CSRF 6392 Professional Communication

Professor: Dr. Veronica Snow

Classroom: CHP 205
Office: CHP 102

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Office Hours: By appointment

Required Textbook and Supplies:
REQUIRED MATERIALS: This course uses required online course materials. Students can purchase this content directly from the publishers at www.skyepack.com for $35.00. Instructions on how to create an account can be found at the end of this syllabus.

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Skyepack access instructions:
1. Go to skyepack.com and click “Create Account.”
2. Enter your name, email address*, and create a password. Checkmark the “Terms of Use” box and click “Create Account.”
   *Important Note: You MUST use your student email address when making your account, or you will be denied access.
3. Check your email inbox for the Skyepack confirmation letter. Click the email verification link.
4. Once you have verified your account, you will be able to use the Log In page at skyepack.com.
5. After logging in, click “Channel Guide,” and find your university and course.
6. Click “Add to my Collection,” and you will be prompted to provide payment.
7. You can now access the course instantly from “My Pack Collection.”

For any Technical difficulties or login questions email support@skyepack.com

Recommended Supplemental Texts

Course Description:
This course allows students to professionally communicate with others. It will emphasize writing, speaking, and listening skills that will benefit students in future career paths.

Student Learning Outcomes:
Upon completion of this course, students will be able to:
1. Apply effective communication strategies on a professional level;
2. Think critically, identify and resolve problems that will benefit in future career path;
3. Develop a general understanding of listening skills in a professional setting;
4. Develop the ability to acquire knowledge from different scenarios, settings, and atmospheres and; apply one’s own ideas;
5. Apply professional attributes in future careers.
Graduate Institutional Learning Goals:
1. Master Knowledge and Skills
   Students will:
   - Demonstrate advanced knowledge, skills, and values appropriate to the discipline.
   - Demonstrate the ability to work as individual researchers/scholars as well as in collaboration with others.
   - Demonstrate the ability to be creative, critical thinkers with the ability to apply new technologies as appropriate to the discipline.

2. Master Communication and Dissemination
   Students will:
   - Be required to demonstrate advanced oral and written communication skills, as appropriate, to the discipline.
   - Demonstrate global perspectives appropriate to the discipline.

3. Master Leadership and Social Responsibility
   Students will:
   - Comprehend and practice the ethical principles appropriate to the discipline.
   - Understand and value individual differences and have the skills for working effectively in a diverse, changing world.

Submission of assignments after due dates will not be accepted.

Grading Policy

No late work will be accepted. No extra credit will be issued.
Class will develop class requirements and grading scales as a part of class work. Dr. Snow reserves the right to modify as developed to ensure reaching required objectives.

<table>
<thead>
<tr>
<th>Grading</th>
<th>Points</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>10%</td>
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<tr>
<td>Weekly Quizzes on APA</td>
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<tr>
<td>Oral Presentations</td>
<td>30%</td>
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<td>Who am I?</td>
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<td>Leadership</td>
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<td>Podcast</td>
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<td>Impromptu Interview</td>
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<td>Final Presentation on Review of Literature</td>
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<td>Toast</td>
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<td>Written Work</td>
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<tr>
<td>Annotated Bibliography #1</td>
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<tr>
<td>Annotated Bibliography #2</td>
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<tr>
<td>Agenda</td>
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<td>Resume and Cover Letter</td>
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<td>Review of Literature</td>
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<td>Portfolio</td>
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<td>Professionalism and Professional Development</td>
<td>11%</td>
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<td>Class Attendance and Participation</td>
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<td>Evaluations</td>
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<td>Fulfill Professional Development Requirement (see below)</td>
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Total 100%
Professional Development
Must attend a professional development activity and complete community service to receive this grade. Documentation in writing explaining what you did and learned from the experience required to be in your portfolio for credit. Also, must report to the graduate assistant in charge of the Professional Development Club.

See additional information on Graduate Learner Contract.

Attendance Policy
Unexcused absences will result in a drop in one full letter grade. Arriving to class late will result in a 20 point deduction from the final point total (for each infraction).

University Policies:

Academic Honesty
Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their online experiences. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The Department of Kinesiology and Coaching, Sport, Recreation and Fitness Program adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook (2011-2012) http://www.angelo.edu/content/files/17358-university-honor-code. The University “faculty expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.”

Plagiarism
Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center http://www.angelo.edu/dept/writing_center/academic_honesty.php.

Students With Disabilities
1. “Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.”

2. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211 (TDD/FAX) or by e-mail at studentservices@angelo.edu to begin the process. The Office of Student Affairs will establish the particular documentation requirements necessary for the various types of disabilities.
Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.

**Student Absence for Observation of Religious Holy Days**

“A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.”

**Incomplete Grade Policy (OP 10.11 Grading Procedures)**

ASU policy is that incomplete grades be reserved for student illness or personal misfortune. Please contact me if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.