

Syllabus

MGMT 3330.001, Fall 2017

Mondays, Wednesdays, & Fridays from 11-11:50 a.m. in BLB 080

Course Description

MGMT 3330 (*Communicating in Business*) is a junior-level, College of Business foundations course designed to provide students with information regarding communication skills that are valued by the U.S. business community as well as an appreciation for the impact good communication skills can have on organizations and business people's careers. The main goals of this course are to strengthen and expand on your business communication skills, knowledge, and attitudes in ways that will support your professional job search efforts, professional relationships, and career goals. As an aside, MGMT 3330 is one of UNT's Discovery courses.

Learning Objectives

1. Recognize the ways both poor and good communication skills affect organizations and business people's careers.
2. Describe the attitudes and qualities shared by good communicators in U.S. organizations.
3. Discriminate between actions and behaviors that both impede and contribute to effective listening.
4. Describe communication techniques that both impede and contribute to effective business teams.
5. Describe communication techniques that both impede and contribute to effective business meetings.
6. Identify the three steps of the writing process and discuss the effect of each on business writing.
7. Describe the role of social media in U.S. organizations.
8. Identify writing principles that are important in business writing.
9. Identify techniques that compromise and contribute to effective electronic messaging.
10. Recommend writing strategies and components for various types of business letters.
11. Identify the components of effective business reports.
12. Describe ways electronic communication technologies are affecting organizations and business people's careers.
13. Describe communication considerations that are important when communicating with intercultural business partners.
14. Identify how to plan, prepare, and give effective business presentations.
15. Describe the seven-step job search process.
16. Describe the relationship between communication and interpersonal skills and business etiquette.

Instructor

Dr. Robert Insley

Office: BLB 319C

Phone: 940-565-4331

E-mail: Insley@unt.edu (This is the only e-mail Dr. Insley checks.)

Student Conference Hours: From 9-10:35 a.m. & 12-12:30 p.m. on the Monday & Wednesday dates class meets and from 9:30-10:30 a.m. on Tuesdays & Thursdays. Others by appointment.

Teaching Assistant

Harsha Vardhan

Office: BLB 002

Phone: 940-565-2745

E-mail: nagaharshavardhanbadugu@my.unt.edu (This is the only e-mail Harsha checks.)

Student Conference Hours: From 10-10:45 a.m. & 12-1 p.m. on the Monday & Wednesday dates class meets and from 7:30-8 a.m. & 12:30-1:30 p.m. on Tuesdays and Thursdays. Others by appointment. While you can always contact me, you might also consider contacting Harsha if you have questions regarding the seating chart, Attendance Records, how to check your scores online, posted scores, online activities, exams, in-class exercises, and penalties imposed pertaining to the *electronic devices policy*.

E-mailing Dr. Insley & Harsha

If you e-mail Harsha or me, please include the following identification information in your e-mail: **your full name** (both first & last names), **the course preface & number** (MGMT 3330), and **your section number** (001). Since Harsha and I are working with other courses as well as your MGMT 3330 class, we need the above information to serve you efficiently.

Instructional Approach

A blended instructional approach is used in this course. This a combination of online activities, lectures, class discussions, and in-class team exercises. Due to the blended instructional approach in MGMT 3330.001, class will not meet on Fridays this semester in addition to an occasional Monday or Wednesday. Whether class is scheduled to meet or not to meet is specified to the right of each Fall 2017 M/W/F date in the Course Schedule section of this syllabus. The purposes of not meeting on Fridays and an occasional Monday or Wednesday include freeing up some of your time to keep up with assigned readings, work on online activities, and prepare for exams. Time off for the Labor Day and Thanksgiving holidays is also noted.

Textbook and Student Website Access Code

Required materials include the *textbook* and an *active student website access code*.

- *New hardcopies of the textbook and eBook version of the textbook include* an active student website access code.
- *Used copies of the textbook do not include* an active student website access code. (If you purchase or rent a used copy of the textbook or borrow a used copy from a friend, you will need to purchase the student website access code separately as described on the next page.)

Detailed descriptions of the *textbook* and *student website access code* are below.

