



Archer College of Health and Human Services

CSRF 6392

Professional Communications

Fall 2021

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Office Hours: By appointment

Course Information

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.

Course Credits

Three Semester Credit Hours (3-0-0)

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 the CSRF Program and CSRF 6335.

Program Outcomes

Upon completion of the program of study for the CSRF Program, the graduate will be prepared to:

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.

Student Learning Outcomes

Student Learning Outcome By completing all course requirements, students will be able to:	Assignment(s) or activity(ies) validating outcome achievement:	Mapping to Program Outcomes
Apply effective communication strategies on a professional level;	Reading textbook, Mock Interview, Presentations, written work	Be required to demonstrate advanced oral and written communication skills, as appropriate, to the discipline.
Think critically, identify and resolve problems that will benefit in future career path;	Mock Interview, presentations	Demonstrate the ability to be creative, critical thinkers with the ability to apply new technologies as appropriate to the discipline.
Develop a general understanding of listening skills in a professional setting;	Listen and Evaluate presentations by classmates, Mock Interviews	Demonstrate the ability to work as individual researchers/scholars as well as in collaboration with others.
Develop the ability to acquire knowledge from different scenarios, settings, and atmospheres and; apply one's own ideas;	Listen to lectures, Read articles, Read Textbook, write a review of literature	Demonstrate advanced knowledge, skills, and values appropriate to the discipline.

Course Delivery

This is a face to face class (online course offering as needed). The online portion of the course could be delivered via the Blackboard Learning Management System. The course site can be accessed at [ASU's Blackboard Learning Management System](#)

Required Texts and Materials

Professional Communication, Skyepack.com

Recommended Texts and Materials

Books on Leadership

Technology Requirements

To successfully complete this course, students need to be able to video your presentation and upload into Blackboard. Also should have the capabilities to view other videos via blackboard. Utilize Techsmith's Knowmia software online as well as Techsmith's FUSE App to capture video.

- A computer capable of running Windows 7 or later, or Mac OSX 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader
- High Speed Internet Access
- Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam

Topic Outline

Communication

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

Virtual communication: Office hours and/or advising may be done with the assistance of the telephone, Collaborate, Skype, etc.

Grading

Evaluation and Grades

Course grades will be determined as indicated in the table below.

Assessment	Percent/Points of Total Grade
APA Quizzes	10
Written papers	20
Oral presentations	20
Class Discussions	25
Professional Development/Time Mgmt/Portfolio	10
Total	100%

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 = 90.00-100 points

B = 80.00-89.99 points

C = 70.00-79.99 points

D = 60.00-69.99 points

F = 0-59.99 points (Grades are not rounded up)

Teaching Strategies

Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (**beyond the materials and lectures presented in the course**) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

Assignment and Activity Descriptions

***Please note: Rubrics for all assignments and activities are located at the end of this syllabus.**

Discussion Board Activities: Discussion Boards provide an avenue for synthesis of material / information. A Discussion Board is provided in this course as a way to help students’ process course materials, express thoughts, and engage others opinions and ideas in a healthy and productive learning environment. Students are expected to respond to all discussion board

assessments using the “**Online Discussion Rubric**” to support individual answers to the assigned questions throughout this course.

Assignment Submission

All assignments MUST be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at veronica.snow@angelo.edu and attach a copy of what you are trying to submit. **Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue.** This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

Late Work or Missed Assignments Policy

Late Work Policy

The course is set up on weekly modules. The week begins on Monday and ends on Sunday. Assignment due dates are shown on the calendar/schedule or posted within Blackboard. Late assignments are not accepted without prior approval of faculty. Faculty reserve the right to deduct points for late assignments that are accepted past the original due date.

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](#)¹
- [Angelo State University Catalog](#)²

Student Responsibility and Attendance

Online: This class is asynchronous, meaning you do not have to be on-line at a certain time. There are readings which you will have to complete to be able to adequately participate in individual and group assignments. In order to complete this course successfully, you do have to participate in all course activities i.e. discussion boards, course projects, reflective logs, etc. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.

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](#).³

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](#).⁴ The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford

Director of Student Disability Services

Office of Student Affairs 325-942-2047

dallas.swafford@angelo.edu

Houston Harte University Center, Room 112

Incomplete Grade Policy

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty 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](#)⁵ for more information.

Plagiarism

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)⁶ 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.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. 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](#).⁷

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](#)⁸ 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

The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty 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 (325942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-9422171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: www.angelo.edu/title-ix.

