



Advanced Comm. in Management

BMGT-2305

Fall 2020 Section N90 CRN-19695 3 Credits 10/19/2020 to 12/10/2020 Modified 10/17/2020

Meeting Times

Final Exam - Dec 10, 2020 "Online" Exams (Opens at 12:00am) (Closes at 8:00pm)

Students must record themselves using Honorlock. The time for the Final Exam is 135 minutes.

Flex Online

100% Online Asynchronous

This is a Flex online 8-week course. 100% of the course is conducted using Blinn's E-Campus D2L platform. Students are required to complete work online and communicate with the instructor through e-mail.

IMPORTANT:

THIS IS AN EXTREMELY FAST-PACED COURSE WITH LOTS OF MATERIAL TO COVER! YOU SHOULD EXPECT TO SPEND A MINIMUM OF 3 - 6 HOURS PER WEEK ON THE COURSE CONTENT AND ASSIGNMENTS.

Time should be spent reading the chapters, taking notes and writing vocabulary, reviewing the power points and all supplemental materials, and taking unit exams.

Contact Information

Instructor of Accounting/Business: Kwohn Rashaad Whitaker

Email: Kwohn.Whitaker@blinn.edu

Office: Bob Bullock #126

Phone: 979-830-4533

Office Hours: Please email requesting a "meeting" using Teams

(Monday & Wednesday 10:30 am - 12:00 pm)

Contact Information: Send email using Blinn Student email

Instructions to Download "Microsoft Teams": <https://teams.microsoft.com/downloads>

Instructor Email: Kwohn.Whitaker@blinn.edu

Please be courteous and do not email after 9:00 pm (Monday – Friday). Emails sent on the weekend will have a 48 hours turnaround. If you wait until the last minute and complete your assignments, you may encounter issues with E-campus or the internet; however, this does not create an emergency for the instructor. You have ample time to complete and submit assignments on time, so please use your time wisely.

If you wait to do your assignments 30 minutes before it is due, you may encounter a technology problem. Therefore, I would recommend that you start your assignment 3 hours before the due date. All assignments are open from the first day of class, except for the Unit Exams and Final Exam.

This is why assignments will not be open after they are due. Please be mindful of your due dates. Complete all assignments on time.

Description

A study of advanced principles of oral and written communications for managers.

Three class hours per week. Credit: Three semester hours.

Requisites

Prerequisites: None

Corequisites: None

Core Curriculum Statement

This course is not a core curriculum course.

Outcomes

1. Apply procedures for writing reports, proposals, and conducting research.
2. Produce oral presentations.
3. Demonstrate professionalism while developing effective listening, nonverbal, meeting, team and cross-cultural skills.*
4. Implement problem-solving and critical thinking skills in preparing business messages and presentations.*

Materials

1. A **webcam** is required for test proctoring.
2. A **FULL COMPUTER**, not a Chromebook, tablet, or Smartphone.
3. **Computer** Software is necessary to be successful in this course: YuJa to make recordings. (Free- details in course.) Word, Excel, or PowerPoint for assignments. MS Office is free in your Buc email account to download or use in the cloud. [Install Office 365](#) or contact Academic Technology. 979-830-4357.)

Broadband internet services are a requirement to have in this course.

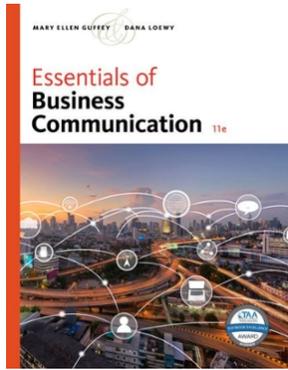
Technology issues do NOT excuse students from missing deadlines in this course. Do not send the professor messages regarding technology issues such as failed internet, lack of required software, problems with Honorlock, confusion about the eCampus, etc. Requirements for this "internet only" course are clearly stated in the syllabus and students that are not able to meet the requirements will not be successful. However, the single most important reason to avoid contacting the instructor with technical difficulties is that the professor teaches business courses and knows nothing about the student's internet connection, laptop, telephone, camera, etc.

Essentials of Business Communication w/MindTap

Author: Guffey

Publisher: Cengage Learning

Edition: 11th
ISBN: 9781337736350
Availability: Campus Bookstores



This course requires that you have access to a computer with internet access. Your Apila activity assignments and Grammar activity assignments are located in Cengage Mindtap.

*I highly recommend that you purchase the textbook from the Blinn Bookstore to ensure you are buying the correct edition and to prevent long delivery days. Due dates are "NOT" be extended because you have not received your textbook. Please do not ask for recommendations regarding rental vs. purchase as I am not able to advise you on this matter – purchase textbooks from external sources at your own risk.

