



To access COVID-19 information, please visit the [Stay Healthy Lions Webpage](#).

### **BAAS 303 Professional Communications**

COURSE SYLLABUS: **Summer 2 2022**

#### **INSTRUCTOR INFORMATION**

Instructor: Tina Lancaster

Office Location: Online

Office Hours: Monday-Saturday, 10 a.m. – 8 p.m.

Office Phone: 903-669-6221 (Text preferred)

University Email Address: Tina.Lancaster@tamuc.edu

Preferred Form of Communication: **Q&A Forum, email.**

Communication Response Time: Emails, 2-4 hours, Q & A Forum, 2-4 hours, Grades will be posted in D2L on Mondays following their due dates on Saturday at 10:59 P.M.

#### **Required Text**

Materials – Textbooks, Readings, Supplementary Readings

*Textbook (required):* **PearsonMyLab Access\* for Excellence in Business Communication, 13<sup>th</sup> ed.**, copyright 2020 By: John V. Thill; Courtland L. Bovee  
Publisher: Pearson

\*Note: PearsonMyLab Access includes access to the electronic textbook (e-text) and to the homework assignments required for completion of the class

#### **Purchase options from the university bookstore:**

- MyLab access card for Excellence in Business Communication, 13<sup>th</sup> ed., ISBN: 9780135227831

#### **Purchase options directly from the publisher:**

- <https://www.pearsonmylabandmastering.com/northamerica/students/get-registered/index.html>
- Course code: *taggart87127*

\*Note: You **MUST HAVE MyLab** online access to complete the online assignments. You **MUST** use your Leo email address to setup your MyLab account.

Students have the option to order a print upgrade to receive the loose-leaf text for an additional \$25 from the publisher.

#### **Course Description**

This course involves the study and application of communication in the professional workplace. Emphasis is placed on the foundations of professional written and verbal communication, the three-step writing process, and producing professional messages, reports, and presentations.

*This syllabus and schedule are subject to change.*

### **Student Learning Outcomes:**

- Demonstrate an understanding of the importance of listening, conflict resolution, collaboration, negotiation, and professional etiquette
- Identify skills communicators need to succeed in today's global, multicultural environment
- Apply strategies for effective planning, writing, and completing of professional reports, proposals, and presentations
- Demonstrate specific techniques for crafting routine, positive, negative, and persuasive messages

### **COURSE REQUIREMENTS**

#### **Minimal Technical Skills Needed**

**Minimal Technical Skills Needed:** Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

#### **Instructional Methods:**

This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed. Please contact the instructor by email for any assistance.

#### **Student Responsibilities or Tips for Success in the Course:**

To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor in the Q & A forum or by email for any assistance.

#### **Assessments**

Each student is required to submit Chapter Assignments, Chapter Quizzes, Writing Assignments, Discussion Boards, and two Exams. The assignments, quizzes, discussion boards, and exams will coincide with the material covered in the text. Discussion boards require a minimum of one post and two replies to fellow students. Further details will be given with each of the assignments within Pearson MyLab and D2L/MyLeo Online.

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

<b>Item</b>	<b>Worth</b>
<b>Chapter Assignments (Pearson MyLab)</b>	<b>30%</b>
<b>Quizzes (Pearson MyLab)</b>	<b>20%</b>
<b>Discussions (D2L)</b>	<b>20%</b>

Item	Worth
Exams (D2L)	30%
Total	100%

### Chapter Assignments

Chapter assignments include the following items to be completed in Pearson MyLab by the due dates posted: *chapter warm up, chapter dynamic study module, chapter video assignment, chapter simulation, and chapter document makeover*. Some chapter assignments may allow you several completion attempts; if so, your highest attempt score is recorded. Your grade for each chapter in MyLab will be transferred to the myLeo Online/D2L grade book after the assignment closes.

### Chapter Quizzes

Chapter quizzes are to be completed in Pearson MyLab by the due dates posted. Only one attempt is allowed. Your grade for each chapter quiz in MyLab will be transferred to the myLeo Online/D2L gradebook after the assignment closes.

