Meeting in Cotton Memorial 201. 9:00-10:20 am.


OR


MATERIALS: Additional content and materials will be posted on Black Board

INSTRUCTOR INFORMATION

Mike Brooks, MA
OFFICE LOCATION: Cotton 100
OFFICE HOURS: M & W 10:00am-4:00pm 3:10-4:30, T & TR 3:00-4:00pm and BY APPOINTMENT
PHONES: Office 747-8992 & Voice Message 747-6202
EMAIL: mebrooks@utep.edu & BlackBoard messages

INSTRUCTOR’S MESSAGE: By way of introduction, my name Mike Brooks and I’ve lived in El Paso long enough to consider myself an El Paso native. I received my academic education in El Paso and completed a Bachelor’s and Graduate degree at The University of Texas at El Paso. While I appreciate the compliment, I am not Dr. Brooks ;)

Feel free to contact my UTEP email address about any concern or clarification you require but do maintain professional dialogue. Please note: I do not review/discuss grades via UTEP email.

At the very minimum, your message should CONTAIN AN ACCURATE SUBJECT LINE. Please, don’t ask a question by returning one of my many mass emails using an old subject line. Additionally, salutations and polite closures are always pleasant. Your message should include the meeting time or CRN of the course you attend and enough information that I know what your concerns might be.

Cell Phones and Technology in class

Cellphones do not belong in the classroom. My opinion is that we should make the effort to remain connected with other people, and our environment, during our possibly important interaction(s) with others. Frequently, cellphones detract from potentially important interactions and that includes class time.
Please, no texting during class; it is noticeable. I view the use of cellphones, and text messaging during a lecture as disruptive, disrespectful and discourteous [rude]. Additionally, cellphones can have a negative impact on your grades (see Duncan, Hoestra, and Wilcox, 2012) and their use distracts other students (Tindell and Bohlander, 2012). I will take steps to remove the offending person or ban all technology from the classroom if disruption occurs.

Have your cell phone turned off or on vibrate during class time. If you are expecting an important call/message during class, please quietly leave the room and return when you are able to focus on, and participate in, classroom activities.

We will rely heavily on BlackBoard (I know, it’s a pain), make sure you can successfully upload and download documents on BlackBoard. It’s important that you install all needed updates to your computer ESPECIALLY JAVA and Acrobat.

**COURSE CONTENT**

**COURSE DESCRIPTION:** (From the UTEP Course Catalog)

COMM 1302. Business/Profession COMM (C).

Business and Professional Communication (3-0) (Common Course Number SPCH 1321)- A course in communication covering both informative and persuasive presentations as these occur in business and professional activities. Instruction and guided practice, informal and semi-formal speaking situations

http://catalog.utep.edu/undergrad/course-descriptions/comm/

**COURSE OBJECTIVES**

At the end of the course, the student will:

Know basic theories of communication and how they apply to personal and professional interactions
Recognize the barriers that may occur in interpersonal communication
Recognize the importance and impact of nonverbal and cross-cultural communication
Participate effectively as a member of a small group
Understand the importance of communication in an organization
Make an assessment of leadership skills
Make effective oral presentations to a group

**LEARNING OUTCOMES**

Reduce communication apprehension in interpersonal and public communication contexts
Identify and explain the necessary roles within groups and organizations
Research and utilize evidence to support and develop arguments for an effective oral presentation
Demonstrate an understanding of evidence and its role in written and oral communication.
ASSIGNED READINGS: Students are responsible for all text content. The majority of the text readings are grouped in the opening weeks of the course. The purpose of this scheduling is so that the student can learn, as early as possible in the term, working information relating to applied theoretical concepts to their own communication interactions.

The second part of the semester, there are fewer assigned readings. During the second part of the class, we will focus on group and individual presentations with classroom time dedicated to development and presentation.

