**Course Information**

**Course Description**
A course that addresses the written and oral forms of communication required for professionals in sport, fitness, and recreational settings.

**Course Credits**
Three (3) credit hours

**Required Use of Masks/Facial Coverings by Students in Class at Angelo State University**
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

**Prerequisite and Co-requisite Courses**
None

**Prerequisite Skills**
Accessing Internet websites, using ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of this course: CSRF 6392 Professional Communication.
Program Outcomes
Upon completion of the program for Coaching, Recreation, Sport, and Fitness Administration, the graduate will be prepared to:

Student Learning Outcomes

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
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</thead>
<tbody>
<tr>
<td>By completing all course requirements, students will be able to:</td>
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<tr>
<td>1. Demonstrate professional oral communication skills</td>
<td>Course discussions and presentations</td>
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<tr>
<td>2. Demonstrate professional written communication skills</td>
<td>Written assignments</td>
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<tr>
<td>3. Exhibit a high level of professionalism</td>
<td>Course discussions, readings, presentations, interactions with peers and Dr. Keith</td>
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<tr>
<td>4. Apply the American Psychological Association (APA) to all assignments.</td>
<td>APA Chapter Quizzes and assignments</td>
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</table>
Course Delivery
This is a face-to-face course with learning resources and supplemental materials posted in Blackboard.

Required Texts and Materials

Communication
Dr. Keith will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via email: Written communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to me, include the course name and section number in your subject line.

Grading
Evaluation and Grades
Course grades will be determined as indicated in the table below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percent/Points of Total Grade</th>
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<tbody>
<tr>
<td>Article Critiques 2 @ 50 point each</td>
<td>100</td>
</tr>
<tr>
<td>APA Quizzes 6 @ 20 (Ch.1,2,3,4,5,6)</td>
<td>120</td>
</tr>
<tr>
<td>*Self-Reflections/Presentations 3@20</td>
<td>60</td>
</tr>
<tr>
<td>Practice Plan</td>
<td>50</td>
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<tr>
<td>Executive Summary</td>
<td>50</td>
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<tr>
<td>Résumé</td>
<td>50</td>
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<tr>
<td>Cover Letter</td>
<td>50</td>
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<tr>
<td>**Presentation #1 All About Me</td>
<td>50</td>
</tr>
<tr>
<td>**Presentation #2 Interview</td>
<td>50</td>
</tr>
<tr>
<td>**Presentation #3 Article Critique #2</td>
<td>50</td>
</tr>
<tr>
<td>Presentation #4 Practice Plan Delivery</td>
<td>100</td>
</tr>
<tr>
<td>Presentation #5 Executive Summary</td>
<td>50</td>
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<tr>
<td>Final: Submit summary of what you learned in this course and how it will apply to your career</td>
<td>20</td>
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<tr>
<td><strong>Total Points</strong></td>
<td>800</td>
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</table>

*Self-reflections due the next class period after presentation
**Presentations: All graduate students will submit PowerPoint slides (3 to a page, black and white) the
first night of presentations.
***All assignments submitted are to be hard copy (excluding the final).

**Grading System**
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.
The following grading scale is in use for this course: A = 800 - 720 points
   B = 719 - 640 points
   C = 639 - 560 points
   F = Below 560 points (Grades are not rounded up)

*Attendance Policy: Each absence will result in a letter grade deduction from the final course grade. Attending class late will result in a 10-point deduction for each infraction.

Teaching Strategies
Students are expected to be “active learners.” It is a basic assumption of Dr. Keith that students will be involved, (beyond the material presented in class) in discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material.
POLICY ON LATE OR MISSED ASSIGNMENTS
Due dates and times for assignments and exams are posted. Failure to submit your assignments and exams on the assigned date will result in a zero.

General Policies Related to This Course
All students are required to follow the policies and procedures presented in these documents:
- Angelo State University Student Handbook
- Angelo State University Catalog

Academic Integrity
Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU. The College of Health and Human Services adheres to the university’s Statement of Academic Integrity.

Accommodations for Students with Disabilities
ASU 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 of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:
Incomplete Grade Policy
It is policy 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. See ASU Operating Policy 10.11 Grading Procedures for more information.

