



# A&M-COMMERCE

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

## **BAAS 303: Professional Communications COURSE SYLLABUS: Fall 2022**

### **INSTRUCTOR INFORMATION**

Instructor: Theresa Sadler, Ph.D.  
Office Location: Online  
Office Hours: Email or Telephone or Virtual by Appointment  
Office Phone: 430-231-1275  
University Email Address: Theresa.Sadler@tamuc.edu  
Preferred Form of Communication: Email  
Communication Response Time: 24 hours

**The best way to contact me is by email. This is an online course; therefore, expect most communication to be online as well. All emails must include “BAAS 303” in the subject line, use proper email etiquette, and include your name and CWID.**

### **COURSE INFORMATION**

#### **Materials**

#### **Textbook(s) Required**

*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

#### **Supplemental Materials**

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

### **COURSE DESCRIPTION**

This course is a study and application of technical writing documents, letters, manuals and reports. Emphasis is also placed on presentations, team building, employee training, interviewing, business etiquette and professionalism. Prerequisite: Junior Standing.

### **STUDENT LEARNING OUTCOMES**

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

1. Demonstrate an understanding of the importance of listening, conflict resolution, collaboration, negotiation, and professional etiquette

*The syllabus/schedule are subject to change.*

2. Identify skills communicators need to succeed in today's global, multicultural environment
3. Apply strategies for effective planning, writing, and completing of professional reports, proposals, and presentations
4. Demonstrate specific techniques for crafting routine, positive, negative, and persuasive messages

### **REGULAR AND SUBSTANTIVE COURSE INTERACTION**

As a general guide, students enrolled in a three semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a semester. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty.

### **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 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 should be completed. Please contact the instructor by email for any assistance.

### **ASSESSMENT**

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 in given with each of the assignments within Pearson MyLab and D2L/MyLeo Online.

#### **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.

**NOTE: I will count off one letter grade for each day an assignment is late. Exams, quizzes, and discussions will not be opened after the due date. Extra credit work will NOT be assigned so please do not ask. If you miss an assignment because you are in the hospital, please email me proof of admission and release immediately but certainly within a day of your release. If extra time is needed to complete an assignment because of the death of a spouse, parent, child, grandchild, or sibling, please email your request to me prior to the due date of the assignment and include the obituary stating you as a survivor.**

## GRADING

| Item                                | Worth |
|-------------------------------------|-------|
| Chapter Assignments (Pearson MyLab) | 30%   |
| Writing Assignments (D2L)           | 10%   |
| Quizzes (Pearson MyLab)             | 20%   |
| Discussions (D2L)                   | 10%   |
| Exams (D2L)                         | 30%   |
| Total                               | 100%  |

## Grading Scale

Percentage

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% 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](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 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. BAAS 303 – Chapter 1 Quiz)**
- **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

### 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:

### **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**

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.

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.

### **Counseling Services**

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](http://www.tamuc.edu/counsel).

## COURSE OUTLINE / CALENDAR

| <u>MODULE</u>  | <b>Chapter</b> | <b>Suggested Schedule</b> | <u>FINAL DUE DATE</u> |
|--|----------------|---------------------------|-----------------------|
| <b>Module 1</b>  | Chapter 1      | Week of 8/29              |                       |
|  | Chapter 2      | Week of 9/5               |                       |
|  | Chapter 3      | Week of 9/12              |                       |
|  | Chapter 4      | Week of 9/19              |                       |
| <b>Module 1 Assignments, Quizzes, &amp; Discussions Due</b>      |                |                           | <b>09/25/2022</b>     |
| <b>Module 2</b>  | Chapter 5      | Week of 9/26              |                       |
|  | Chapter 6      | Week of 10/3              |                       |
|  | Chapter 7      | Week of 10/10             |                       |
| <b>Module 2 Assignments, Quizzes, &amp; Discussions Due</b>      |                |                           | <b>10/16/2022</b>     |
| <b>Exam #1 (Mid-Term Exam) - Modules 1 &amp; 2 (opens 10/17)</b> |                |                           | <b>10/23/2022</b>     |
| <b>Module 3</b>  | Chapters 8 & 9 | Week of 10/24             |                       |
|  | Chapter 10     | Week of 10/31             |                       |
|  | Chapter 11     | Week of 11/7              |                       |
| <b>Module 3 Assignments, Quizzes, &amp; Discussions Due</b>      |                |                           | <b>11/13/2022</b>     |
| <b>Module 4</b>  | Chapter 12     | Week of 11/14             |                       |
|  | Chapter 13     | Week of 11/21             |                       |
|  | Chapter 14     | Week of 11/28             |                       |
| <b>Module 4 Assignments, Quizzes, &amp; Discussions Due</b>      |                |                           | <b>12/04/2022</b>     |
| <b>Exam #2 (Final Exam) – Modules 3 &amp; 4 (opens 12/5)</b>     |                |                           | <b>12/12/2022</b>     |