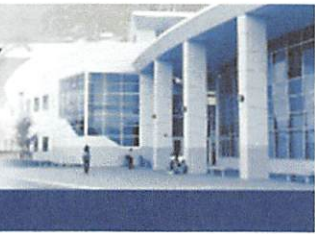
 <b>FLORIDA ATLANTIC UNIVERSITY</b>	<b>COURSE CHANGE REQUEST</b> <b>Graduate Programs</b>		UGPC Approval _____ UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	<b>Department</b> Business Communications Program  <b>College</b> Business		
<b>Current Course Prefix and Number</b> GEB 6215	<b>Current Course Title</b> Graduate Business Communication Applications		
<i>Syllabus must be attached for ANY changes to current course details. See <a href="#">Guidelines</a>. Please consult and list departments that may be affected by the changes; attach documentation.</i>			
<b>Change title to:</b> Communication Strategies for Business Professionals (and Core-course Follow-up)		<b>Change description to:</b> Course links writing and speaking strategies to (1) critical thinking for problem analysis/solution and persuasive proposals and (2) research for decision making. Students submit papers and presentations from core courses. Grading: S/U	
<b>Change prefix</b> From: _____ To: _____		<b>Change prerequisites/minimum grades to:</b>  <b>Change corequisites to:</b>	
<b>Change course number</b> From: _____ To: _____		<b>Change registration controls to:</b>  Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade.	
<b>Change credits*</b> From: 1-3 To: 3			
<b>Change grading</b> From: _____ To: _____			
*Review <a href="#">Provost Memorandum</a>			
<b>Effective Date</b> (TERM & YEAR) Summer 2018		<b>Terminate course</b> <b>List final active term</b>	
<b>Faculty Contact/Email/Phone</b> Mary Kay Boyd, mboyd@fau.edu, 7-3633			
<b>Approved by</b>		<b>Date</b>	
Department Chair <u>Mary Kay Boyd</u>		<u>3/22/18</u>	
College Curriculum Chair <u>Anita Pehnthurms</u>		<u>3/22/18</u>	
College Dean <u>Paul Han</u>		<u>3-22-18</u>	
UGPC Chair <u>[Signature]</u>		<u>3-28-18</u>	
UGC Chair <u>[Signature]</u>		<u>3/28/18</u>	
Graduate College Dean <u>[Signature]</u>		<u>3/28/18</u>	
UFS President _____		_____	
Provost _____		_____	

Email this form and syllabus to [UGPC@fau.edu](mailto:UGPC@fau.edu) one week before the UGPC meeting.

**GRADUATE COLLEGE**

**MAR 23 2018**

Received



**GEB 6215 [section], [CRN]  
Communication Strategies for Business Professionals (and Core-course Follow-up)  
[Semester] 2018  
[Room number]  
[Day and Time]**

**Instructor Information**

Jamie Granger, Ph.D.  
Liberal Arts Bldg. #463 (Davie campus)  
Fleming Hall, #348-A (Boca campus)  
jgranger@fau.edu  
561-297-0659 (Direct Line, Boca); 954-236-1149 (Direct Line, Davie)  
561-297-3940 (Lorraine Jetter, Senior Secretary)  
561-297-0801 (FAX)

**Office Hours**

Mondays, 4:00 P.M. to 6:00 P.M. Davie;  
Tuesdays, 4:00 P.M. to 6:00 P.M. Boca;  
Thursdays, 4:00 P.M. to 6:00 P.M. Boca; and by appointment

**Required Texts and Materials**

Hamilton, C. & Kroll, T. L. (2018), *Communicating for results: A guide for business and the professions* (11<sup>th</sup> ed.). Boston, MA: Cengage Learning. **[Hamilton]** Mindtap is not required; however, if it is bundled with the new text, you are not paying extra for it and are receiving a reduced price for the text.