☰ Course Requirements

Preparation & Participation:: Attendance & Class Participation & Procedures

This course is a **Flex Online 8-week** course, and full participation is required. Blinn College believes that class attendance is essential for student success.

Attendance:

Attendance in this course will be determined by **submitting assignments** through Mindtap and E-campus. For every assignment missed will constitute an absence. For example, in the fourth absence, the student will be dropped from the course.

COVID-19

If you become infected with COVID -19 and you are quarantine, it does mean that you are not responsible for the assignments within your course. All assignments except Unit Exams are open from the beginning of the course; therefore, I would encourage you to complete your assignments in advance. However, if you become too ill and can not complete your assignments, you can request a medical withdrawal or an incomplete (I).

Only those absences that fall within the four categories of excused absences listed in the College's Attendance policy (included in this Syllabus) will be considered excused for grading make-up assignments. Please note that **neither illness, injury, nor other personal emergencies are deemed to be excused absences. The doctor's notes are not justified.**

Students are granted four unexcused absences (two weeks of class) under the College's Attendance Policy before being dropped from the course. This should not be regarded as "skip days" and should be sufficient to cover all illnesses, injuries, and personal emergencies that occur over the semester.

In this instance, thorough documentation will be required to support the claim regardless of the nature of the event. By reading the syllabus and the specific Blinn College attendance policy all students should be aware of the excused absence policy which does NOT include funerals, babysitting, court dates, automobile issues, work schedules, or any other personal event. Those activities that are considered excused are typically known in advance and therefore if the student wishes to complete the original assignment instead of the make-up assignment, it must be completed prior to the absence.

The Civility Policy will be enforced for students and the professor.

Blinn College has adopted Civility and Civility Notification statements, and a statement of the Incivility Protocol. The Civility Statement (also included in the Master Course Syllabus Outline) reads as follows: "Members of the Blinn College community, which includes faculty, staff, and students, are expected to act honestly and responsibly in all aspects of campus life. Blinn College holds all members accountable for their actions and words. Therefore, all members should commit themselves to behave in a manner that recognizes personal respect and demonstrates concern for the personal dignity, rights, and freedom of every member of the College community, including respect for College property and the physical and intellectual property of others." This Civility Statement is to be placed in the Course Syllabus of every course the college offers.

Office Conference:

Students must contact Professor using Microsoft "Teams". Students are encouraged to have "their questions ready, so we will have a starting point to begin. If there is no work shown, then there is no need for assistance until the work is displayed on paper.

Cellular Devices:

Cellular devices are distractions to the learning environment. They should be out of sight at all times. Students will receive a warning if they are seen. If they are seen again in the same class period, the student will receive an absence for the day.

Testing Procedures:

All students must place their cellular devices, earplugs, headsets inside of their backpack, along with any jackets or hoodies. This will not be allowed in the testing environment. Also, if a student decides to open a new browser during testing, it will result in a "0" for the exam.

Student Email:

Blinn students are issued an email address on the Blinn College system. Please refer to Academic Technology on the Blinn College homepage. Your Blinn email account is the OFFICIAL means of communication between the instructor and the student. Students are expected to check your official email several times each week. The instructor does not reply to personal emails.

Disruption in the Classroom:

If a student is disruptive, he/she will be asked to stop and warned the continued such disruptive behavior could result in academic or disciplinary action. Many students may be unaware their behavior is disruptive; therefore, a private conversation with the student is often productive and preferable as an initial step.

Should the disruptive behavior continue, the faculty member is authorized to ask the student to leave the classroom or site.

A student may be dismissed from the course for the remainder of the semester, subject to student conduct regulations and due process proceedings, as appropriate.

If a student refuses to leave the area after being instructed to do so, the student should be informed that this refusal is a separate violation subject to additional penalties.

Chapter Preparation:

Before attending each class meeting, the students are required to read each chapter.

Discussion Questions:

Much of your interaction with your instructor and fellow students is a substantial portion of your course grade depend on your involvement in the discussion threads. Your syllabus will tell you precisely how long and detailed each post should be and the percentage of your grade that your discussion thread posts comprise. Most importantly, you need to be aware of the mechanics of the discussion threads.

Waiting to the last minute and making an initial response does not contribute to the learning and engagement of the course. Please be mindful, waiting until the last minute to make an initial response or reply will result in losing points on your discussion questions.

