

NET 3250 Course Syllabus Spring 2017

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Textbook: Baker, W. H. (2013) Writing & Speaking for Business (4th Ed.). Provo, UT: BYU Bookstore, ISBN: 9781611650211.

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 an 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 reviewing 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:

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

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 (3 percent)

Appendix A of your text contains the sentence basics rules you will use and master for this course. You will complete the following:

- Sentence Basics Pretest (Quiz in Canvas)
- Sentence Basics Practice (Noredink.com)

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

Informal Report (10 percent)

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

Employment (2 percent)

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

Sentence Basics Exam (10 percent)

Your final exam is based upon the sentence basics section in the appendix of your text.

You also have access to a Grammar pretest in Chi Tester 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 final.

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.

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

Withdraw 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 NET 3250 are designed to cover equipment maintenance and replacement, software, consumable materials and supplies, and instructional resources.

Academic Integrity: 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.

Campus Closure: In the event of an emergency campus closure, please go to Canvas to find instructions on how to proceed with the course.