses/422266/assignments/3014735)

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  - ❏ [IC3-OABC \(https://weber.instructure.com/courses/422266/assignments/3014736\)](https://weber.instructure.com/courses/422266/assignments/3014736)

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  - ❏ [IC4-Review Routine \(https://weber.instructure.com/courses/422266/assignments/3014737\)](https://weber.instructure.com/courses/422266/assignments/3014737)

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  - ❏ [IC5 - Review Persuasive \(https://weber.instructure.com/courses/422266/assignments/3014738\)](https://weber.instructure.com/courses/422266/assignments/3014738)

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  - ❏ [IC6-Review Bad News \(https://weber.instructure.com/courses/422266/assignments/3014739\)](https://weber.instructure.com/courses/422266/assignments/3014739)

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  - ❏ [IC7- Exam 3 \(https://weber.instructure.com/courses/422266/assignments/3014740\)](https://weber.instructure.com/courses/422266/assignments/3014740)

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  - ❏ [IC8 - In Class Survey \(https://weber.instructure.com/courses/422266/assignments/3014741\)](https://weber.instructure.com/courses/422266/assignments/3014741)

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  - ❏ [IC9 - In class Assignment \(https://weber.instructure.com/courses/422266/assignments/3014742\)](https://weber.instructure.com/courses/422266/assignments/3014742)

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  - ❏ [Interview \(https://weber.instructure.com/courses/422266/assignments/3014743\)](https://weber.instructure.com/courses/422266/assignments/3014743)

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  - ❏ [Oral Presentation \(https://weber.instructure.com/courses/422266/assignments/3014745\)](https://weber.instructure.com/courses/422266/assignments/3014745)

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  - ❏ [Oral Report Self-Evaluation \(https://weber.instructure.com/courses/422266/assignments/3014746\)](https://weber.instructure.com/courses/422266/assignments/3014746)

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  - ❏ [Persuasive Message Assignment \(https://weber.instructure.com/courses/422266/assignments/3014747\)](https://weber.instructure.com/courses/422266/assignments/3014747)

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  - ❏ [Persuasive Message Draft \(https://weber.instructure.com/courses/422266/assignments/3014748\)](https://weber.instructure.com/courses/422266/assignments/3014748)

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  - ❏ [Resume \(https://weber.instructure.com/courses/422266/assignments/3014749\)](https://weber.instructure.com/courses/422266/assignments/3014749)

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  - ❏ [Routine Message Assignment \(https://weber.instructure.com/courses/422266/assignments/3014750\)](https://weber.instructure.com/courses/422266/assignments/3014750)

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  - ❏ [Routine Message Draft \(https://weber.instructure.com/courses/422266/assignments/3014751\)](https://weber.instructure.com/courses/422266/assignments/3014751)

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  - ❏ [Sentence Basics - Agreement and Reference Quiz \(https://weber.instructure.com/courses/422266/assignments/3014715\)](https://weber.instructure.com/courses/422266/assignments/3014715)

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  - ❏ [Sentence Basics - Capitalization Quiz \(https://weber.instructure.com/courses/422266/assignments/3014709\)](https://weber.instructure.com/courses/422266/assignments/3014709)

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  - ❏ [Sentence Basics - Case Quiz \(https://weber.instructure.com/courses/422266/assignments/3014698\)](https://weber.instructure.com/courses/422266/assignments/3014698)

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  - ❏ [Sentence Basics - Language Quiz \(https://weber.instructure.com/courses/422266/assignments/3014708\)](https://weber.instructure.com/courses/422266/assignments/3014708)

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  - ❏ [Sentence Basics - Length Quiz \(https://weber.instructure.com/courses/422266/assignments/3014699\)](https://weber.instructure.com/courses/422266/assignments/3014699)

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  - ❏ [Sentence Basics - Numbers Quiz \(https://weber.instructure.com/courses/422266/assignments/3014702\)](https://weber.instructure.com/courses/422266/assignments/3014702)

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  - ❏ [Sentence Basics - Punctuation Quiz \(https://weber.instructure.com/courses/422266/assignments/3014706\)](https://weber.instructure.com/courses/422266/assignments/3014706)

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  - ❏ [Sentence Basics - Sentence Structure \(https://weber.instructure.com/courses/422266/assignments/3014712\)](https://weber.instructure.com/courses/422266/assignments/3014712)

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  - ❏ [Sentence Basics - Tense Quiz \(https://weber.instructure.com/courses/422266/assignments/3014704\)](https://weber.instructure.com/courses/422266/assignments/3014704)

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  - ❏ [Slide Report \(https://weber.instructure.com/courses/422266/assignments/3014752\)](https://weber.instructure.com/courses/422266/assignments/3014752)
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