Textbook (Required)

Communicating in Business, Second Edition, 2017, Robert G. Insley, Kendall Hunt Publishing Company

Second Edition Textbook Purchase Options:

- New and used hardcopies of the textbook can be purchased at the off-campus and on-campus bookstores.
- New hardcopies of the second edition can also be purchased directly from the publisher at www.kendallhunt.com/insley/ or by calling 800-228-0810. The ISBN is 978-1-4652-9548-4.
- The eBook version, which is not sold in the bookstores, can be purchased from the publisher at www.kendallhunt.com/insley/ or by calling 800-228-0810. The ISBN is 978-1-4652-9548-4.

Student Website Access Code (Required)

You will need an active Student Website Access Code to complete online course assignments (*Preview Tests, Chapter Assessment Tests, YouTube Exercises*) which comprise approximately 30 percent of your course grade. **You are expected to purchase your student website access code at the start of the semester so you will be able to submit online activities by their scheduled due dates/times.** You will also want to access online *Preview Tests, Chapter Assessment Tests, and YouTube Videos* at the student website when preparing for course exams since some of the exam questions will be drawn from these sources. Other Student Website resources that you will find helpful when preparing for exams include: *Interactive Exercises* (drop-and-drag & gaming formats), *Interactive Glossary* (flip card format), and textbook-based PowerPoint Slides that are not shown in class. In addition, *Writing Mechanics Rules & Guidelines* websites that contain grammar, punctuation, capitalization, number usage, abbreviations, & spelling rules; games; & quizzes are available at the student website.

Access Code Purchase Options:

- If you purchase a new hardcopy of the textbook, an active Student Website Access Code is included with the book. The code and related instructions are located on the inside front cover of the textbook.
- If you purchase an eBook version of the textbook, an active Student Website Access Code is included with the eBook.
- If you acquire a used hardcopy of the second edition of the textbook, you will need to purchase an active Student Website Access Code separately since the code on the inside front cover of the used textbook will not be active.
- Student Website Access Codes are not available at the bookstores, but can be purchased at www.grtep.com for \$78.26. This amount does not include tax.

Students with Disabilities

The College of Business complies with the *Americans with Disabilities Act* in making reasonable accommodations for qualified students with disabilities. University policy requires that students notify their instructors within the first week of classes that accommodations will be needed. If you have an established disability as defined in the *Americans with Disabilities Act* and would like to request accommodations, please contact Dr. Insley as soon as possible.

Academic Integrity Standards and Sanctions for Violations

The University of North Texas (UNT) promotes the integrity of the learning process by establishing and enforcing academic standards. According to UNT Policy 06.003 Student Standards of Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to, cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or misconduct sanctions ranging from admonition to expulsion from UNT. Additional information is available at <https://policy.unt.edu/policy/06-003>.

Acceptable Student Behaviors

Students should conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity of the university community. With this in mind, student behaviors that interfere with the instructor's ability to conduct a class or the students' ability/opportunity to learn are unacceptable. Students engaging in unacceptable behaviors may be directed to leave the classroom and may also be referred to the Dean of Students. UNT's expectations for student conduct apply to all instructional forums, including onsite and online classrooms, labs, discussion groups, and field trips. The Code of Student Conduct is available at <https://deanofstudents.unt.edu/conduct>.

Electronic Devices Policy

You are required to keep electronic devices out of sight during class and are also prohibited from using them during class for any purpose including, but not limited to, taking notes, taking photos of class *PowerPoint* screens, and making audio and/or video recordings of class. No electronic devices should be on your tabletop space, in your hands, on your wrist, in your lap, in your ears, and/or around your neck. Thus, electronic technologies ranging from smartphones, smartwatches, laptops, netbooks, and tablets to cameras, electronic books, music devices, and earphones need to be **out of sight and not used** while class is in session. The only exception pertains to emergency situations. Here's the way those work. If you anticipate that you will receive an emergency text message or call during a class, tell Dr. Insley about this immediately before that class starts and then if the text message or call does occur, quietly step out into the hallway and take care of the matter out there.

The electronic devices policy exists for the purpose of supporting a distraction-free learning and teaching environment.

Using electronic devices during class is often distracting to your instructor and students seated nearby. In addition, experience has shown that students who do not have electronic devices visible (out in front of them or otherwise easily accessible) are far less tempted and far less likely to use them during class. With restrictive measures in place, the hope is that technology-related distractions will not occur in your class. This goal was realized in five of my MGMT 3330 sections during the past two years. In contrast, the number of students who did not adhere to the policy during the same time period hovered around seven percent. Hopefully your class will replicate the prior not the latter outcome.