### Writing Assignments

Writing assignments to be completed in myLeo Online. Details on assignments and grading rubric will be given in D2L. Spelling, punctuation, and grammar errors will have a negative impact on your assignment grades.

### Exams

Exams (mid-term and final) are to be completed in myLeo Online. Exams are open only for the dates noted in the course schedule. Only one attempt is allowed. Exams must be completed by the due date to be considered for credit.

### Discussion Boards

Discussion boards are to be completed in myLeo Online. Discussions require a minimum of one post and two replies to fellow students. Discussions may be completed and submitted prior to the posted due date, but keep in mind that sufficient dialog must occur with fellow students. Spelling, punctuation, and grammar errors will have a negative impact on your assignment grades.

### Interaction with Instructor Statement

I strongly prefer the course Q&A Forum as the standard form of communication in this class. You are welcome to email me with personal things, however, I expect your emails to be professionally prepared. For example:

Dear Mrs. Lancaster, Hello, Greetings, Good Morning/Afternoon, etc.

Your message.

Sincerely, Thank you, Regards, etc.

Your full name

- Remember to professionally compose your e-mail messages with proper grammar, spelling, and a professional tone.
- Properly addressed and signed e-mails will be replied to within 4-12 hours Monday-Saturday, 10-8.
- If a face-to-face conference is required between the student and the instructor virtually, an appointment must be made several days in advance by the student.

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements

Learning Management System (LMS) Requirements:

View the [Learning Management System Requirements Webpage](#).

LMS Browser Support:

Learn more on the [LMS Browser Support Webpage](#).

YouSeeU Virtual Classroom Requirements:

Visit the [Virtual Classroom Requirements Webpage](#).

## **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the [Brightspace Support Webpage](#).

### **Interaction with Instructor Statement**

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 hours provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily. I strongly prefer the **Q & A Forum** so that I can share answers with

the entire class; however, if you have something of a personal nature to discuss, by all means, email me.

**All emails from students should include:**

- **Course name and subject in the subject line**
- **Salutation**
- **Proper email etiquette (no “text” emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**
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**COURSE AND UNIVERSITY  
PROCEDURES/POLICIES**

**Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

**Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

**TAMUC Attendance**

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

**Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty Policy](#)

[Undergraduate Student Academic Dishonesty Form](#)

**Students with Disabilities-- ADA  
Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

**Nondiscrimination Notice**

*This syllabus and schedule are subject to change.*

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

The Counseling Center at A&M-Commerce, located in the Halliday building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center’s crisis assessment services by calling 903-886-5145. For more information regarding the Counseling Center’s events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel).

### Course Outline

<b><u>MODULE</u></b>	<b>Chapter</b>	<b>Suggested Schedule</b>	<b><u>FINAL DUE DATE</u></b>
<b>Module 1</b>	Chapter 1	Week of 7/11	
	Chapter 2	Week of 7/11	
	Chapter 3	Week of 7/11	
	Chapter 4	Week of 7/11	
<b>Module 1 Assignments, Quizzes, &amp; Discussions Due</b>			<b>07/16/2022</b>
<b>Module 2</b>	Chapter 5	Week of 7/18	
	Chapter 6	Week of 7/18	
	Chapter 7	Week of 7/18	
<b>Module 2 Assignments, Quizzes, &amp; Discussions Due</b>			<b>07/23/2022</b>
<b>Exam #1 (Mid-Term Exam) - Modules 1 &amp; 2</b>			<b>07/23/2022</b>
<b>Module 3</b>	Chapters 8 & 9	Week of 7/25	
	Chapter 10	Week of 7/25	
	Chapter 11	Week of 7/25	
<b>Module 3 Assignments &amp; Discussions Due</b>			<b>07/30/2022</b>
<b>Module 4</b>	Chapter 12	Week of 8/01	
	Chapter 13	Week of 8/01	
	Chapter 14	Week of 8/01	
<b>Module 4 Assignments &amp; Discussions Due</b>			<b>08/06/2022</b>