Meyer, V., Sebranek, P., & Van Rys, J. (2011). *Write for business: A compact guide to writing & communicating in the workplace* (2<sup>nd</sup> ed.). Burlington, WI: UpWrite Press. **[Meyer et al.]**

Required Equipment: Computer with Internet access, Word, PowerPoint

**Recommended Text and Materials**

A current grammar book and desk-sized dictionary, and/or  
The Purdue Online Writing Lab (OWL) at <http://owl.english.purdue.edu>  
The Merriam-Webster Online Dictionary/Thesaurus at <http://www.merriam-webster.com>

**Course Description and Credit Hours**

Communication Strategies for Business Professionals (and Core-course Follow-up) (GEB 6215)  
3 credits.

**GRADUATE COLLEGE**

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Course links writing and speaking strategies to (1) critical thinking for problem analysis/solution and persuasive proposals and (2) research for decision making. Students submit papers and presentations from core courses. Grading: S/U

### **Course Prerequisites and Class Time Commitments**

**Prerequisite:** Admission to College of Business Master's Degree Programs—MBA, M.Ac., M.TAX, MHA, MS.Fin, or MSITM.

This course averages not less than six hours (two hours for each credit hour) of out-of-class assignments each week for the semester. Out-of-class assignments may include readings, research, homework assignments, research papers, interactive tutorials, study groups, or other activities appropriate for the course.

### **Course Learning Objectives**

Upon completion of the course, you will be able to demonstrate the following abilities:

1. Create memos, letters, and reports that are strategically targeted, well-organized, well-written, and appropriately formatted with proper references where necessary
2. Convey thoughts in an appropriate tone and in a clear, concise, and grammatically correct manner
3. Objectively analyze a business problem; use research to develop logical, alternative solutions; and construct a clearly organized, well-supported, and realistic recommendation
4. Demonstrate effective verbal and nonverbal strategies to present a persuasive, logical argument that would win boardroom support for its recommendation
5. Assess self- and peer-performance to identify strengths and determine alternative, positive suggestions for weaknesses
6. Interact effectively within groups, using listening and feedback skills to accomplish tasks, achieve goals, and establish professional credibility
7. Use technological applications to enhance communication
8. Adapt communication for diverse audiences

After successfully completing the course, you are encouraged to consult with me when writing papers and preparing presentations in other courses throughout your FAU graduate studies.

### **Important Note Regarding Core-Course Follow-up**

When you have completed the semester's class sessions, your aim is to receive an "I," giving you up to an additional 3 semesters to complete papers and an oral presentation in your core or elective courses. You will submit these assignments to the integrated canvas shell to demonstrate your mastery of the skills learned in GEB 6215. This integration with your chosen coursework (1) gives me a chance to coach you on a one-on-one basis to reinforce what you learned in the class and (2) prepares you to write and speak in your field. The course is pass/fail

meaning that your work must achieve at least a “B” level; the College of Business wants you to graduate with above-average communication skills leading to your career success—our ultimate goal (yours and mine).

To ensure successful completion of this course without problems or stress, please carefully read the following sections in this syllabus: Evaluation Method, Grading Scale, and Integrated Assignments. They outline the process for meeting the requirements in a timely manner. I am here to help you and will do my best, but knowing what to do and doing it well is up to you. This syllabus is your notification of our program’s policies and procedures; we’ll discuss it during the first and last class sessions, and I’ll give everyone a chance to ask questions until you are comfortable with your understanding of the next steps.

### **Evaluation Method**

Eventually, you will receive either an “S” (satisfactory) or a “U” (unsatisfactory) grade for this course. However, at the end of this semester, you will most likely receive an “I” (incomplete) since this course integrates with your program courses and draws assignments from them that allow you to complete our requirements. Here is what you must do to earn an “I” then an “S” and what you should not do because it would result in a “U.”

**To earn an “I” at the end of the semester, you must successfully complete the following requirements:**

- Earn at least 80% of the total points available for GEB 6215 graded assignments. Major assignments are graded on a 100-point scale. Assignments receiving less than 80 points must be revised; if the revision fails to bring the assignment to 80 points, further revisions or additional assignments may be allowed at the discretion of the instructor.
- Earn at least 80% of the total participation points available. You will receive a weekly participation grade, up to 10 points per week.
- Attend class. Save the allowed **3 absences** for emergencies; if you end up missing more than 3, you’ll receive a “U” and have to retake the course.

