

Communication In Professional Life
COM 6318

Course: COMM 6318
E-mail: flor.madero@angelo.edu
Office Hours: MW: 10a – 12p & 2-3 pm
TR: 10-11 am & 2-3 pm

Instructor: Dr. Flor Leos Madero
Office Ph: 325-486-6077
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COURSE DESCRIPTION

A course designed to investigate the role of human communication in professional life and to increase the understanding of communication theories, build professional presentation skills, and strengthen leadership competencies.

LEARNING OBJECTIVES

1. Prepare effective messages by applying five core competencies of business communication: professional, clear, concise, evidence driven, and persuasive.
2. Identify ethical, legal, cultural, and global issues affecting business communication.
3. Utilize analytical and problem solving skills appropriate to business communication.
4. Compose and revise accurate business documents and deliver effective business presentations.
5. Increase self-awareness, and confidence as a leader in the business world.

COURSE POLICIES

Attendance: Attendance is required. A **roll sheet** will be passed around each day during the **first ten minutes of class**. It is your responsibility to sign in (being present but not signing the roll is the same as being absent). The following policy will be enforced in this class:

- (1) Your first absences is without penalty.
- (2) Your second absence will lower your final course average by 50 points or the equivalent of ½ of a letter grade. (ex: If you have 820 points, you will be reduced to 770 points).
- (3) Each subsequent absence will lower your final course average by 50 points (½ letter grade).

Absences on Exam and/or Presentation Days: Please note that an unexcused absence on exam or presentation days will result in a zero (0). You must give your presentation/take your exam on the day it is scheduled. NO EXCEPTIONS.

Excused Absences: You will be given an excused absence when acting as an official representative of the university, provided you give me written verification from the faculty/staff supervisor of the event. For all other absences to be considered excused, official documentation must be submitted to me verifying the reason for your absence.

Typed Work (essays, papers, etc.) must be *typed*. Failure to type any written portion of an assignment will result in a zero for that assignment.

Cell Phones: Cell phone use, in any mode at any time, is not permitted in the classroom. If you are expecting an important call/text/email you must notify me BEFORE class begins. Students who ignore this policy will be asked to leave the classroom and counted absent for the day.

ADDITIONAL INFORMATION

Religious Holidays: A student wishing to observe a religious holy day must notify me in writing at least 14 days prior to the classes scheduled on dates the student will be absent. For religious holy days that fall within the first two weeks of the semester, notice should be given on the first day of the semester.

Academic Advising: The Department of Communication and Mass Media requires that Communication majors visit with a faculty advisor once they have completed 60 hours. Communication and Mass Media majors who have questions about advising can call 325-942-2031. Undeclared majors are supported by ASU's Freshman College located in Library A312, and can be reached at 325-942-2710.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation. Angelo State University complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Dean of Student Life and Student Services at 942-2191. If you need disability accommodations in this class, please see me as soon as possible.

Freedom of Expression: Each student is strongly encouraged to participate in class. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with me. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

Academic Integrity: University standards regulating academic integrity (e.g., cheating, plagiarism, etc.) are strictly enforced. Infractions may result in a zero for the assignment or a failing grade in the course.

Plagiarism is a serious offense; you must cite the source of any material, quoted or paraphrased, used in your presentation. The absence of this documentation constitutes *plagiarism* – a serious academic and professional offense. If you are caught being dishonest, you could be given an “F” for the assignment and/or the course depending on the severity of the offense.

ASSIGNMENTS/GRADING

Grades are determined on a straight percentage scale, there will be no further rounding or curving. We will explore the various contexts of intercultural communication through the following assignments. Additional instructions will be provided to you throughout the semester.

Assignment	Maximum Points Possible	Points Earned
Response Papers (4 @ 50)	200	
Class Discussion Leader (2 @ 50)	100	
In Class Writing Assignment	100	
Informative – Ignite Presentation	200	
Industry Report	100	
Persuasive – Non Profit Presentation	200	
Performance Reviews	100	
TOTAL COURSE POINTS	1,000	

GRADING
A= 1,000 - 900
B= 899 - 800
C= 799 - 700
D= 699 - 600
F= 599 and below

COURSE SCHEDULE

WEEK	DATE	TOPIC
Week 1	Aug 28	Introduction
Week 2	Sep 4	Interpersonal Communication In The Workplace
Week 3	Sep 11	Ethics & Business Decisions
Week 4	Sep 18	Business Writing & Effective Presentation Skills
Week 5	Sep 25	Working In Teams
Week 6	Oct 2	Influence & Persuasion
Week 7	Oct 9	Etiquette Dinner
Week 8	Oct 16	Emotional Intelligence & Managing Emotions In The Workplace
Week 9	Oct 23	Ignite / PechaKucha Presentations
Week 10	Oct 30	Intercultural Communication In The Business World
Week 11	Nov 6	Mindful Leadership
Week 12	Nov 13	Guest Speaker
Week 13	Nov 20	Student’s Choice
Week 14	Nov 27	Holiday
Week 15	Dec 4	Project Presentations
Week 16	Dec 11	Final

******Assignments turned in after class even on the due date are considered late. Late assignments are not accepted.******