What will happen if a student is observed with a visible electronic device and/or using an electronic device during class?

The first instance observed will result in a 15-point penalty. The second instance observed will result in a 30-point penalty. The third instance observed will result in the penalty points being doubled yet again, and the situation will be reported to the Dean of Students Office. **To avoid running the risk of losing points and possibly being reported to the Dean of Students Office, you are required to turn off and put away electronic devices before each class starts.**

Bonus Points Opportunity: The vast majority of students in your class will not abuse the Electronic Devices Policy and possibly no one will. As a means of thanking them for their cooperation and courtesy we will award 10 bonus points to each student who adheres to the Electronic Devices Policy throughout the entire semester.

One Final Thought on the Matter: Business majors should be especially careful to avoid forming poor communication technology-usage habits that could easily follow them into the professional workplace. Keep keeping in mind that the vast majority of U.S. managers report that they do not want their employees texting, tweeting, blogging, surfing the Internet, etc., during meetings, training sessions, and presentations. Misuse of electronic communication devices in the professional workplace can easily threaten your career growth and even their job stability! With all this in mind, you are encouraged to develop and practice appropriate, respectful, communication technology-usage habits now that will serve you well throughout this course, the remainder of your time at UNT, and on into the professional workplace.

Ways You Can Help Create and Maintain a Productive Learning and Teaching Environment

Arrive at class on time. Don't step in and out of the room during class. Don't leave class early. Don't participate in extended side conversations with fellow students during class. Keep electronic devices out of sight and don't use them during class. Be courteous toward and respectful of fellow students, Harsha, and Dr. Insley.

Class Attendance

Regular class attendance is encouraged since there is typically a direct correlation between class attendance and success in the course.

Your alternatives if you miss class:

- If you do not participate in an In-Class Exercise, there are no make-ups. (However, at the end of the semester we will drop two in-class exercises to offset two you may have missed)
- If you miss taking Class Notes, get them from a fellow student.
- If you miss an Exam or arrive too late to take it (after a classmate has finished and submitted his or her's), refer to the related information the *Exams* section of this syllabus.

Actions That Typically Contribute to Student Success in This Class

While there are no guarantees, doing the following should help.

- Acquiring the textbook at the start of the semester.
- Acquiring the textbook Student Website Access Code at the start of the semester.
- Reading the Course Syllabus thoroughly so you are familiar with course policies, exam dates, due dates, etc.
- Remaining current with the Course Schedule section of this Course Syllabus.
- Attending each scheduled class and doing so in its entirety (e.g., *not arriving late, leaving early, traveling out & back in*).
- Participating in In-Class Exercises in their entirety including the related discussion following each exercise.
- Participating in class discussions.
- Keeping electronic devices out of sight and not using them during class. (Keep in mind that bonus points will be awarded to students who adhere to the Electronic Devices Policy the entire semester!)
- Studying thoroughly for exams and not assuming the subject matter is simply general knowledge.
- Reading/studying the required class handouts when preparing for exams. (Most of the handouts are located in the Handouts folder on Blackboard while on occasional handout will be distributed in class.)
- Reading/studying the required textbook side-margin articles when preparing for exams.
- Reading each textbook chapter thoroughly before completing related online Preview Tests and Chapter Assessment Tests.
- Keeping a log of questions you struggle with while completing online Preview Tests and Chapter Assessment Tests.
- Completing and submitting required Online Activities by scheduled due dates/times.
- Being receptive to accessing other resources available to you at the textbook Student Website that are not assigned.
- Not assuming backup measures (e.g., *extra credit opportunities*) will be available to offset an undesirable course grade.

UNT Learning Center (Sage Hall, Room 315, Learning.Center@unt.edu, 940-369-7006)

The UNT Learning Center offers assistance to help students succeed in their classes. The Learning Center offers free tutoring, workshops, and the following programs: *Supplemental Instruction* (group study sessions for many core courses), *Volunteer Tutors* (individualized tutoring in over 100 courses), *Connecting for Success* (individualized academic counseling and resource referrals), *SMARTHINKING.com* (24/7 online tutoring), *Learning Success Workshops* (covering an array of academic topics), *Academic Success Programs* (series for students on Academic Alert/Probation), *Study Skills Classes*, and *Speed Reading Classes*.