Here are some general tips for posting to the discussion threads:

- Respond to all points within each unit question
- Use proper grammar and spelling; i.e. utilize spell check and grammar check features when posting.
- Make sure you are meeting the minimum length requirements (as outlined in the syllabus)
- Remember to respond to your classmate's discussion thread postings.

Use the discussion threads to your advantage. A college classroom offers many opportunities for learning and engagement. The discussion thread is one place where you can learn from your fellow students and they can learn from you!

Refer to: <https://laulima.hawaii.edu/access/content/user/hallston/website/nolowgrades.htm> on how to write using 3rd person when writing a formal discussion question. It is highly important to write in 3rd person as a business student.

Every student is required to make an initial post and reply to two colleagues throughout the class.

Initial Post - 100 words minimum

Reply Post - 50 words minimum

If the student only makes an initial post, he/she can earn up to a 50 on the discussion thread. If the student makes an initial post and a reply post, he/she can earn up to a 75. Lastly, if the student makes an initial post and completes two replies to classmates, he/she can earn up to a 100.

Homework

The homework assignment for each chapter will be administered through E-Campus or will be handwritten, as determined by the instructor. Each homework assignment has a time limit of 75 minutes. **- NO LATE HOMEWORK ACCEPTED!!**

Extra Credit

There is no extra credit for this course. Please be mindful to complete every assignment in the course to receive a curve.

Exams: Unit Exams

There will be **four major unit exams** during the semester. Each one will cover two or three chapters of material. The unit exams will be a mix of objective questions (Multiple Choice). Students will have a full class period to complete them on E-campus. Honorlock is required for this course. **On the Unit Exam close date, the exam will close at 8:00 pm.**

While the Unit Exams are not comprehensive, per se, the entire semester builds upon itself, and you will need mastery of earlier material to be successful as the semester goes on.

Bear in mind that we agree with using publisher resources; therefore, once you have taken your exam, you cannot view the publisher's review again. If you are curious about what answers you have wrong, the instructor can provide you the topic areas.

Publisher's resources are "Intellectual Property"

Exams: Online (75 minutes) only. "Textbooks" are allowed to be used when taking Unit Exams.

Exams: Final Exam

The Final Exam will be comprehensive, covering material learned throughout the entire semester. Students will have two hours and fifteen minutes to complete the Final Exam, in our regular class location, at the time and date noted on the Blinn Campus Final Exam Schedule. "Textbooks" are allowed to be used when taking the Final Exam. **Also, the Final Exam will close on the due date at 8:00 pm.**

✓ Evaluation

Breakdown

This information below is set forth to allow fairness & consistency amongst all students. No individual exceptions will be made.

Criteria

Type	Weight	Topic	Notes														
			<table border="1"> <thead> <tr> <th colspan="2">Grading</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>90% - 100%</td> </tr> <tr> <td>B</td> <td>80% - 89%</td> </tr> <tr> <td>C</td> <td>70% - 79%</td> </tr> <tr> <td>D</td> <td>60% - 69%</td> </tr> <tr> <td>F</td> <td>59% & Below</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>Break Down:</p> <p>Unit Exams 50%</p> <p>"Discussion Question, Apila Activity, & Grammar Activity" 30%</p> <p>Final Exam 20%</p> <p>* For example: If your grade ends with an (8) or a (9) for the semester. The only way to receive a curve in the course is that you must have completed every assignment in the class. If you are missing one assignment, you will not receive a curve in the course. "No Exceptions"</p>	Grading		A	90% - 100%	B	80% - 89%	C	70% - 79%	D	60% - 69%	F	59% & Below		
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			<p>Scholastic Integrity:</p> <p>Students are required to do their own work and may not share answers on quizzes or exams. Any student caught violating Blinn's Scholastic Integrity Policy will be address accordingly. For more information, please see Scholastic Integrity policy in the Blinn College Policies sectiion below.</p> <p>Students are expected to adhere to all rules and standards set forth in the syllabusThe instructor reserves the right to modify or change this syllabus at any time. Students are expected to adhere to the academic honesty standards promulgated by Blinn College. There are no acceptable reasons for violating any of the stated rules and conduct standards published by the college or contained in the syllabus.</p>														

Blinn College Policies

All policies, guidelines, and procedures in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](http://catalog.blinn.edu/), [Blinn College Board Policies \(http://pol.tasb.org/Home/Index/1204\)](http://pol.tasb.org/Home/Index/1204), and the [Blinn College Administrative Regulations \(https://www.blinn.edu/administrative-regulations/\)](https://www.blinn.edu/administrative-regulations/) are applicable to this course.