**To convert your “I” to an “S,” you must successfully complete the following requirements:**

- Meet the above requirements for receiving an “I” in the course.
- Submit each semester’s Progress Report by the 7<sup>th</sup> Monday of the semester.
- Obtain GEB 6215 certification on integrated papers as outlined below in Paper Submissions. Submit any revisions or follow-up papers by the assigned due dates.
- Obtain GEB 6215 certification on integrated oral presentations in specified core classes as outlined below in Oral Presentations.
- Complete your integrated assignments (Paper Submissions and Oral Presentations) within three active semesters of taking GEB 6215. An “active semester” is any semester in which

you are enrolled in graduate-level courses.

**A “U” will be issued if any one of the following events occurs:**

- Pattern of late submissions for class assignments and integrated revisions
- Absent for more than 3 class sessions
- Papers and/or oral presentations not submitted from core/elective courses
- Remediation requirement (if required) not fulfilled
- One or more of the above requirements for an “S” not fulfilled
- Inactive (you do not complete graduate-level courses) for three consecutive semesters

If you receive a “U,” you must re-register, pay for the course again, and meet with the new instructor to determine what requirements you must complete to earn an “S” in GEB 6215. Whether you retake the course with the same or a different instructor, you must attend the first class or schedule a meeting with your instructor within the first week of class.

<b>Grading Scale</b> (Comments will support the ratings)	
<b>90-100 (A)</b>	<b>Proficient:</b> meets all assignment objectives; provides an organizational structure strategically targeted to the communication’s purpose; precisely targets the identified audience; expresses ideas clearly, concisely, precisely and appropriately; demonstrates near-perfect mechanics; meets deadlines for drafts (if any) and final submissions.
<b>80-89 (B)</b>	<b>Acceptable:</b> meets all major assignment objectives; provides clear organization to achieve the purpose; targets audience well enough to achieve communication objective; generally expresses ideas clearly, concisely, precisely, and appropriately; demonstrates occasional mechanical deviations that do not impede the communication and/or discredit the communicator; generally meets deadlines or agreed-upon extensions for drafts (if any) and final submissions.
<b>&lt;80 (Below a “B” is not passing; assignment must be revised)</b>	<b>Insufficient:</b> falls short of meeting the major assignment objectives; presents either an unclear organizational structure or one that detracts from the communication’s purpose; does not target the audience well enough to achieve the objective; expresses ideas using vague, excessive, or inappropriate words; demonstrates mechanical deviations that impede and/or discredit the communicator; misses deadlines.

**Integrated Assignments**

Integrated assignments are papers and presentations assigned in your degree-program courses taken at the same time as or subsequent to GEB 6215; you must be “certified” (meaning successful completion of the requirement) for 1 Reference Paper (RP), 1 Short Practitioner Paper (SP), and 1 Oral Presentation (OP). Accounting and tax students can submit papers and presentations from either accounting or tax courses.



Although you submit these assignments to me at the same time as you submit them to the course professor, these assignments are required for that course and must first and foremost meet the assigning professor's requirements, earning at least a "B" grade, to be considered for GEB 6215 certification. In this regard, core- and elective-course professors may contact me regarding your written or oral communication skills and vice versa. We work closely with them so we can give you specific guidance with their assignments. Submit the first reference paper and short paper assigned in one of your core or elective courses; we will observe your first presentation.