ASSIGNMENTS & GRADED COMPONENTS:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance &amp; Class Participation</td>
<td>200</td>
</tr>
<tr>
<td>Quizzes</td>
<td>150</td>
</tr>
</tbody>
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*The Group Project includes Group Presentation and the Individual Assessment*

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Group Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Individual Report</td>
<td>100</td>
</tr>
<tr>
<td>Resume</td>
<td>100</td>
</tr>
<tr>
<td>Outline for Persuasive Speech</td>
<td>100</td>
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<tr>
<td>Persuasive Speech</td>
<td>150</td>
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<tr>
<td>Final Examination</td>
<td>100</td>
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GRADING SCALE:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>1000-900</td>
<td>A</td>
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<tr>
<td>800-899</td>
<td>B</td>
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<tr>
<td>700-799</td>
<td>C</td>
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<tr>
<td>600-699</td>
<td>D</td>
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<tr>
<td>599 or less</td>
<td>F</td>
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RULES, CLASSROOM POLICIES/ ETC.

ATTENDANCE: Attendance is mandatory, two unexcused absences will result in 10-points deducted from your semester grade.

Three consecutive unexcused absences and students who sporadically come to class will be dropped from the course.

I do not consider all absences unexcused absences. If for some reason you know you cannot attend class, let me know about it before the class (email is fine). I think it is important for you to develop your communication skills and discussing your attendance is one skill you can develop in this class. I do not excuse undocumented absences on test or presentation days. Attendance is a cumulative grade, marked
as AT #month #day (i.e. AT 8_27) in the grade book. Full credit is worth 2-points. I will grant 1-point if you arrive late ONLY if you speak to me in class, no points negotiated after class meeting time.

**LATE WORK**

No late work accepted without prior approval, no exceptions

Work is due on the day specified in the assignment; any late work approved for submission and acceptance has a minimum penalty of 10-points per day.

Work submitted to BlackBoard in the wrong location or using the wrong format will not considered for assignment completion or a grade.

No work accepted after the last day of class, no extra credit work accepted after the cutoff date.

Technology problems are not an acceptable excuse for work that is late or missing. Make sure you can successfully upload, download, send, and receive attached files on Blackboard.

**ACADEMIC MISCONDUCT**

Your work is to be your own. Academic dishonesty (plagiarism, cheating, submitting work attributable to another person, taking an exam for another person, or any act that gives a student unfair advantage over another) will be dealt with through a failing grade on the assignment and/or in the course, probation, suspension or dismissal. Please be familiar with university policy regarding academic dishonesty.

http://sa.utep.edu/osccr/academic-integrity/

Part of this course involves your creating a persuasive speech and you must cite the research you use to develop your case. Failure to tell the audience where concepts, ideas, policies, or data you used to develop your speech is plagiarism. Detailed instructions regarding oral citations will be provided but, consider using “in-text” citations for all speaking and written assignments for this class.

https://owl.english.purdue.edu/owl/resource/560/02/

**CLASS POLICIES**

**WE NEED TO CREATE A POSITIVE ENVIRONMENT**

Our classroom will be a safe place for all ideas. Interpersonal communication is based on the concept that we are all unique individuals entitled to our own opinions and beliefs. If we want others to respect our individuality and uniqueness, we must respect theirs. Therefore, any comments, jokes, or remarks that denigrate the worth of an individual’s physical or mental ability, body size, religion, race, creed, ethnic background, sexual orientation, or gender identification are inappropriate and detract from your effectiveness as a speaker/writer and from your credibility as a member of society. Our in-class and online interactions must be conducted in a courteous and professional manner.
Consider adopting an “ethic of reciprocity” for your interpersonal communication, whatever the medium or setting. Please be courteous to others.

If you are late from normal class meetings, come in and take your seat. If you arrive late during student presentations, please wait outside of the classroom until the presenter has finished or you hear applause. Do not come into class if the door is closed but wait for applause before entering.

**CLASSROOM ACCOMMODATIONS**

Sections 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, mandate the University’s support for students with access and accommodation needs. UTEP requires students needing accommodation to contact the Center for Accommodations and Support Services. If you have a condition, which may affect your ability to perform successfully in this course, you are encouraged to discuss this in confidence with the instructor and/or the director of the Center for Accommodations and Support Services. You may call 915.747.5148 for general information about the Americans with Disabilities Act (ADA) and the rights that you have as a UTEP student with a disability. Individuals with disabilities have the right to equal access and opportunity.