[Specific information on civility, attendance, add/drop, scholastic integrity, students with disabilities, final grade appeal, alternative retailers, campus carry and proctoring arrangements and cost. \(http://www.blinn.edu/syllabus-policies/\)](http://www.blinn.edu/syllabus-policies/)

Notice of any action taken under these protocol and procedures, by Blinn College or its employees, may be delivered by hand, through the U.S. Postal Service, or electronically to the student's Blinn Buc e-mail account. Notice shall be deemed received upon actual receipt, on deposit in the U.S. Mail, or upon entering the information processing system used by Blinn College for Blinn Buc e-mail accounts, whichever first occurs.

Information about the changes Blinn has made to the Fall semester: [Back with Blinn \(https://www.blinn.edu/back-with-blinn/index.html\)](https://www.blinn.edu/back-with-blinn/index.html).

* Course Policies

Expectations

Students are expected to come to class prepared, which includes:

- Reading the chapters each week;
- Watching the "Video Lecture" Online
- Completing the Aplia Activity and Grammar Activity Assignment

The instructor can modify, add, or remove assignments throughout the semester at his/her discretion. So, all students should prepare for pop quizzes, etc.,

During this course, we will build upon prior concepts covered. As a result, getting behind or skipping assignments will make your progress quite difficult.

Late Work:

All due dates are posted in E-campus and your syllabus. Students are responsible for knowing when assignments are due and completing them by the due date and time. If the student does not complete his/her assignments by the due dates, the student will receive a "0," and there are no extensions allowed.

IMPORTANT NOTE REGARDING TIME ZONES:

Business is conducted around the world and professionals must meet deadlines set by their counterparts, even when they are in another time zone. Therefore, you are responsible for meeting deadlines based on **Central Standard Time** and there will be no extensions on exams if you miss the due date because you fail to calculate the deadline accurately. Again, students in a time zone other than Central Standard Time are still responsible for submitting assignments by the due date based on Central Standard Time; this includes conference calls. You can use an app on your phone or a [time zone converter like this one](https://www.timeanddate.com/worldclock/converter.html) (<https://www.timeanddate.com/worldclock/converter.html>) if you need help.

Schedule

Week #	Chapter	Assignment	Due Date
Week #1	"Syllabus"	Syllabus Quiz	Wed, Oct. 21, 2020
	Chapter 1	Grammar/Mechanics: Adjectives & Adverbs	Fri, Oct. 23, 2020
	Chapter 1	Aplia Assignment	Sun, Oct. 25, 2020
Week #2	Chapter 2	Grammar/Mechanics: Apostrophes	Mon, Oct. 26, 2020
	Chapter 2	Aplia Assignment	Tues, Oct. 27, 2020
	Chapter 3	Aplia Assignment	Wed, Oct. 28, 2020
	Chapter 4	Aplia Assignment	Fri, Oct. 30, 2020

		Exam #1	Sat, Oct 31st & Sun, Nov. 1, 2020
Week #3	Chapter 5	Apila Assignment	Tues, Nov 3, 2020
	Chapter 6	Apila Assignment	Thurs, Nov 5, 2020
	Chapter 6	Grammar/Mechanics: Capitalization	Fri, Nov. 6, 2020
Week #4	Chapter 7	Apila Assignment	Tues, Nov 10, 2020
	Chapter 8	Apila Assignment	Thurs, Nov. 12, 2020
	Chapter 8	Grammar/Mechanics: Colons & Semicolons	Fri, Nov. 13, 2020
		Exam #2	Sat, Nov 14th & Sun, Nov. 15th, 2020
Week #5	Chapter 9	Apila Assignment	Tue, Nov 17th, 2020
	Chapter 10	Grammar/Mechanic: Commas	Thurs, Nov. 19, 2020
	Chapter 10	Apila Assignment	Fri, Nov. 20, 2020
		Exam #3	Sat, Nov 21st & Sun, Nov. 22nd, 2020
Week #6	Chapter 11	Apila Assignment	Tues, Nov.24^h, 2020

Week#7	Chapter 12	Grammar/Mechanic: Nouns	Tues, Dec. 1st, 2020
	Chapter 12	Apila Assignment	Thurs, Dec. 3rd, 2020
		Exam #4	Sat, Dec. 5th, & Sun, Dec. 6th, 2020
Week #8	Chapter 13	Apila Assignment	Mon, Dec 7th, 2020
	Chapter 14	Apila Assignment	Tue, Dec 8th, 2020
	Chapter 14	Grammar/Mechanic: Other Punctuation	Wed, Dec 9th, 2020
		Final Exam - Online	Thurs, December 10, 2020

Contact Hours: 48