

Course Syllabus

[Jump to Today](#) [Edit](#)

Syllabus Spring 2018

Instructor: Lori Drake

- 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 10

- Introduction to the Course
- Chapter 1 - Managing with Communication
- Sentence Basics - NoRedInk.com and classroom instruction
- Intro Memo

January 17

- Chapter 2 - Planning and Organizing Content
- Formal Report Discussion and Recommendation Sentence
- Chapter 8 - Solving Problems and Writing Proposals
- Sentence Basics continued (NoRedInk.com)

January 24

- Chapter 9 - Conducting Business Research
- Formal Report Proposal
- Sentence Basics continued (NoRedInk.com)

January 31

- Exam 1 Review

- Chapter 4 - Enhancing Messages Visually
- Sentence Basics continued (NoRedInk.com)
- Exam 1 - Chapters 1, 2, 8, 9 (Available in WSU Testing Centers - Feb 7 - 10)

February 7

- Chapter 3 - Composing Business Messages
- Routine Message Draft
- Chapter 5 - Reviewing and Revising
- Sentence Basics continued (NoRedInk.com)

February 14

- Revise Routine Message
- Persuasive Message
- Chapter 10 - Writing Business Reports
- Formal Report Formatting
- Sentence Basics continued (NoRedInk.com)

February 21

- Bad News Message
- Chapter 6 - Communicating with Social Media
- LinkedIn Profile
- Sentence Basics continued (NoRedInk.com)

February 28

- Chapter 7 - Communicating for Employment
- Sentence Basics continued (NoRedInk.com)
- Resumes
- Interview
- Cover Letter
- Elevator Speech
- Exam 2 Review
- Exam 2 - Chapters 3, 4, 5, 6 (Available in WSU Testing Centers, February 28 - March 3)

March 5 - 9 - Spring Break No Formal Class**March 14**

- Chapter 11 - Designing Visual Aids
- Chapter 12 - Giving Business Presentations
- Sentence Basics continued (NoRedInk.com)
- Formal draft due by Sunday midnight

March 21

- Individual Formal Report (Executive Summary) presentations recorded in GoReact.com
- Peer Review of Formal Report draft
- Sentence Basics continued (NoRedInk.com)

March 28

- Review three peer presentations in class
- Sentence Basics practice test on Chitester
- Formal report due by midnight

April 4

- Exam 3 (Sentence Basics) review
- Exam 3 (Sentence Basics) (Available in WSU Testing Centers April 5 - 7)
- Discuss slide report assignments - topic is due to Lori tonight

April 11

- Slide Report survey due by Sunday
- Meeting One Agenda and Minutes due by Sunday

April 18

- Exam 4 Review
- Exam 4 - Chapters 7, 10, 11, 12 (Available in WSU Testing Centers, April 19 - 26)
- Slide Report group work
- Agenda Two and Minutes due by Sunday
- Team Evaluation due by Sunday
- Slide Report due by Sunday

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.

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

Messages (10 percent)

You will write 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 and our work in NoRedInk.com

In-Class Activities (5 percent)

Since class participation is essential for learning, you receive credit for being in class and participating in these activities. 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. Please submit all written assignments in PDF form.

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 27, 2018.

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.

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.

Course Summary:

Date	Details	
Wed Jan 10, 2018	 IC 1 - Attendance https://weber.instructure.com/courses/457336/assignments/3661440	due by 8:30pm