

# Professional Communication CSRF 6392

Fall Semester 2021



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## Instructor:

**Email:** [susan.keith@angelo.edu](mailto:susan.keith@angelo.edu)

**Phone:** (325) 486-6483

**Office:** CHP 201B

**Office Hours:** By appointment

## 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

### Prerequisite and Co-requisite Courses

None

### Prerequisite Skills

Accessing Internet websites, using ASU Library resources, and proficiency with Microsoft Word, PDF 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

<b>Student Learning Outcome</b> By completing all course requirements, students will be able to:	<b>Assignment(s) or activity(ies) validating outcome achievement:</b>
1. Demonstrate professional oral communication skills	Course discussions and presentations
2. Demonstrate professional written communication skills	Written assignments
3. Exhibit a high level of professionalism	Course discussions, readings, presentations, interactions with peers and Dr. Keith
4. Apply the American Psychological Association (APA) to all assignments.	APA Chapter Quizzes and assignments

## Course Delivery

This is a face-to-face course with learning resources and supplemental materials posted in Blackboard.

## Required Text

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.). American Psychological Association. Washington, D. C.

## 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.

Assessment	Points of Total Grade
Article Critiques 2 @ 50 point each	100
APA Quizzes 6 @ 20 (Ch.1,2,3,4,5,6)	120
*Self-Reflections/Presentations 3@20	60
Workshop Plan	50
Program Proposal	50
Résumé	50
Cover Letter	50

Assessment	Points of Total Grade
**Presentation #1 All About Me	50
**Presentation #2 Interview	50
**Presentation #3 Article Critique #2	50
Presentation #4 Workshop	100
Presentation #5 Program Proposal	50
Final: Submit summary of what you learned in this course and how it will apply to your career	20
<b>Total Points</b>	<b>800</b>

## 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 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 with their peers.

### **POLICY ON LATE OR MISSED ASSIGNMENTS**

Due dates for assignments are posted. Failure to submit your assignments 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](#)<sup>1</sup>
- [Angelo State University Catalog](#)<sup>2</sup>

## **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](#).<sup>3</sup>

## **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](mailto:ADA@angelo.edu). For more information about the application process and requirements, visit the [Student Disability Services website](#).<sup>4</sup> 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](mailto: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](#)<sup>5</sup> for more information.

## **Plagiarism**

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)<sup>6</sup> 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. Direct quotes are not acceptable for this course.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the [ASU Writing Center](#).<sup>7</sup>

## **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](#)<sup>8</sup> 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](http://www.angelo.edu/incident-form)

Face to face: Mayer Administration Building, Room 210

Phone: 325-942-2022

Email: [michelle.boone@angelo.edu](mailto: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).

## Course Schedule: (Material/information brought to class must be hard copy)

Date	Topic/Assignments/Assessments DUE
August 24	<b>Bring</b> to class: APA Manual/copy of Course Syllabus/Four Agreements/Hard Skills/Soft Skills Information <b>Discuss</b> course syllabus and graduate student expectations <b>Develop</b> CSRF 6392 Coat of Arms and Motto <b>Bring</b> Your cover letter and résumé hard copy, information about how to develop cover letter and résumé
August 31	<b>Complete</b> APA Quiz #1-Chapter 1 <b>Discuss</b> cover letter and résumé <b>Bring</b> 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 <b>Discuss</b> Presentation #1, Reflections

Date	Topic/Assignments/Assessments DUE
September 7	<p><b>Complete</b> APA Quiz #2-Chapter 2</p> <p><b>Bring</b> to class: Copy of PowerPoint Presentation/Hard copy of journal article that you plan to use for article critique assignment</p> <p><b>Presentation #1:</b> All About Me (Group 1)</p>
September 14	<p><b>Complete</b> APA Quiz #3-Chapter 3</p> <p><b>Presentation #1:</b> All About Me (Group 2)</p> <p><b>Bring</b> to class information about: How to prepare for interview/business professional attire</p> <p><b>Discuss</b> Article Critique #1</p>
September 21	<p><b>Complete</b> APA Quiz #4-Chapter 4</p> <p><b>Bring</b> Your written/typed career philosophy, vision statement, mission statement, program motto</p> <p><b>Submit</b> Article Critique #1</p> <p><b>Presentation #2:</b> Interview (All)</p> <p><b>Present</b> Your career philosophy, Your program: vision statement, mission statement, motto, logo</p>
September 18	<p><b>Complete</b> APA Quiz #5-Chapter 5</p> <p><b>Discuss</b> Program setting, Goals, Objectives, Assessment of Program (First month in new position)</p>
October 5	<p><b>Complete</b> APA Quiz #6-Chapter 6</p> <p><b>Submit</b> Article Critique #2</p> <p><b>Discuss</b> Workshop Plan</p>
October 12	<p><b>Discuss</b> Practice Plan and Practice Plan Delivery</p> <p><b>Discuss</b> Article Critique #2</p>
October 19	<p><b>Presentation #3:</b> Material from Article Critique #2 (Group 1)</p>
October 26	<p><b>Presentation #3:</b> Material from Article Critique #2 (Group 2)</p>
November 2	<p><b>Bring</b> to class information/copy of a personnel evaluation related to your field</p> <p><b>Discuss</b> personnel evaluation</p>

Date	Topic/Assignments/Assessments DUE
November 9	<b>Submit</b> Workshop Plan <b>Presentation #4:</b> Workshop Plan Delivery (Group 1)
November 16	<b>Presentation #4:</b> Practice Plan Delivery (Group 2) <b>Discuss</b> Emotional Intelligence
November 23	<b>Presentation #5</b> Executive Summary
November 30	<b>Bring Laptop to class</b> <b>Complete</b> IDEA Survey Course modifications
December 7	<b>Submit</b> Via email attachment to Dr. Keith and in your email: identify hard skills, soft skills you learned in this course and identify how you plan to apply these skills in your future classes and career. <b>Due:</b> By noon on Tuesday December 7

## 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. Please use these outcomes to assist you in completing the IDEA:

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



## End of Syllabus

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<sup>1</sup> <https://www.angelo.edu/student-handbook/>

<sup>2</sup> <https://www.angelo.edu/catalogs/>

<sup>3</sup> <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

<sup>4</sup> <https://www.angelo.edu/services/disability-services/>

<sup>5</sup> <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

<sup>6</sup> <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

<sup>7</sup> [https://www.angelo.edu/dept/writing\\_center/academic\\_honesty.php](https://www.angelo.edu/dept/writing_center/academic_honesty.php)

<sup>8</sup> <https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>