CSRF 6392 020 Professional Communication  
Fall 2016

Instructor: Jordan Daniel  
Office: CHP 110  
Email: jordan.daniel@angelo.edu  
Phone: 325-942-2173 ext. 5465  
Meeting: T 6-8:50pm  CHP 207  Office hours by request

Required Texts:

**Elements of Style (Foreword Angell)** Edition: 4th  
**Author:** Strunk  
**ISBN:** 9780205309023  
**Copyright Year:** 2000  
**Publisher:** Allyn & Bacon, Incorporated

**Preparing Literature Reviews** Edition: 4th  
**Author:** Pan  
**ISBN:** 9781936523115  
**Copyright Year:** 2013  
**Publisher:** Pyrczak Publishing

**Understanding Research Methods** Edition: 9th  
**Author:** Patten  
**ISBN:** 9781936523177  
**Copyright Year:** 2014  
**Publisher:** Pyrczak Publishing

**Strengths Finder 2.0**  
**Author:** Tom Rath  
**ISBN:** 159562015X  
**Copyright Year:** 2007  
**Publisher:** Gallup Press  
https://www.gallupstrengthscenter.com/Purchase/en-US/Product

Course Description  
The purpose of this course is to address the written, oral, and technology-enhanced forms of communication required for professionals in coaching, sports, recreation, and fitness related settings.
Student Learning Outcomes
Upon completion, students will be able to:
1. Perform appropriate written communication for various audiences
2. Demonstrate appropriate and professional writing abilities
3. Incorporate critical thinking in specific situations
4. Utilize a variety of communication tools and methods
5. Develop professional documents and forms related to specific work environments

Writing Partners/ Drafts
First draft submissions will not be accepted. In order to help facilitate this rule, students will be assigned writing partners that will meet weekly to read each other’s work. Students will also use the University’s writing center for each submission.
1st draft- Self Edit
2nd draft- University writing center feedback: you will need to provide documentation that you went to the writing center.
3rd draft- Writing partner will read and give feedback
You will turn in post- 3rd draft edits. Never turn in a first draft.

UNIVERSITY POLICIES AFFECTING THIS COURSE
Persons with disabilities that may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request such accommodations prior to any accommodations being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook.

Schedule Dispersed on the first night.
Professionalism
See the departmental graduate student handbook.
*All graduate students will obtain a copy of *Publication Manual of the American Psychological Association (APA), 6th edition* for reference during their graduate studies as this is the writing style used in our profession.

*All registered students are required to attend a professional conference/workshop within the field during the semester and be a member of a recognized professional academic-field related association. Failure to do so will result in a 11% decrease in the final grade.

**ATTENDANCE & Participation:**
Students are expected to attend and participate in all scheduled class meetings. Chronic failure to attend and participate in class discussion will affect your final grade in this class.

You are expected to attend each class and to be on time for the beginning of class or it will result in a reduction of grade.

Students are responsible for anything that happens in class during their absence. *Notify the instructor at least one week in advance* if you have a scheduling conflict that will cause you to miss class. You are responsible for asking the instructor about your attendance record.

**STUDENT RESPONSIBILITIES:**
A. All assignments are due at the beginning of the class on the due date. Students not turning in an assignment will be recorded as a grade of zero (0)
B. Prior arrangements must be made with the instructor if an absence from an exam is unavoidable and is university excused.
C. **The student is responsible for all work and is encouraged to have a contact within the class.** Students are encouraged to set up an appointment to meet with the instructor for additional information as needed. **IF YOU WISH TO CONTEST A GRADE ON A TEST OR ASSIGNMENT: THERE IS A 24 HOUR WAITING PERIOD BEFORE I WILL DISCUSS THE ISSUE. THE PROTOCOL IS: YOU WILL SEND A PROFESSIONAL EMAIL THAT REQUESTS A MEETING TO DISCUSS THE ISSUE; WE WILL SET UP A MEETING; THE ISSUE WILL BE DISCUSSED; A RESOLUTION WILL BE MADE.**
D. Upon entering class room turn all cell phones and other handheld electronic devices off to prevent distractions affecting other student’s learning opportunities. If you need to take notes with a laptop, be expected to show the notes you have taken.
E. **Students with Disabilities:** Persons with disabilities which may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request such accommodations prior to any accommodations being implemented. You are
encouraged to make this request early in the semester so that appropriate arrangements can be made.

Students with disabilities who request reasonable accommodations must meet with the Course Coordinator within the first week of classes. Reasonable accommodations will be provided as authorized by the Office of Student Life as long as course requirements are not compromised. Faculty will provide no accommodations without authorization from the Office of Student Life. It is the student’s responsibility to be a self-advocate when requesting accommodations.

F. The Angelo State University Honor Code:

“Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook.”

Rules that Guide Class Discussion: To create an environment that fosters open examination of ideas, we must be well-prepared for class, express ourselves effectively, respect and listen to everyone’s ideas, challenge each other to think critically, and correct mistakes or misunderstandings in a positive and encouraging manner. With that in mind, here are some guidelines for class discussion:

1. No question or opinion is “stupid.” We must start where we are at, and undoubtedly each person in this room is “at” a different point in their understandings and experience.
2. We will listen to each other with respect. The proper response to comments you do not understand or agree with is to ask the speaker to explain and to probe for deeper understanding.
3. We not only accept, we encourage diverse viewpoints and opinions. Critical thinking comes from examining many different dimensions of any topic. Students are encouraged to raise points and examine positions that they do not agree with, in attempt to foster a tradition of critical thinking.
4. There is no room for anger when discussing academic ideas and issues. When you feel an emotional response to an issue, step back and examine the values or beliefs inside you that were validated or threatened by someone else’s comment. Use those points of emotion as a window to better understand the cultural factors that are embedded deep within yourself.

**This syllabus is not intended to be all inclusive and may be changed as circumstances dictate.**
### ASSIGNMENTS

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<tr>
<th>Written</th>
<th>Oral</th>
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<tr>
<td><strong>APA</strong></td>
<td>Press Conference (small groups)</td>
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<tr>
<td>A. Proposal</td>
<td>Job Interview***</td>
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<tr>
<td>B. Literature Review</td>
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<tr>
<td>C. Methodology</td>
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<tr>
<td><strong>Industry</strong></td>
<td>12 Minute Podcast (small groups)</td>
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<td>Position paper based an industry journal/magazine.</td>
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<td><strong>Leadership Paper</strong></td>
<td>Low Elements</td>
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<td>Who am I?</td>
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<td>How do my strengths combine into how I lead?</td>
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<tr>
<td>Take the Strength Finder 2.0 test from the book. Read your strength categories.</td>
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<td><strong>Professional Correspondence</strong></td>
<td>Formal Presentation</td>
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<tr>
<td>Resume &amp; Cover Letter***</td>
<td>A. Proposal</td>
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<tr>
<td>Email</td>
<td>B. Literature Review</td>
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*** Resume & Cover Letter will be used for the Job Interview
Grading
Professionalism- 11%

Oral Communication- 40%
A. Press Conference- 5%
B. Job Interview- 5%
C. Podcast- 10%
D. Low Elements- 10%
E. Formal Presentation- 10%

Written Communication- 49%
A. APA- (15% total)
   I. Proposal- 5%
   II. Literature Review- 5%
   III. Methodology- 5%
B. Industry Paper- 12%
C. Leadership Paper 12%
D. Professional Correspondence- 10%
   (Email 5%; Resume & Cover Letter 5%)

100-90=A; 89.999-80=B; 79.999-70=C; 69.999-0 F