Grade Scale

Your course letter grade will be determined by contrasting your total earned points with points-based grade scale presented below. Course grades are not based on percentages.

A = 612-680 points
B = 544-611
C = 476-543
D = 408-475
F = 0-407

Keep in mind that backup measures (e.g., *extra credit*, *artificially “bumping up”* a grade) will not be made available to offset undesirable course grades.

Grade Components & Related Point Values

	Points	Approx. Portion of Course Grade
Exam 1	120	17%
Exam 2	120	17%
Exam 3	120	17%
Online Activities	200	30%
<small>Preview Tests = 40 points. Chapter Assessment Tests = 80 points. YouTube Exercises = 80 points.</small>		
In-Class Exercises	<u>120</u>	17%
Total Points	680	

See the Course Schedule for the *Exam* dates and the *Online Activities* due dates/times.

Checking Your Grade Components' Scores On Blackboard

Grade components' scores will be posted on Blackboard. If you have trouble accessing your scores, contact Harsha.

- Exams 1, 2, & 3 scores will be posted by 5 p.m. the day after each exam is administered.
- Online Activities scores will be posted periodically.
- In-Class Exercises participation indicators will be posted periodically.
- In-Class Exercises scores (point totals) will be posted by 5 p.m. on December 8.

Exams

Purpose

To test your understanding and retention of select course subject matter.

General Description

Three exams, each containing 40 multiple-choice questions, will be administered this term. Each exam question is worth 3 points.

Where and When Will the Exams be Administered

Exam 1 will be administered in our classroom at the start of class on the date indicated in the Course Schedule.

Exam 2 will be administered in our classroom at the start of class on the date indicated in the Course Schedule.

Exam 3 (final exam) will be administered in our classroom on the date and during the time range indicated in the Course Schedule.

Exam Sources

Exam questions will be drawn from *assigned textbook readings*, *online activities* (Preview Tests and Chapter Assessment Tests. Not YouTube Videos.), *information presented in class* (class notes), *specified handouts* (located at textbook student website), and *specified articles* (mentioned in the textbook side margins). While not required, consider exploring the following textbook student website resources when preparing for exams: *PowerPoint slides*, *Interactive Exercises*, and *Interactive Glossary*. These resources are all textbook based, thus will help reinforce your understanding of information presented in the textbook and, in turn, should contribute to information retention.

Exam Textbook Chapters

Exam 1 - Chapters 1, 2, 3, 4, & 13*

Exam 2 - Chapters 5, 6, 7, 8, 9, & 10

Exam 3 - Chapters 11, 12, 14, 15, 16, & 17

*On Exam 1 you are also responsible for class notes pertaining to the *Interpersonal Skills* topic which is not covered in the textbook.

What Will Happen If Someone is Observed Cheating on an Exam?

The individual will receive zero points for the exam in question and the matter will likely be referred to the Dean of Students.

Arriving at Class Late on a Scheduled Exam Date

- **If you arrive late to class on an exam date, but do so before an exam has been submitted**, you will be allowed to take the exam during that exam session. However, you will need to submit the exam by the end of the scheduled exam session.
- **If you arrive late to class on an exam date after one or more exams have been submitted**, you will not be allowed to take the exam during the scheduled exam session. If you find yourself in this situation, you will need to request permission to take a make-up exam. This involves you submitting the following to Harsha: an e-mail message describing your request and giving the reason you did not arrive for the exam on time. Include in your e-mail message the course preface & number, MGMT 3330, your section number, and your e-mail address. Harsha will then get back in touch with you to remind you of the make-up exam date (December 8) and time (1-1:50 p.m.).

What is Your Option if You Miss Taking Either Exam 1 or Exam 2 During its Scheduled Time?

If you are absent the day Exam 1 or Exam 2 is administered, you will need to request permission to take a make-up exam. This involves you submitting the following to Harsha: an e-mail message describing your request and the reason you were absent. Include in your e-mail message the course preface & number, MGMT 3330, your section number, and your e-mail address. Harsha will then get back in touch with you to remind you of the make-up exam date (December 8) and time (1-1:50 p.m.).

