



Your University of Choice

COURSE SYLLABUS

Term: Fall (2018-1)

ORMN 425: Business Communications

Instructor Information	
Instructor Name	Jeannine M. Pellettiere
Office Number:	
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Hours Available:	As arranged
Instructor Background: B.A. History, Quincy University, B.G.S. (concentration in Business & Economics), Indiana University Northwest, M.P.A., Roosevelt University. The instructor has held various positions in the Chicago legal community for over 40 years and was most currently the Legal Administrator for Donohue Brown Mathewson & Smyth LLC. She currently owns an HR consulting firm, OpenWindows LLC.	

Course Information:	
Course Time:	Mondays: August 28, September 11, 18, 25 and October 2 6:00-10:00 p.m.
Classroom:	Whiting
Prerequisites:	None
Textbook:	Guffey, M.E. and Loewy D. Business Communication, Process & Product, 8th Ed. South-Western Cengage: Mason, OH 2015.
Learning Outcomes/ Competencies: Students in this course will learn the nature of strategic management by: <ul style="list-style-type: none">• Identify the communication processes from the positions of “sender” and “receiver” in a variety of business and professional contexts, in a classroom environment to satisfaction.• Prepare and meet ethical, intercultural and technological challenges to communication, in a classroom environment to satisfaction.• Apply specific reasoned, practical and ethical business communication principles to composing and delivering business and professional messages, in a classroom environment to satisfaction.• Identify and apply necessary communication tools to help organizations meet and exceed their goals, in a classroom environment, to satisfaction.	

Course Description: This course integrates the study of communication theory and critical thinking practice to provide students with the tools to prepare and send effective written and oral messages in business. Communication challenges in today's workplace brought about by advances in technology, globalization,, workplace diversity and team-based structure are explored.

Learning Strategies: Course readings, lectures, critical thinking exercises, submitted homework, and individual research and writing.

Experiential Learning Opportunities: Include creating a business communication writing portfolio that encapsulates writing improvement exercises, memos letters, report writing, and social media etiquette.

Assessments:

Homework Assignments		40% of grade
Portfolio		20% of grade
Final Exam		20% of grade
Attendance & participation		20% of grade
Assignments	Description	Due Date
Chapters 1-4	Ex. 3.2 pg 109; Ex. 4.4 and 4.5 pg 146	August 30
Chapters 5-8	Ex. 6.10 p 199; Ex. 8.9 pg 275	September 13
Chapters 9-12	Ex.9.11 pg 318; Ex. 12.13 pg 455	September 20
Chapters 13-16	Prepare a professional resume and cover letter responding to an advertisement for a job in your chosen field.	September 27
Final Exam		October 4

Grading Scale:

A: 100 - 93	B+: 89 - 88	C+: 79 - 78	D: 60-69	F: 59 & below
A-: 92 - 90	B: 87 - 82	C: 77 - 72		
	B-: 81 - 80	C-: 71 - 70		

Policies and Procedures	
Class Policy on Attendance:	<p>Students will lose half of the assigned points for each missed class, unless absent for personal and documented medical reasons or a college-scheduled activity. Excused absences will be limited to one (1) class during the term. <u>Even with excused absences, students lose the attendance points for the class(es) missed. Arriving more than 10 minutes late or leaving early from a class, results in only half the attendance points for that evening.</u></p> <p><u>No hoodies or caps are allowed in class.</u></p>
Class Policy on Electronic Devices	<u>All electronic devices such as cell phones, beepers, or pagers are to be turned off the during class period.</u>
Class Participation:	All students are expected to have read the assigned material and be ready to discuss it in class. Class participation may affect the student's final grade.
Statement of Plagiarism:	<p>If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.</p> <p>PLEASE NOTE: All papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.</p>
Citation Guidelines:	Calumet College of St. Joseph uses citation guidelines, generally MLA or APA format, to document sources quoted or paraphrased in student papers. Check the syllabus for <u>each</u> course to see what <u>each</u> instructor requires. The Library has reference copies of each manual; the Follett has copies for sale when required by the instructor. In addition, there are brief MLA and APA checklists in your spiral "Student Handbook and Planner" and on the Library website and literature rack. These texts show how to cite references from many sources, including electronic media, as well as how to space and indent the "Works Cited" and "References" pages respectively. EBSCO and ProQuest articles provide both formats for you to copy and paste. Proper documentation avoids plagiarism.
Withdrawal from Classes Policy:	After the last day established for class changes has passed (see College calendar), students may withdraw from a course in which they are registered and wish to discontinue. A written request detailing the reason(s) for the withdrawal must be completed with the Office of Academic Advising and filed with the Registrar. The Office of Academic Advising must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue.

	<p>Written requests should be submitted in person or, when an in-person visit is not possible, may be mailed to the Office of Academic Advising, emailed, or faxed to 219-473-4336. Students are to make note of the refund schedule when withdrawing from courses. If the request requires instructor approval per the College calendar, it must be forwarded to the faculty member, who makes the final determination to accept or deny the request.</p> <p>If the request is honored by the faculty member, the student will receive notification of official withdrawal from the Registrar after meeting or speaking with a member from Academic Advising, Financial Aid and Athletics (if applicable). These departments will notify the student of academic, financial, and athletic eligibility effects of a possible withdrawal.</p> <p>If the request is denied by the faculty member, the notification will indicate why the withdrawal is disallowed. Please note that if the request does not require instructor approval, the student must still meet or speak with a member from Academic Advising, Financial Aid and Athletics (if applicable) before the withdrawal will be processed.</p> <p>An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without a written request for withdrawal automatically incurs an "FW" grade for the course (see Refund Schedule). Failure to Withdraw (FW) is indicated when the student does not complete withdrawal paperwork with the Office of Academic Advising nor does the student notify the instructor of their intent to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student's control. <u>This grade is submitted by the instructor at the end of term.</u></p>
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Resources	
Student Success Center:	The Student Success Center supports Calumet College of St. Joseph students through an interactive learning experience. Students work with faculty tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. The Student Success Center is open to all students at Calumet College of St. Joseph at no charge and is available to support academic courses at the introductory and advanced levels. For assistance, please contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans Disability Act (ADA) guidelines. Students must

