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

COMS 1321 – TAB – Business and Professional Communication
COURSE SYLLABUS: **Summer II**

INSTRUCTOR INFORMATION

Instructor: Irene Thrower
Office Location: Online, Remote
Office Hours: Email or Telephone or Virtual by Appointment
Office Phone: 903-242-8704
University Email Address: Irene.Thrower@tamuc.edu
Preferred Form of Communication**:** Email
Communication Response Time: 24 Hours (weekend may be delayed)

COURSE INFORMATION

Materials

This course has been designed using Open Educational Resources (OER). All materials are embedded within the course and are accessible via the internet. After taking the pretest, students are encouraged to bookmark, download, or save materials provided via the internet for use during quizzes, assignments, and projects in this class.

Communication in the Real World: An Introduction to Communication Studies
Author: Licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License, except where otherwise noted.

Business Communication for Success
Author: Saylor Academy under a Creative Commons Attribution-NonCommercial-ShareAlike
3.0 License without attribution as requested by the work's original creator or licensor. Year Published: 2012

Principles of Public Speaking
by Lisa Schreiber, licensed under a CC BY-NC-ND License. This work is licensed under a Creative Commons Attribution 4.0 International License.

Supplemental Materials

Links and files will be provided in the document sharing tab within the course.

ORGANIZATION LEADERSHIP PROGRAM DESCRIPTION

The Bachelor of Applied Arts and Sciences in Organizational Leadership (ORGL) degree is a competency-based program that prepares innovative leaders for employment in an increasingly technological and global society. This program provides opportunities for students to receive credit for what they know and can do already, allows them to accelerate completion of their degree, and — because it is fully online — students are able to plan their study schedule around the rest of their day to complete the coursework.

COURSE DESCRIPTION

This course is designed to aid prospective professionals for different communication requirements they will encounter in their careers. The class will cover structures and techniques in presenting speeches as well as communication theories on planning, organizing, rehearsing, presenting, and evaluating oral presentations. It includes a survey of rhetorical traditions, principles, and strategies used in informative, persuasive, and ceremonial speeches. Recommended for students pursuing careers in teaching, law, the ministry, politics, or other professions involving making public presentations. May be taken to meet a communication requirement.

STUDENT LEARNING OUTCOMES

Completion of this course provides the student with the knowledge to:

1. Demonstrate communication competence through an understanding of the foundational communication models.
2. Demonstrate essential public speaking skills in professional presentations.
3. Demonstrate written and oral competencies related to job searches, professional interaction, conflict management, leadership, and performance appraisals.
4. Explain essential dyadic and small group processes as they relate to the workplace.
5. Utilize various professional technologies as they relate to competent communication.
6. Describe how to communicate within diverse or multi-cultural workplaces.

COURSE REQUIREMENTS

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.

Email your instructor as soon as you complete your pre-test so the instructor can access and grade your work.

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 by email for any assistance.

ASSESSMENT

Students must achieve 80% or higher for the both the posttest and culminating project to demonstrate competency and pass the course.

Course Pre-test

The purpose of the pre-test is to provide a baseline understanding of your knowledge in this competency. The pre-test is required before you begin studying course materials. If you do not make at least 80% on the pre-test, students will be expected to complete assignments, quizzes, and other course content to prepare for the post-test and culminating project.

Content	Description	Value	Notes
Pre-test	This is the initial assessment in the course to provide a baseline understanding of a student's knowledge of the course content and competencies. Pretests are taken once and should be completed upon the first couple of days of a CBE academic term or entry into a course if a student is an accelerator.	100 points	Required before completing any other work in the course. The grade on the pre-test does **not** count in the final grade for this course.

Course Post-test

The end-of-course comprehensive exam that assesses student knowledge and understanding of major concepts, theories, processes, etc., in the course. A **score of 80% or higher is required** to demonstrate competency.

Content	Description	Value	Notes
Post-test	Measures your competency of learning outcomes through essay, short answer, and multiple-choice questions.	100 points	Required and you must score 80% or higher. You have up to three attempts. **DUE: Last day of week 7, Friday by 11:59 PM CST**

If you score less than 80% on the post-test, you will have an opportunity to review the material and retake the post-test two additional times. If the posttest score is less than 80% within three attempts, students will receive a grade of "F" in the course and will be required to retake the course in the new term. Students who fail the posttest should review feedback from the instructor before reattempting the posttest.

Culminating Project

The project assesses your knowledge of terms and the application of concepts presented in this course. A **score of 80% or higher is required** to demonstrate competency.

Content	Description	Value	Notes
Project	Measures your competency of learning outcomes the completion of a competency-based project.	200 Points	Required and you must score 80% or higher. You have up to three attempts. **DUE DATE if you want feedback for revisions: End of week 6.** **HARD DUE DATE: Last day of week 7, Friday by 11:59 PM CST**

If students score less than 80% on the culminating project, they will have an opportunity to review the material and resubmit the project up to two additional times. If the culminating project is less than 80% within three attempts, students will receive a grade of "F" in the course and will be required to retake the course in the new term.

GRADING

A score of 80% or higher on both the Culminating Project and Postteststst is required to demonstrate competency and receive credit for the course. The following items will be used to calculate the final grade in the course.

Item Executive Summary/Final Presentation*(10% each)	Worth 200/20%
Posttest 1	100/20%
Posttest 2	100/20%
Posttest 3	100/20%
Speech 1 – Informative/How To	100/10%
Speech 2 – Persuasive	100/10%
Total	700/100%

Grading Scale

A = 90%-100%

B = 80%-89%

F = 79% or Below

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.

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 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

All emails from students should include:
- **Course name and subject in the subject line (ex. ORGL 3322 – Posttest)**
- **Salutation**
- **Proper email etiquette (no "text" emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Acceleration Process

Acceleration Process Deadline: The deadline to accelerate is this Friday, June 11 at 5 pm. Please submit assignments to me no later than Wednesday, June 9 at 5 pm if you are attempting to accelerate so that I have ample time to grade them and provide you with a completer email for acceleration purposes.

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
Website: Office of Student Disability Resources and Services

Nondiscrimination Notice

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.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

The Counseling Center at A&M-Commerce, located in the Halladay 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 Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Learning Objectives and Competencies	Materials to Read or Review	Assignments
LO1: Students will demonstrate communication competence through an understanding of the foundational communication models. ● To communicate more effectively in personal relationships ● To develop key life skills to help you succeed	Chapters 1,-5 (Communication in the Real World)	Read the material for the week. Answer any discussion questions. (recommended)

Learning Objectives and Competencies	Materials to Read or Review	Assignments
professionally ● To improve self-knowledge and self-perceptions to reach the full realization of one's creative, intellectual, or social potential		
LO2: Demonstrate competency in interactions between potential employers, coworkers, managers and organizations. ● Conflict management ● Leadership ● Learn professional technologies as they relate to competent communication.	Chapters 5-9 (Business Communication for Success) and The Big Picture	Read the material for the week. Answer any discussion questions. (recommended)
LO3: Explain essential dyadic and small group processes as they relate to the workplace. ● Intercultural communication ● Global environments ● Oral and written communication skills	Chapters 6-8, 13 &14 (Communication in the Real World)	Read the material for the week. Answer any discussion questions. (recommended)
LO4: Demonstrate essential public speaking skills in professional presentations. ● Informative Speaking ● Persuasive Speaking ● Research and Delivery	Chapters 9-12 (Communication in the Real World)	Submit Culminating Project. Complete the Post-test. Submit an informative/how two speech and an informative/persuasive presentation.