Plagiarism
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. 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.

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. Resources to help you understand this policy better are available at the ASU Writing Center.

Student Absence for Observance 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. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Copyright Policy
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.
Syllabus Changes
Dr. Keith reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, Dr. Keith will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

Title IX at Angelo State University
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:
Online: www.angelo.edu/incident-form
Face to face: Mayer Administration Building, Room 210 Phone: 325-942-2022
Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171)
For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

### Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Topic/Assignments/Assessments DUE</th>
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<tbody>
<tr>
<td><strong>Tuesday:</strong> January 26</td>
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</table>
  - **Bring** to class: APA Manual/copy of Course Syllabus  
  - **Discuss** course syllabus and graduate student expectations  
  - **Develop** CSRF 6392 Coat of Arms and Motto  
  - **Bring** Your cover letter and résumé hard copy, information about how to develop cover letter and résumé |
| **Tuesday:** February 2 |  
  - **Complete** APA Quiz #1-Chapter 1  
  - **Discuss** cover letter and résumé  
  - **Bring** Information on how to give a presentation: introduction, body of presentation, delivery style, how to engage the audience, closing, miscellaneous. Be prepared to present examples  
  - **Discuss** Presentation #1, Reflections |
| **Tuesday:** February 9 |  
  - **Complete** APA Quiz #2-Chapter 2  
  - **Bring** to class: Copy of PowerPoint Presentation/Hard copy of journal article that you plan to use for article critique assignment  
  - **Presentation** #1: All About Me (Group 1) |
| **Tuesday:** February 16 |  
  - **Complete** APA Quiz #3-Chapter 3  
  - **Presentation** #1: All About Me (Group 2)  
  - **Bring** to class information about: How to prepare for interview/business professional attire  
  - **Discuss** Article Critique #1 |
| **Tuesday:** February 23 |  
  - **Complete** APA Quiz #4-Chapter 4  
  - **Bring** Your written/typed career philosophy, vision statement, mission statement, program motto  
  - **Submit** Article Critique #1  
  - **Presentation** #2: Interview (All)  
  - **Present** Your career philosophy, vision statement, mission statement, program motto |
| **Tuesday:** March 2 |  
  - **Complete** APA Quiz #5-Chapter 5  
  - **Discuss** Executive Summary: Career Philosophy, Vision Statement, Mission Statement, Program Motto, Goals, Objectives, Assessment of Program (First month in new position) |
| **Tuesday:** March 9 |  
  - **Complete** APA Quiz #6-Chapter 6  
  - **Submit** Article Critique #2  
  - **Discuss** Practice Plan |
<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Topic/Assignments/Assessments DUE</th>
</tr>
</thead>
</table>
| Tuesday: March 16 | Discuss Practice Plan and Practice Plan Delivery  
                   Discuss Article Critique #2 |
| Tuesday: March 23 | Presentation #3: Material from Article Critique #2 (Group 1) |
| Tuesday: March 30 | Presentation #3: Material from Article Critique #2 (Group 2) |
| Tuesday: April 6 | Bring to class information/copy of a personnel evaluation related to your field  
                   Discuss personnel evaluation |
| Tuesday: April 13 | Submit Practice Plan  
                   Presentation #4: Practice Plan Delivery (Group 1) |
| Tuesday: April 20 | Presentation #4: Practice Plan Delivery (Group 2)  
                   Discuss Emotional Intelligence |
| Tuesday: April 27 | Presentation #5 Executive Summary |
| Tuesday: May 4  | Complete IDEA Survey  
                   Bring Laptop to class |
| Tuesday: May 11 | Submit Via email to Dr. Keith what you learned in this course and discuss how you are going to apply them in your future career? By noon on Tuesday May 11 |
Student Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences.

Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)
2. Learning to apply course material (to improve thinking, problem solving, and decisions)
3. Developing skill in expressing oneself orally or in writing

End of Syllabus

2. https://www.angelo.edu/catalogs/
4. https://www.angelo.edu/services/disability-services/
5. https://www.angelo.edu/content/files/14197-op-1011-grading-procedures
7. https://www.angelo.edu/dept/writing_center/academic_honesty.php
8. https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of