## Paper Submissions

- Your integrated papers include an SP and an RP; these two papers must come from two different courses. *All papers* must demonstrate the writing skills practiced in the weekly GEB 6215 sessions and be written only by you (no team papers).
- **Short practitioner paper** is a minimum of 2 pages and usually up to about 6 pages of text (e.g., professional memo, a case analysis, a position paper, a proposal, an article synopsis and critique, an essay, a project description). It is not an APA-formatted paper but should be professionally formatted according to business convention and your course professor's assignment.
- **Reference paper** follows APA style-guide requirements, contains at least 7 pages of *substantive* text (title page, table of contents, reference list, etc. do *not* count), and contains at least 7 internal citations from 7 different sources.
- **Submission instructions** for the SP and RP (instructions are the same for online and face-to-face courses):
  1. The same day you submit your paper to your professor, upload the paper to the integrated Canvas shell.
  2. Attach the professor's assignment requirements to each paper. Include the course name and number and the professor's name. Forward the professor's grade/comments when you receive them.
  3. Upload your papers to Turnitin (follow instructions given in class).

Go to canvas and find "GEB 6215: Turnitin Integrated papers" (with my initials). Use your FAU login and ID.

Review, and submit the link to the originality report with your paper.

Tell your core-course professor you submitted your paper to Turnitin for GEB 6215 and provide him or her with a copy of the originality report if requested. If you have already submitted your work to TURNITIN for your core professor, send me the generated report via email. Do not submit the paper twice.

4. Prepare all written work neatly on word processor—draft quality and handwritten work are unacceptable.

5. For revisions, follow these same steps except that you do not have to resubmit paper to Turnitin. Be sure to eliminate all edit marks and comments for revisions. Only clean copies will be accepted as revisions. Be sure to label your revision (REV).

- **Follow-up assignments.** Revising papers is typical; but, if you must revise the revision more than once, you may be asked to submit a follow-up paper from another course in addition to the second revision of the original submission. If you are not sure how to follow my comments for revision, make an appointment with me to discuss them so you'll understand the request and avoid the need for a follow-up assignment.

### **Oral Presentations**

Oral presentations must demonstrate the skills practiced in the weekly GEB 6215 sessions; a Business Communications Program faculty member will observe and evaluate your presentation.

We will attend oral presentations offered in the following courses for the following programs (you must be certified in a course offered in your program); we will observe all of your presentations in these courses until you are certified:

- **MBA:** ACG 6315, ISM 6026, MAR 6815, MAN 6937, FIN 6806  
(may also be observed in one of the following courses, taken as an elective)
- **MHA:** HSA 6108, HSA 6152, HSA 6425
- **M.Ac/M. Tax:** ACG 6138, ACG 6135, TAX 6065, TAX 6405
- **MSITM:** ISM 6026, ISM 6316, ISM 6328, ISM 6368, ISM 6508

**Online presentations:** If you take online courses that require an oral presentation, prepare video and PowerPoint slides. Upload them to the Canvas integrated shell so I can evaluate them.

### **Additional Course Policies**

#### **Missing Exams**

This course does not have exams, but an "I" or an "S" for the course cannot be earned unless all assignments are submitted.

#### **Late Assignments**

All assignments and revisions are due on or before the date specified. Your absence from campus does not postpone your due date. Late work will be **penalized 5 points** for each day the assignment is late.

## **Attendance Policy**

Attending all class sessions will help you succeed in this course; however, you cannot pass the course if you miss more than **three** class sessions. Because class sessions are experiential and designed to build skills, attendance and participation are mandatory.

Contact me ahead of time if you know you are going to be absent or late.

You are responsible for finding out what you miss when you are absent—ask another student or contact me. Assignments must be uploaded to the designated drop-box or handed in on their due date, even if you miss class. You are also responsible for making up the work you missed before attending the next session. If an assignment was given, you are expected to submit it on time and be prepared for the next class. If you come to class unprepared and are therefore unable to participate in the session's activities, that session will count as another absence.

## **Participation**

Positive participation includes arriving to class fully prepared and on time, and facilitating discussions and class activities with insightful comments and questions. You are expected to devote yourself completely to the class sessions. Do not accept phone calls, update Facebook, Tweet, text message, or respond to emails. Before class begins, turn off and put away your cell phone, iPad, and iPhone, Blackberry, laptop and any other electronic device. Unless required for the particular assignment, keep electronic devices off or muted during class.

We start on time; please do not disrupt the class by being late. If you arrive too late to participate in a group activity, you will be asked to leave and that session will count as an absence. Similarly, if you leave early and in doing so disrupt a group activity, that session will count as an absence.