Course Schedule

Course Schedule Fall 2021

Week/Date	Topic/Assignments/Assessments DUE
<p>Mod 1-3 August 24 August 31 September 7</p>	<p>Welcome! August 24 by 11:59 PM*</p> <ul style="list-style-type: none"> Review START HERE page Review Course Syllabus and ASU Honor Code. Select “Mark Reviewed” to agree to terms of the course and ASU’s policies and access course content. <p>Make sure to have scheduled to take the Myers Briggs and Strong Interest Inventory with ASU Career Services.</p> <p>Due August 31 by 6:00 pm</p> <p>Read: Modules 1-3 Textbook Skyepack.com Quiz : Complete in each module in Skyepack textbook Presentation : Self-Introduction In Class Submit: Time Management and other Worksheets</p> <p>Due September 7 by 6:00 pm</p> <p>Submit: Annotated Bibliography (7 sources) Edit in class Submit: Self-Evaluation of Self Introduction Presentation: Impromptu - Discuss how to best present. Quiz : Complete in each module in Skyepack textbook</p>
<p>Mod 4-6 September 14 September 21 September 28</p>	<p>Read: Modules 4-6 Textbook Skyepack.com</p> <ul style="list-style-type: none"> Quizzes : Skyepack textbook <p>September 14 11:59 pm *</p> <ul style="list-style-type: none"> Present: Give 15’ in class to prepare for a topic with classmate - present 6’. Draw from hat. <p>Due September 21 6:00 pm*</p> <p>Submit: Annotated Bibliography II (7 sources) (Edit in Class)</p> <p>Due Sept 28</p> <ul style="list-style-type: none"> Present: 5’ Presentation on Test experience and results – what they mean – career objectives and reasons this is good.
<p>Mod 7-9: October 5 October 12</p>	<p>Read: Modules 7-8 & 11 -12 Textbook Skyepack.com Quiz : Skyepack textbook Prepare: Cover Letter and Resume</p> <p>Due October 5 by 6:00pm *</p> <ul style="list-style-type: none"> Submit: Cover Letter and Resume – read and edit in class

Week/Date	Topic/Assignments/Assessments DUE
October 19	<ul style="list-style-type: none"> • Submit: Topic Proposal <p>Due Oct 12 by 6:00 pm *</p> <ul style="list-style-type: none"> • Textbook Evaluation • Submit 2nd Revision of Cover Letters and Resume <ul style="list-style-type: none"> ○ Read and critique each person in Group's Cover Letter and Resume. <p>Due October 19 by 6:00 pm *</p> <ul style="list-style-type: none"> • Submit Final Resume and Cover Letter
<p>Mod 10-12: October 26 November 2 November 9</p>	<p>Read: Modules 9-10 & 13-14-15 Textbook Skyepack.com Quiz : Skyepack textbook PodCast Groups - Topic Chosen Conduct Mock Interviews with professional Due October 26:</p> <ul style="list-style-type: none"> • Discuss/Watch and/or evaluate your interview and Submit evaluation <p>Due Nov 2 by 6:00 pm *</p> <ul style="list-style-type: none"> • Discuss: Review of Literature Outline Due - • Discuss: in Class – Synthesis of literature, APA format, Reference <p>Due Nov 9 by 6:00 pm *</p> <ul style="list-style-type: none"> • Review of Literature draft of paper Due – edit in class • Podcast Due – uploaded in Blackboard - All must review and evaluate all podcasts and submit evaluation.
<p>Mod 13-15: November 16 November 23 November 30</p>	<p>Prepare: Review of Literature Paper and Presentation. Due Nov 16 by 6:00 pm *</p> <ul style="list-style-type: none"> • Final Presentation over Topic presented in class. (5 Students) <p>Due November 23 by 6:00 pm *</p> <ul style="list-style-type: none"> • Review of Literature Final Paper Due in Blackboard • Complete IDEA • Class will not meet face to face. <p>Due Nov 30 by 6:00 pm *</p> <ul style="list-style-type: none"> • Final Presentation over Topic presented in class. (4 Students) • E Portfolio Due
December 7	<ul style="list-style-type: none"> • Final Presentation Self-Evaluation Due • Final - Impromptu Speech

Grading Rubrics

To view grading rubrics, select My Grades in your Blackboard course and View Rubrics.

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 specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
4. Developing skill in expressing oneself orally or in writing
5. Developing ethical reasoning and/or ethical decision making
6. Learning to analyze and critically evaluate ideas, arguments, and points of view

End of Syllabus

<https://www.angelo.edu/student-handbook/>

¹ <https://www.angelo.edu/catalogs/>

² <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

³ <https://www.angelo.edu/services/disability-services/>

⁴ <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

⁵ <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

⁶ https://www.angelo.edu/dept/writing_center/academic_honesty.php

⁷ <https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>