Course Description
Emphasizes communication theory and practice related to business settings and needs. Focuses on effective expression and presentation, both oral and written. This is fully online, eight-week course. We will not meet face-to-face at any time.

Course Prerequisites
There are no prerequisites for this course.

Course Objectives
Upon successful completion of this course, students will:

- Apply improved listening skills.
- Develop an awareness of basic communication theory, the communication process, and organizational models.
- Demonstrate conceptual understanding of various types of effective traditional and electronic resumes.
- Demonstrate an understanding of effective techniques for both the interviewee and interviewer.
- Gain experience in exercising team membership skills.
- Gain an awareness of effective leadership styles and leadership skills.
- Demonstrate effective participation in planning and presenting a team project.
- Develop knowledge and practical understanding of effective presentational speaking skills.

Course Materials

Competency Assessment
You will have several opportunities to demonstrate your knowledge and understanding of the principles taught in this course. The primary means of evaluating your work will be through practical application of the material. In the event that you have difficulty completing any of the assignments for this course, please contact me immediately.

Participation
In fully online courses, student participation takes place in the text-based, asynchronous discussion forum. More information is available in the Assignments Overview below as well as in the Participation Policies and Expectations portion of the Policies section of our cyber classroom.
Assignments Overview

Please refer to the Weekly Materials section of this course for complete details regarding the activities and assignments for this course. The following is merely a summary.

Discussion Contributions -

You will have several opportunities to demonstrate your knowledge and understanding of the principles taught in this course. The primary means of evaluating your work will be through practical application of the material. In the event that you have difficulty completing any of the assignments for this course, please contact your instructor immediately. Please refer to the Course Materials section of the cyberclassroom for complete details regarding the activities and assignments for this course. The following is merely a summary.

Discussion Participation: Each week you must submit (post) a response to the weekly discussion topic(s). Then, after reading the postings made by other students, you must reply to a minimum of two of your coursemates.

- **Initial Substantive Posts:** Submit an initial response to each of the prompts provided each week by your instructor. Your initial post should be substantive (approximately ¼ of a page in length) and must be posted by midnight, Central Time by Wednesday of each week. In your substantive post you are encouraged to use references (you may use your textbook); show evidence of critical thinking as it applies to the concepts or prompt and/or use examples of the application of the concepts to work and life. Proper punctuation, grammar and correct spelling are expected. Please use the spell-check function.

- **Required Replies:** You must reply to at least two different peers per prompt. Your replies should build on the concept discussed, offer a question to consider, or add a differing perspective, etc. Rather than responding with, “Good post,” explain why the post is “good” (why it is important, useful, insightful, etc.). Or, if you disagree, respectfully share your alternative perspective. Just saying “I agree” or “Good idea” is not sufficient for the posts you would like graded.

- **Posting Guidelines:** Overall, postings must be submitted on at least two separate days of the week. It is strongly recommended you visit the discussion forum throughout the week to read and respond to your peers’ postings. You are encouraged to post more than the required number of replies.

Please refer to the Policies section in Blackboard for further Discussion Participation details.

Concept & Application (C&A) Papers – 400 Points

The student is required to submit four typewritten papers. Each paper will be selected from the student’s personal work situations or other situations where the student has detailed insight. The student will apply concepts learned at each assigned stage of the course to each experience or situation. There are three specific elements of these papers: 1) Student will provide a text definition of the chosen concept. 2) Student will provide, in his/her own words, an explanation of the definition. 3), Student will then apply the concept to the chosen situation in such a way as to demonstrate the concept in that situation. (A sample paper is provided in the Weekly Materials section of our cyber classroom.) Each report will be a minimum of two double-spaced typewritten pages and a maximum of three double-spaced typewritten pages. Please use 12-point font. Citations and Reference page must be included.

Final Exam – 400 Points

A final exam will be given at the end of the course. This will be an open book exam and will include true and false, multiple choice and essay questions. On all essay question please provide the page number(s) of where you derived your response at the end of your answer.
### Course Schedule At-A-Glance*

Please refer to the Term Calendar in our cyberclassroom for specifics regarding dates.