## **Incompletes**

Receiving an incomplete at the conclusion of your class sessions means that you have completed the in-class assignments with a grade of B or better. You then have only the Progress Reports and integrated assignments remaining to receive your "S."

We do not issue incompletes for this class to enable you to complete the required GEB 6215 in-class assignments, except in extreme and rare circumstances (e.g., hospitalization).

Documentation will be required. To receive an "I" under these circumstances, you must be passing the course with only the final assignment(s) remaining and must make up the work in a specified time, which will be within the next semester. If the work is not completed satisfactorily by the designated time, the "I" will automatically become a "U."

<http://cdsi.fau.edu/wp-content/uploads/application/pdf/incomplete-grading-policy.pdf>

## **Violations of Academic Integrity; Anti-Plagiarism Software**

Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Turnitin, a plagiarism detection service, will be used along with other means for detecting plagiarism for any papers submitted to this course.

Students found to be submitting work that is not their own will be deemed in violation of the University's honor code discussed below.

The following actions violate academic integrity:

1. Turning in someone else's work
2. Having someone else write or rewrite your work for you



3. Completing someone else's work for him or her
4. Citing secondary sources as primary sources
5. Copying passages or critical words/phrases without using the necessary quotation marks
6. Paraphrasing ideas or borrowing the basic organization and structure from sources without providing proper documentation (Be sure paraphrasing is a restatement in your own words and form and is not just a slight alteration of the source material.)
7. Submitting the same paper to two different courses without prior approval from the professor for the second course (includes assignments written for this course if you've taken it before)

You are responsible for ensuring that none of your academic work violates academic integrity. Such violations are serious offenses and may result in your receiving a "0" for the assignment and a "U" in the course and whatever other disciplinary action is allowed by the College and University (e.g., dismissal from your program).

### **Questions about Assignments or Grades**

If you have questions about assignments given or grades issued in this course, including your final grade, you must first contact me; this course will adhere to FAU procedures for grade reviews. Follow the 24/7 rule: Wait 24 hours before contacting me about your grade so that you have time to study the rubric ratings and feedback, but do not wait more than seven days.

### **Web Assistance**

This course uses Canvas for web-assistance. This platform will be used to augment classroom activities and to help you interact with one another and with me throughout the semester. You will also use Canvas "Assignments" to submit your assignments and pick up the evaluated assignments.

FAU's Office of Information Technology provides technical support from its website at <http://www.fau.edu/oit/>

Be sure to check your FAU email address and Canvas daily. I'll be using it to contact you throughout the semester. If you forward your FAU email to your personal email account, you may not receive all FAU messages.

### **Remediation Requirement**

Students who lack satisfactory writing or speaking skills will be required to seek tutorial help and may be required to repeat the course.

## **Selected University and College Policies**

### **Code of Academic Integrity Policy Statement**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student

enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see

[https://www.fau.edu/ctl/4.001\\_Code\\_of\\_Academic\\_Integrity.pdf](https://www.fau.edu/ctl/4.001_Code_of_Academic_Integrity.pdf)

### **Disability Policy Statement**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) – in Boca Raton, SU 133 (561-297-3880); in in Davie, LA 131 (954-236-1222); or in Jupiter, SR 110 (561-799-8585) — and follow all SAS procedures. Their web site is: <https://fau.edu/sas>.

### **Religious Observance Regulation**

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices, observances, and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments. For further information, please see FAU Regulation 2.007 at: <http://www.fau.edu/regulations/chapter2/Reg%202.007%208-12.pdf>

### **FAU Email**

FAU's primary source for correspondence with students is through the student's FAU email. Messages sent by the University may include time-sensitive information regarding student accounts, announcements and class information. Students are responsible for checking their FAU email on a regular basis. FAU has partnered with Google to bring students Owl Apps, a Gmail interface that replaces the MyFAU email and includes a 25 GB inbox, among other features. To switch to Owl Apps and for more information about FAU email, visit [www.fau.edu/owlapps](http://www.fau.edu/owlapps). For issues with logging into MyFAU, contact the Office of Information Technology Help Desk or 561-297-3999.