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the office of the Center for Accommodations and Support Services (CASS), Room 106, Student Union East, 915-747-5148, as soon as possible to ensure that any necessary accommodations are implemented in a timely fashion.

**GENERAL CRITERIA FOR WRITTEN ASSIGNMENTS**

Written communication in a business environment tends to be more formal than in other venues. Individuals and employers use your written communication to assess your intelligence, skills, ability, and your “fit” in the organization. In the classroom, written communication receives an assessment (a grade). Your comments and responses for discussion threads, outline development, or an email request for information are not like informal text messages or status updates to Facebook—they should be academic in nature and well reasoned.

We will use of Blackboard for all assignments. Alternate methods of submission (paper copies or submissions to my UTEP email) will not be graded. I will accept paper copies for review only.

Responses/Submissions, other than discussions, that are posted in the dialog box will receive a grade of 0. All attached file submissions must be “Word Compatible” I will not be responsible for converting files. The conversion issue seems to be especially problematic with “Pages” files.

**GENERAL CRITERIA FOR ORAL PRESENTATIONS**

There are three formal (graded) oral assignments: Individual chapter and topic presentations, the Group Presentation, and an individual persuasive speech.
The topic/chapter Discussion students will be assigned chapters for review and topics from outside sources and be responsible for leading the class in discussion and review for their assigned topic. Presentations will be from 15-20 minutes in length and suitable interactive activities are encouraged. Chapter/topic discussions are part of the “Participation” grade.

The group presentation will be 20 minutes in length, will be a team presentation and all members of the group will receive the same grade.

The Individual Presentation will be a 5-7 minute, persuasive speech using a policy format, that will be organized with clearly defined and functional components that will include a fully developed introduction, discussion of a problem, its causes, and solutions [all fully supported in the oral presentation with research], and a functional conclusion.

Presentations receive a grade based on the following standards: originality of thought, clarity of structure, adequate supporting material, the topic selected can be examined adequately within the prescribed time limit, topic appropriate for the audience, and communicative delivery. We will develop the preparation outline utilizing in-class and discussion board exercises.

You cannot present from your outline or read from a manuscript, you will be stopped from presenting. You can use note cards to present your speech. Note cards are not copies of your outline; we will cover note card specifics in class.

**GROUP DYNAMICS**

This assignment will help us gain understanding about what makes a group function (or not). We examine types of leadership, conflict resolution, and presentation skills. Groups will design a product or service and give a 20-minute presentation to the class. Each member of the group will have an active role in the design and presentation of the product or service.

Note: Working groups can be problematic. We will examine several negative behaviors including “social loafing” and nonproductive group members. Non-performing group members can be removed from the group and will receive an alternate individual project for presentation to the class. Detailed instructions will be provided when we begin this assignment.

**DISCUSSION TOPICS**

Communication 1302 sections will utilize Blackboard and/or other online tools throughout the semester. Blackboard provides students access to the syllabus, supplemental reading materials, class messaging, discussion groups, and student progress reports. It is vital that students check and participate in Blackboard consistently as it is an integral part of the course. It is important that the device you use to access the course has the current updates especially Java and Acrobat.

**ALL** discussion topics require an original post and responses to a minimum of two classmates.
Discussions are based on readings or ideas taken form the textbook as they relate to various communicative exchanges. Your responses must be rational and well planned. You MUST respond to a minimum of two people to receive credit. Make your initial post about 200 words and your responses to classmates about 75-100 words in length. Responses should develop dialog; simple, “Me too” or “I agree” are not viable responses. You should provide examples and your responses should expand on the concepts we examine. Your response is not complete until you respond to two classmates. Late responses are not considered for credit.

The discussions are an assessment of your understanding of the course materials. Thoughtful answers will receive the highest evaluation.