What is Your Option if You Miss Taking Exam 3 During its Scheduled Time?

Contact Dr. Insley immediately.

Sharing Exam Results

Individual exam scores will be posted on Blackboard by 5 p.m. on the day following the day each exam is administered. Class results (e.g., *class average*) for Exams 1 & 2 will be shared in class.

Reviewing an Exam After Your Score Has Been Posted on Blackboard

Exams are not returned in class or outside of class for that matter. If you wish to review an exam after scores are posted, meet with Harsha in BLB 002. She will let you review a copy of the exam that contains the key along with a photocopy of your Scantron Form. **You are not allowed take either of the above items out of the room or to keep either. Furthermore, you are not allowed to write down questions or take notes while reviewing an exam.**

If You Have Questions Regarding Exams

Contact Dr. Insley or Harsha.

Online Activities

Description

Online activities include *Preview Tests*, *Chapter Assessment Tests*, and *YouTube Exercises*. Each of these activities is located at the *student website*. They are not posted on Blackboard! The online activities, combined, comprise 30 percent of your course grade.

- **Preview Tests**

There are five true/false questions for each chapter. Preview Tests are not merely check-off activities! They are scored and each correct answer is worth approximately one-half point (.47 points). Once you open a Preview Test, you will have eight minutes to complete and submit it. Once you submit a Preview Test, you will not be able to retake it. However, you will be able to go back in and reopen it for review purposes and to see which items you answered correctly and which you answered incorrectly. The process you will follow to reopen a Preview Test is described in a related document that is located in the Handouts folder on Blackboard.

- **Chapter Assessment Tests**

There are ten multiple-choice questions for each chapter. Chapter Assessment Tests are not merely check-off activities! They are scored and each correct answer is worth approximately one-half point (.47 points). Once you open a Chapter Assessment Test, you will have 16 minutes to complete and submit it. Once you submit a Chapter Assessment Test, you will not be able to retake it. However, you will be able to go back in and reopen it for review purposes and to see which items you answered correctly and which you answered incorrectly. The process you will follow to reopen a Chapter Assessment Test is described in a related document that is located in the Handouts folder on Blackboard.

- **YouTube Summaries**

All total, you are required to view 17 YouTube videos and complete the multiple-choice question(s) following each. The specific videos you are required to watch are listed below. Each correct response is valued at 1.78 points. Once you watch each of these YouTube videos, there is no limit on the amount of time you have to respond to the related questions. Keep in mind, however, that you are limited to just one attempt per question. When preparing for exams, you will be able to watch videos.

Purposes

The *Preview Tests* and *Chapter Assessment Tests* will help you assess your understanding of key concepts and information in the textbook which, in turn, will help you identify specific concepts and information you should consider studying more thoroughly before taking related exams. The *YouTube Exercises* will provide you with additional perspectives and information regarding select business communication topics.

A Technique That Should Help You Perform More Successfully On Preview Tests, Chapter Assessment Tests, and On Exams

Since Preview Test and Chapter Assessment Test questions are based on information in the textbook, read each textbook chapter thoroughly before completing the related tests. By doing so, you should answer more questions correctly. In addition, you can also help yourself on exams by keeping a detailed log of Preview Test and Chapter Assessment Test questions you struggle with answering and/or answer incorrectly. By doing so, you will be aware of specific areas you need to study more thoroughly as you prepare for each exam. As for the YouTube Exercises, keeping a detailed log of assessment questions you struggle with answering and/or answer incorrectly will serve to remind you of the value of reviewing specific videos before taking related exams.

Online Activities Schedule and Due Dates

The Online Activities are broken into three sets—Set 1, Set 2, & Set 3. The Set 1 activities coincide with the Exam 1 chapters/topics, Set 2 activities coincide with the Exam 2 chapters/topics, and Set 3 activities coincide with the Exam 3 chapters/topics. All three sets of online activities are available for completion and submission from the start of the term. In turn, each set will close on its scheduled due date and time as indicated in the course schedule. Each set will not be accessible for the purpose of completing and/or submitting items after 5 p.m. on its designated due date. **What's included in each set? See the next page.**

Online Activities Sets Breakdowns

• Set 1 Online Activities:

Complete and submit the Online Activities (*Preview Tests, Chapter Assessment Tests, YouTube Exercises*) that coincide with chapters 1, 2, 3, 4, & 13 and related topics by the date and time indicated in the Course Schedule section of the syllabus. The Set 1 YouTube videos are listed below.