<table>
<thead>
<tr>
<th>Week</th>
<th>Readings &amp; Activities</th>
<th>Assignments Due</th>
<th>Date/Time Due**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapter 1 – The Communication Process Supplemental – Concepts of K. Burke</td>
<td>• Discussion forum postings</td>
<td>• Midnight CT on Weds/Sun.</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 2 – Organizational Communication Chapter 3 – Improving Interpersonal Relationships</td>
<td>• Discussion forum postings • Concept &amp; Application #1</td>
<td>• Midnight CT on Weds/Sun. • Sunday at midnight.</td>
</tr>
<tr>
<td>3</td>
<td>Chapter 4 – Effective Listening Chapter 5 – Non Verbal Communication</td>
<td>• Discussion forum postings</td>
<td>• Midnight CT on Weds/Sun.</td>
</tr>
<tr>
<td>4</td>
<td>Chapter 6 – Overcoming Obstacles to Communication Chapter 9 – Small Group Communication &amp; Problems Solving/Teams &amp; Individual</td>
<td>• Discussion forum postings • Concept &amp; Application #2</td>
<td>• Midnight CT on Weds/Sun. • Sunday at midnight.</td>
</tr>
<tr>
<td>5</td>
<td>Chapter 10 – Leadership Chapter 14 – Persuasive Presentations Supplemental – Persuasion Theories</td>
<td>• Discussion forum postings • Concept &amp; Application #3</td>
<td>• Midnight CT on Weds/Sun. • Sunday at midnight.</td>
</tr>
<tr>
<td>6</td>
<td>Chapter 7 – Basic information for all Types of Interviews Chapter 8 - The Employment Interview</td>
<td>• Discussion forum postings • Concept &amp; Application #4</td>
<td>• Midnight CT on Weds/Sun. • Sunday at midnight.</td>
</tr>
<tr>
<td>7</td>
<td>Review Chapters 7 &amp; 8 Interviews</td>
<td>• Discussion forum postings</td>
<td>• Midnight CT on Weds/Sun.</td>
</tr>
<tr>
<td>8</td>
<td>Wrap-up</td>
<td>• Final Exam</td>
<td>• Saturday at midnight.</td>
</tr>
</tbody>
</table>

* All online weeks run from Monday to Sunday, except the last week, which ends on Saturday.
** All assignments are due at midnight Central Time.

***It is highly recommended that you save all of your work from this course on your own computer or flash drive. The capstone course you take at the end of your program may require you to have access to this work for culminating assignments and/or reflections.

### Assignments At-A-Glance

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Qty.</th>
<th>Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Forums</td>
<td>7</td>
<td>20</td>
<td>140</td>
</tr>
<tr>
<td>C&amp;A Papers</td>
<td>4</td>
<td>100</td>
<td>400</td>
</tr>
<tr>
<td>Open-book Final Exam</td>
<td>1</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td></td>
<td></td>
<td>940</td>
</tr>
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</table>

*Please refer to the Info & Policies menu for more information about our Course Discussions.
Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 100%</td>
<td>846-940</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89%</td>
<td>751-845</td>
</tr>
<tr>
<td>C</td>
<td>70 to 79%</td>
<td>656-750</td>
</tr>
<tr>
<td>D</td>
<td>60 to 69%</td>
<td>561-655</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
<td>&lt;560</td>
</tr>
</tbody>
</table>

Important Policies

All course-specific policies and additional university policies are located in the Policies folder in Blackboard. You are responsible for reading and understanding all of these policies. All of them are important. Failure to understand or abide by them could have negative consequences for your experience in this course.

Ottawa Online Late Policy

With instructor approval, assignments may be accepted for up to one week after the due date, but a minimum automatic deduction of 10% of the points will be assessed. The instructor also has the option of increasing this deduction percentage up to a maximum of 20%. Extenuating circumstances may be determined on rare occasions and an extension allowed without a deduction, but only at the sole discretion of the instructor.

Discussion board postings will not be accepted for credit when posted after the close of the discussion week. There are no exceptions to this rule; however, solely at the discretion of the instructor, the student may be allowed to submit an alternative assignment to make up for the points under extenuating circumstances. If granted, this should be an exception to the rule.

No assignments will be accepted after the last day of the course (end of term) unless arrangements have been made and “approved” by the instructor at least one week in advance.

Editorial Format for Written Papers

All written assignments are to follow the APA writing style guidelines for grammar, spelling, and punctuation. This online course includes information regarding the APA style under “Writing and Research Resources” in the Resource Room on the course menu in Blackboard.

Academic Integrity

Plagiarism and cheating will not be tolerated at any level on any assignment. The reality of cyberspace has made academic dishonesty even more tempting for some, but be advised that technology can and will be used to help uncover those engaging in deception. If you ever have a question about the legitimacy of a source or a procedure you are considering using, ask your instructor. As the University Academic Council
approved on May 29, 2003, “The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred. Students who commit academic dishonesty can be dismissed from the university by the provost/director.”

Please refer to Academic Honesty in the Policies section of the online course menu for important information about Ottawa University’s policies regarding plagiarism and cheating, including examples and explanations of these issues.

Academic dishonesty also includes turning in work submitted for a grade in another course. For example, it would be considered academic dishonesty to turn in a paper that you wrote for English 101 as if you had written it for Philosophy 202. In addition, turning in a paper that you constructed by simply cutting and pasting sections from a paper you wrote previously, is also considered academic dishonesty. Although the consequences of plagiarism and/or academic dishonesty may vary, depending on the nature of the violation, the Ottawa University Student Handbook states, “The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred” (p. 35).

**Student Handbook**

Please refer to your student handbook for all university regulations. The Resource Room on the course menu in Blackboard contains information about where to find the student handbook online for your campus.

Please see Policies in Blackboard for additional university policies.

**Blackboard Technical Support**

The Resource Room in Blackboard contains links to student tutorials for learning to use Blackboard as well as information about whom to contact for technical support. Ottawa University offers technical support from 8 a.m. to midnight Central Time for all students, staff, and faculty at no cost. See [www.ottawa.edu/ouhelp](http://www.ottawa.edu/ouhelp) for contact information.