### **University Approved Absence Policy Statement**

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University-approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.

### **College of Business Minimum Grade Policy Statement**

The minimum grade for College of Business requirements is a "C". This includes all courses that are a part of the pre-business foundation, business core, and major program. In addition, courses that are used to satisfy the university's Writing Across the Curriculum and Gordon Rule requirements also have a minimum grade requirement of a "C". Course syllabi give individualized information about grading as it pertains to the individual classes.

### **Grade Appeal Process**

A student may request a review of the final course grade when he or she believes that one of the following conditions applies:

A computational or recording error in the grading.



Non-academic criteria applied in grading process.  
 A gross violation of the instructor's own grading system.

[http://www.fau.edu/regulations/chapter4/4.002\\_Student\\_Academic\\_Grievance\\_Procedures\\_for\\_Grade\\_Reviews.pdf](http://www.fau.edu/regulations/chapter4/4.002_Student_Academic_Grievance_Procedures_for_Grade_Reviews.pdf)

**Withdrawals**

Any student who decides to drop is responsible for completing the proper paperwork required to withdraw from the course. Please see the following add/drop schedule:

<b>Program</b>	<b>Class Start Date: _____</b>	<b>Last day to drop/add courses without consequences; courses are fee liable after this date: _____</b>	<b>Last day to drop a course or withdraw without receiving an "F" in each course- with full fee liability: _____</b>
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**Disruptive Behavior Policy Statement**

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who behave in the classroom such that the educational experiences of other students and/or the instructor's course objectives are disrupted are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include, but is not limited to: non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

[http://www.fau.edu/regulations/chapter4/REGULATION%204%20007\\_6%2023%2015%20Clean%20Copy%20rev%2012.16.pdf](http://www.fau.edu/regulations/chapter4/REGULATION%204%20007_6%2023%2015%20Clean%20Copy%20rev%2012.16.pdf)

**Faculty Rights and Responsibilities**

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the following prerogatives:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct

**Communication Devices**

In order to enhance and maintain a productive atmosphere for education, personal communication devices, such as cell phones, are to be disabled in class sessions.

**Course Schedule**

Specific assignments, topics covered, and due dates are tentative and may be adjusted as needed by the instructor in order to deliver this course in the most effective way.

DATE	CLASS TOPICS AND ACTIVITIES	READINGS AND ASSIGNMENTS <u>DUE NEXT CLASS</u>
<p><b>Week 1</b></p>	<ul style="list-style-type: none"> <li>● Introductions</li> <li>● Smartphones and communication</li> <li>● Email assignment and business problem</li> <li>● Hamilton Impromptu presentations</li> <li>● Communication styles</li> <li>● Data Sheets</li> <li>● Review course requirements: textbooks, syllabus, schedule, integrated work.</li> <li>● Discuss semester scenario project</li> </ul> <p><b>For all future classes</b>, bring books and materials to be used in each particular class's activities. Each editing team must have a laptop for class work.</p> <p><b>Please check this schedule every week</b> to make sure you have completed all assignments. You are responsible for complying with this schedule even if assignments are not discussed in the previous week's class.</p>	<ul style="list-style-type: none"> <li>● Log in to our class Canvas. This class will use Canvas a great deal this semester. Be sure to check your FAU email and Canvas regularly. <ul style="list-style-type: none"> <li>▶ Download Data Sheet, complete the form and upload it to the "Data Sheet" drop-box before next class.</li> </ul> </li> <li>● Carefully read syllabus. Be prepared to answer questions regarding course requirements. <ul style="list-style-type: none"> <li>▶ Write your email and upload it for next week.</li> </ul> </li> <li>● Bring your laptop to class next week.</li> <li>● <b>Hamilton pp. 5-21; 262-273 - Prepare for Impromptu</b></li> </ul> <p><u><b>The items in this column are due next class</b></u></p>
<p><b>Week 2</b></p>	<ul style="list-style-type: none"> <li>● Communication styles continued</li> <li>● Discuss topics for Business Problem short paper</li> <li>● Introduce writing as a form of critical thinking</li> <li>● Introduce research methods</li> <li>● Group work: First writing process exercise (Cerner)</li> <li>● Hamilton impromptu presentations</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Hamilton pp. 135-155</b></li> <li>● Review Meyer- Section 3 (pp.215-228)</li> <li>● Be prepared to discuss your business problem</li> </ul>
<p><b>Week 3</b></p>	<ul style="list-style-type: none"> <li>● Hamilton impromptu presentations</li> <li>● Discussion of Business Problems: Symptoms and Causes</li> <li>● Group Work: Analytical view of business problem</li> <li>● Introduce high level editing</li> <li>● High level editing: Group exercises</li> <li>● Assign Draft of Business Analysis Short Paper</li> <li>● Review Progress Reports</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Hamilton pp. 317-331</b> <ul style="list-style-type: none"> <li>▶ Bring four copies of the draft of your business problem short paper to the next class</li> <li>▶ Prepare Progress Report and upload to Canvas GEB 6215 Integration companion site.</li> </ul> </li> </ul>