- *How to Improve Your Communication* (chapter 1, length 10:20, 3 questions)
- *Email and Telephone Etiquette* (chapter 2, length 4:49, 4 questions)
- *Cultural Gaffes at Home and Abroad* (Peace Corp video) (chapter 3, length 10:45, 4 questions)
- *4 Tips for Better Phone Communication* (chapter 4, length 2:47, 2 questions)
- *Body Language: Learn How to Spot a Liar & Avoid Getting Scammed* (chapter 13, length 5:15, 3 questions)

• Set 2 Online Activities:

Complete and submit the Online Activities (*Preview Tests, Chapter Assessment Tests, YouTube Exercises*) that coincide with chapters 5, 6, 7, 8, 9, & 10 and related topics by the date and time indicated in the Course Schedule section of the syllabus. The Set 2 YouTube videos are listed below.

- *Why Social Media is Important for Every Business* (chapter 5, length 6:02, 2 questions)
- *Email Etiquette: How to Write Professional Emails* (chapter 6, length 5:42, 2 questions)
- *Business Skills: Convince Others With Proficient Business Writing* (chapter 7, length 4:57, 3 questions)
- *The Writing Process: Edit* (chapter 8, length 3:45, 3 questions)
- *The Key Forms of Business Writing: Basic Letter* (chapter 9, length 6:36, 3 questions)
- *How to Structure a Business Report* (chapter 10, length 3:00, 3 questions)

• Set 3 Online Activities:

Complete and submit the Online Activities (*Preview Tests, Chapter Assessment Tests, YouTube Exercises*) that coincide with chapters 11, 12, 14, 15, 16, & 17 and related topics by the date and time indicated in the Course Schedule section of the syllabus. The Set 3 YouTube videos are listed below.

- *Get Their Attention Every Time You Speak* (chapter 11, length 2:53, 2 questions)
- *How to Deliver an Effective Business Presentation* (chapter 12, length 6:02, 2 questions)
- *Teamwork on the Fly* (chapter 14, length 2:32, 2 questions)
- *Business with Bob: Starting Meetings Effectively* (chapter 15, length 3:23, 2 questions)
- *Resume Writing Tips: How to Write a Creative Resume* (chapter 16, length 7:22, 2 questions)
- *Job Interview Tips: How to Avoid Disasters* (chapter 17, length 5:28, 3 questions)

Requests to Reopen Online Activity Sets

We typically do not reopen online activity sets following scheduled due dates and times. We believe a sufficient amount of time to complete each set by its scheduled due date and time has been provided; especially since all three sets are available for completion/submission from the start of the term. You are expected to have an active student website access code at the start of the term so you will be able to access online activities as needed. You are also encouraged to avoid putting off completing each online set until the last minute. Otherwise, you may find yourself unable to complete and submit complete sets on time.

Posting Online Scores

Online Activities scores will be posted periodically.

If You Have Questions Regarding Online Activities

Contact Dr. Insley or Harsha.

In-Class Exercises

Purpose

In-class exercises will provide a means for you to actively reflect on select business communication topics in ways that will help you relate to and better understand them. In addition, they will help you identify and become more familiar with select topics that will likely be tested on exams. Putting serious thought and effort into completing in-class exercises typically supports improved learning and exam performance.

General Description

In-class exercises are designed to reinforce information presented in the textbook, class lectures, and class discussions. Examples include *short cases*, *quiz-format exercises*, *discussion questions*, and *writing exercises*. Each of the in-class exercises will be completed on a form that will be distributed in class. The vast majority of these exercises will be team exercises that will bring a variety of experiences and perspectives to the conversation. A seating chart will be distributed in class on the date indicated in the Course Schedule section of the syllabus. The seating chart will, among other things, facilitate in-class team exercises. Once the seating chart is distributed in class, it is extremely important that you sit in your assigned seat! Otherwise, you will not receive credit for in-class exercises because you will be considered to be absent. (Contact Harsha if you have any questions regarding the seating chart.)

What Is The Total Number Of In-Class Exercises That Will Be Administered This Term?

Several is the most definitive answer that can be given. I do not have a specific number in mind, and this is not because I am trying to be deceptive. In-class exercises are administered when and where they fit most naturally with the subject matter and the flow of class sessions. Thus, the final number of in-class exercises that will be administered this term is not known.

Will In-Class Exercises Be Administered During Each Class Session? How Many? The Same Number Each Class Session?

A good rule of thumb is to plan on one or more being administered during each class session. Of course, the number will vary from class session to class session based on the topic(s) being discussed and the flow of each class.

What Will Happen If You Miss An In-Class Exercise?

We do not do make-ups for missed in-class exercises. However, we will drop two in-class exercises at the end of the semester which would offset two you might have missed.

What Is The Point Value For Each In-Class Exercise?

There is no way of determining this figure until the end of the semester since the number of in-class exercises that will be administered is unknown. At the end of the semester, the specific point value for each in-class exercise will be based on the total number administered during the semester. In the interim, a plus sign (+) will be posted for each in-class exercise awarded credit and the digit 0 for each in-class exercise awarded no credit. In-Class Exercises indicators (+ = credit & 0 = no credit) will be posted periodically. During the semester if you check for these in-class exercises indicators on a smartphone, only zeros will appear! Instead, check on a laptop.

You Will Receive Credit For In-Class Exercises That You:

- participated in in their entirety, including being present for the entirety of the related discussion following each exercise. (In other words, one will not receive credit for an in-class exercise if he or she arrives to class late after we started it or leaves the classroom while it is being administered or during the related discussion of it.)
- put forth adequate thought, effort, and involvement in the completion the exercise.
- were sitting in your assigned seat, thus were considered to be present for class.
- were not observed using an electronic device, including not having an electronic device visible, while an in-class exercise was being administered and during the related discussion following it.
- were not observed doing homework for another class while an in-class exercise was being administered and/or during the related discussion following it.
- printed your name legibly on the exercise form.

Posting In-Class Exercises

These will be posted periodically.

If You Have Questions Regarding In-Class Exercises

Contact Dr. Insley or Harsha.

Course Schedule

This starts on the next page.

Course Schedule

MGMT 3330.001, Fall 2017

Mondays, Wednesdays, & Fridays from 11-11:50 a.m. in BLB 080

Day/Date	Topics, Activities, Due Dates, & Reminders	Class Preparation
<hr/>		
<u>Week 1</u>		
M / 8-28	Class will meet on this date. <i>Course Introduction.</i>	
<hr/>		
W / 8-30	Class will meet on this date. <i>Communicating in Organizations.</i>	Read textbook chapter 1
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F / 9-01	Class will <u>not</u> meet on this date.	
<hr/>		
<u>Week 2</u>		
M / 9-04	Class will <u>not</u> meet on this date. <i>Labor Day Holiday!</i>	
<hr/>		
W / 9-06	Class will meet on this date. Seating Chart distributed. <i>Business Etiquette.</i>	Read textbook chapter 2.
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F / 9-08	Class will <u>not</u> meet on this date.	
<hr/>		

Day/Date	Topics, Activities, Due Dates, & Reminders	Class Preparation
<u>Week 3</u>		
M / 9-11	Class will meet on this date. <i>Interpersonal Skills.</i> <i>Listening.</i>	Read textbook chapter 13.
W / 9-13	Class will meet on this date. <i>Listening.</i> <i>Intercultural Communication.</i> (This topic will not be discussed in class.)	Read textbook chapter 3.
F / 9-15	Class will <u>not</u> meet on this date.	
<u>Week 4</u>		
M / 9-18	Class will meet on this date. <i>Communication Technologies.</i>	
W / 9-20	Class will meet on this date. <i>Communication Technologies.</i>	Read textbook chapter 4.
F / 9-22	Class will <u>not</u> meet on this date. Set 1 Online Activities are due by 5 p.m. today!	
<u>Week 5</u>		
M / 9-25	Class will <u>not</u> meet on this date.	
W / 9-27	Class will meet on this date. Exam 1 - Chapters 1, 2, 3, 4, & 13 topics <u>and</u> the <i>Interpersonal Skills</i> topic. (For details, see the <i>Exams</i> section in the syllabus and the <i>Exam 1 Reminders</i> document.)	Prepare for Exam 1.
F / 9-29	Class will <u>not</u> meet on this date.	