<p><b>Week 4</b></p>	<ul style="list-style-type: none"> <li>● Hamilton impromptu presentations</li> <li>● Group editing: Business Problem Short Paper</li> <li>● Complete high level editing if necessary</li> <li>● Introduce Informative Presentation</li> <li>● <b>Sign-up sheet for informative presentations.</b></li> </ul>	<ul style="list-style-type: none"> <li>● <b>Hamilton pp. 107-127</b></li> <li>▶ Upload final Business Problem Short Paper.</li> </ul>
<p><b>Week 5</b></p>	<ul style="list-style-type: none"> <li>● Hamilton impromptu presentations</li> <li>● Visual aids: Exercise and Discussion</li> <li>● Discuss business problems and presentations</li> <li>● Assign Draft Informative Outline</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Hamilton pp. 71-91</b></li> <li>● Revise Business Problem Paper if less than 80 points.</li> <li>▶ Prepare informative outline. Bring 4 copies to class.</li> </ul>
<p><b>Week 6</b></p>	<ul style="list-style-type: none"> <li>● Introduce Intercultural Group Project</li> <li>● Reference Paper Review</li> <li>● Plagiarism; How to use Turnitin to your advantage</li> <li>● Hamilton Impromptus</li> <li>● Group editing of informative outline</li> </ul>	<ul style="list-style-type: none"> <li>▶ Final Informative Outline due before next class. You must receive 80 points or better on your final outline before you present.</li> <li>● <b>Hamilton pp. 349-372</b></li> </ul>
<p><b>Week 7</b></p>	<ul style="list-style-type: none"> <li>● Intercultural teams meet</li> <li>● Review presentation procedures</li> <li>● Online presentation review</li> <li>● Sample Introductions and Conclusions</li> <li>● APA Assignment/ group work</li> <li>● Hamilton Impromptus</li> </ul>	<ul style="list-style-type: none"> <li>● <b>IP Group 1: Practice your presentation</b></li> </ul>
<p><b>Week 8</b></p>	<ul style="list-style-type: none"> <li>● <b>Informative Presentation: Group 1</b></li> <li>- Give a <b>5-minute informative</b> speech on your business problem.</li> <li>● Elements of effective feedback</li> <li>● Feedback</li> <li>● Review Self-Evaluation Memo Assignment</li> </ul>	<ul style="list-style-type: none"> <li>● <b>IP Group 1:</b></li> <li>▶ <b>Prepare self-evaluation memo and upload the following files to Canvas before next class:</b></li> <li>(1) <b>Self-evaluation memo addressed to me; include introduction, headings (Strengths, Weaknesses, and Strategies for Improvement of Next Presentation), and brief conclusion (your overall comments on the presentation).</b></li> <li>(2) <b>Upload video</b></li> </ul>