Day/Date	Topics, Activities, Due Dates, & Reminders	Class Preparation
<u>Week 6</u>		
M / 10-02	Class will meet on this date.	
	<i>Business Writing Overview.</i>	Read textbook chapter 7.
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W / 10-02	Class will meet on this date.	
	<i>Business Writing Overview.</i>	Read textbook chapter 8.
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F / 10-06	Class will <u>not</u> meet on this date.	
<u>Week 7</u>		
M / 10-09	Class will meet on this date.	
	<i>Electronic Writing.</i>	Read textbook chapter 6.
	<i>Social Media.</i>	Read textbook chapter 5.
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W / 10-11	Class will meet on this date.	
	<i>Business Letters.</i>	Read textbook chapter 9.
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F / 10-13	Class will <u>not</u> meet on this date.	
<u>Week 8</u>		
M / 10-16	Class will meet on this date.	
	<i>Business Letters.</i>	
	<i>Business Reports.</i> (This topic will not be discussed in class.)	Read textbook chapter 10.
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W / 10-18	Class will meet on this date.	
	<i>Business Presentations.</i>	Read textbook chapter 11.
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F / 10-20	Class will <u>not</u> meet on this date.	

Day/Date	Topics, Activities, Due Dates, & Reminders	Class Preparation
<u>Week 9</u>		
M / 10-23	Class will meet on this date. <i>Business Presentations.</i>	Read textbook chapter 12.
W / 10-25	Class will <u>not</u> meet on this date.	
F / 10-27	Class will <u>not</u> meet on this date.	
	Set 2 Online Activities are due by 5 p.m. today!	
<u>Week 10</u>		
M / 10-30	Class will <u>not</u> meet on this date	
W / 11-01	Class will meet on this date.	
	Exam 2 - Chapters 5,6, 7, 8, 9, & 10 topics. (For details, see the <i>Exams</i> section in the syllabus and the <i>Exam 2 Reminders</i> document.)	Prepare for Exam 2.
F / 11-03	Class will <u>not</u> meet on this date.	
<u>Week 11</u>		
M / 11-06	Class will meet on this date.	
W / 11-08	Class will meet on this date.	
	<i>Communicating in Business Teams.</i>	Read textbook chapter 14.
F / 11-10	Class will <u>not</u> meet on this date.	

Day/Date	Topics, Activities, Due Dates, & Reminders	Class Preparation
<u>Week 12</u>		
M / 11-13	Class will meet on this date.	
	<i>Communicating in Business Meetings.</i>	Read textbook chapter 15.
W / 11-15	Class will meet on this date.	
	<i>Communicating in Business Meetings.</i>	
	<i>Employment Communication.</i>	
F / 11-17	Class will <u>not</u> meet on this date.	
<u>Week 13</u>		
M / 11-20	Class will meet on this date.	
	<i>Employment Communication.</i>	Read textbook chapter 16.
W / 11-22	Class will <u>not</u> meet on this date.	
F / 11-24	Class will <u>not</u> meet on this date.	
	<i>Thanksgiving Holiday!</i>	
<u>Week 14</u>		
M / 11-27	Class will meet on this date.	
	<i>Employment Communication.</i>	
W / 11-29	Class will meet on this date.	
	<i>Employment Communication.</i>	Read textbook chapter 17.
F / 12-01	Class will <u>not</u> meet on this date.	

Day/Date	Topics, Activities, Due Dates, & Reminders	Class Preparation
<u>Week 15</u>		
M / 12-04	Class will meet on this date.	
	<i>Career Management.</i>	
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W / 12-06	Class will <u>not</u> meet on this date.	
	Set 3 Online Activities are due by 5 p.m. today!	
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F / 12-08	Class will <u>not</u> meet on this date.	
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<u>Week 16</u>		
Monday	Exam 3 (Final Exam)	Prepare for Exam 3.
December 11	Chapters 11, 12, 14, 15, 16, & 17 topics.	
10:30 a.m. -	(For details, see the <i>Exams</i> section in the syllabus and the <i>Exam 2 Reminders</i> .)	
12:30 p.m.		
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