		<ul style="list-style-type: none"> <li>• <b>IP Group 2: Practice your presentation.</b></li> </ul>
<p><b>Week 9</b></p>	<ul style="list-style-type: none"> <li>• <b>Informative Presentation: Group 2</b> <ul style="list-style-type: none"> <li>- Give a <b>5-minute informative</b> speech on your business problem.</li> </ul> </li> <li>• Elements of effective feedback</li> <li>• Feedback</li> <li>• Review Self-Evaluation Memo Assignment</li> </ul>	<ul style="list-style-type: none"> <li>• <b>IP Group 2:</b> <ul style="list-style-type: none"> <li>▶ <b>Prepare self-evaluation memo and upload the following files to Canvas before next class:</b> <ol style="list-style-type: none"> <li>(1) <b>Self-evaluation memo addressed to me; see guidelines above)</b></li> <li>(2) <b>Upload video</b></li> </ol> </li> </ul> </li> <li>• <b>Hamilton pp. 318-321; 140-148; 340-346</b></li> </ul>
<p><b>Week 10</b></p>	<ul style="list-style-type: none"> <li>• Hamilton impromptu presentations</li> <li>• Introduction to Persuasive presentation outline and template</li> <li>• <b>Sign-up sheet for persuasive presentations.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Review Meyer: Section 1</b></li> <li>• <b>Hamilton pp. 56-57; 74-78; 156-158; 138-139; 144</b></li> </ul>
<p><b>Week 11</b></p>	<ul style="list-style-type: none"> <li>• Visual aids: Exercise and Discussion</li> <li>• Writing process: Group Exercises</li> <li>• Writing strategies and sample letters/memo</li> <li>• Hamilton impromptu presentations</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Hamilton pp. 412-429; 207-215; 376-397</b></li> <li>• Review Meyer: Section 2 <ul style="list-style-type: none"> <li>▶ Upload persuasive outlines to Persuasive Presentation Discussion group for review and bring a hard copy to class</li> </ul> </li> </ul>
<p><b>Week 12</b></p>	<ul style="list-style-type: none"> <li>• Peer Review of Persuasive Outlines</li> <li>• Hamilton impromptu presentations</li> <li>• Persuasive Delivery and Structure Review</li> <li>• Group Work: Intercultural Project</li> <li>• Integrated Assignment Summary</li> </ul>	<ul style="list-style-type: none"> <li>▶ Final Persuasive Outlines due before next class <ul style="list-style-type: none"> <li>• Review Meyer- Section 3 (pp.135-214)</li> </ul> </li> <li>▶ <b>Persuasive Presentation:</b> Upload your power-point the night before you present. <ul style="list-style-type: none"> <li>• Prepare your smart phone to tape your presentation</li> </ul> </li> </ul>

<b>Week 13</b>	<b>Persuasive Presentation: Group 1</b> <ul style="list-style-type: none"> <li>• Give a <b>5-9 minute persuasive</b> speech on the recommendation you chose after completing the analysis of your business problem.</li> <li>• Be prepared to tape and upload your presentation</li> <li>• Dress professionally</li> <li>• Feedback</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Persuasive Presentation:</b> Upload your power-point the night before you present.</li> <li>• Prepare your smart phone to tape your presentation</li> <li>• Upload your video</li> </ul>
<b>Week 15</b>	<b>Persuasive Presentation: Group 2</b> <ul style="list-style-type: none"> <li>• Give a <b>5-9 minute persuasive</b> speech on the recommendation you chose after completing the analysis of your business problem.</li> <li>• Be prepared to tape and upload your presentation</li> <li>• Dress professionally</li> <li>• Feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the self-evaluation form with comments. Upload before next class.</li> <li>• Upload your video</li> </ul>
<b>Week 16</b>	<b>FINAL EXAM: ATTENDANCE IS MANDATORY</b> <ul style="list-style-type: none"> <li>• Intercultural Group Presentations</li> <li>• Feedback</li> </ul>	<b>FINAL EXAM: ATTENDANCE IS MANDATORY</b>

\*This schedule and the assignments are subject to change.