



BAAS 303: Professional Communications

COURSE SYLLABUS: Summer 2024

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 – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

Textbook (required): **PearsonMyLab Access* for Excellence in Business Communication, 13th 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, 13th 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
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

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- presentations
4. Demonstrate specific techniques for crafting routine, positive, negative, and persuasive messages

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.

GRADING

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

- A = 90%-100% D = 60%-69%
B = 80%-89% F = 59% or Below
C = 70%-79%

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

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 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.

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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 must be submitted as an MS Word file. 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.

IMPORTANT: Assignments may be submitted early, but 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. No extra credit work will be assigned under any circumstances. The following are the ONLY acceptable excuses for missed assignments. In order to make-up missed assignments, you must contact me and provide documentation within 24 hours of the assignment due date.

- 1. Participation in a required/authorized university activity**
- 2. Verified illness**
- 3. Death of an immediate family member**
- 4. Obligation at a legal proceeding**

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 technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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

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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 here:

<https://community.brightspace.com/support/s/contactsupport>

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

Course Specific 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.

University Specific Procedures

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 in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 13.99.99.R0.01](#)

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

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

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CID Policy on Academic Integrity

Academic dishonesty includes cheating, complicity in cheating, multiple submissions (or substantial portions) of the same work for credit without authorization, submitting another's work, plagiarism, submitting algorithmically (AI) plagiarized work, and other acts that may reasonably be called academic dishonesty.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.
- If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
- If the student has a Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in [Policy 13.99.99.R0.03](#) for Undergraduate Academic Dishonesty and report the incident to the Provost Office.

Use of Artificial Intelligence

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

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](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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

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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.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

A&M-Commerce Supports Students' Mental Health

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

COURSE OUTLINE / CALENDAR

<u>MODULE</u>	<u>Chapter</u>	<u>Suggested Schedule</u>	<u>FINAL DUE DATE</u>
Module 1	Chapter 1	June 3	
	Chapter 2	June 5	
	Chapter 3	June 7	
	Chapter 4	June 8	
Module 1 Assignments, Quizzes, & Discussions Due			06/9/2024
Module 2	Chapter 5	June 10	
	Chapter 6	June 12	
	Chapter 7	June 14	
Module 2 Assignments, Quizzes, & Discussions Due			06/16/2024
Exam #1 (Mid-Term Exam) - Modules 1 & 2 (opens 6/14)			06/17/2024
Module 3	Chapters 8 & 9	June 17	
	Chapter 10	June 19	
	Chapter 11	June 21	
Module 3 Assignments, Quizzes, & Discussions Due			06/23/2024
Module 4	Chapter 12	June 24	
	Chapter 13	June 26	
	Chapter 14	June 28	
Module 4 Assignments, Quizzes, & Discussions Due			06/30/2024

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<u>MODULE</u>	Chapter	Suggested Schedule	<u>FINAL DUE DATE</u>
Exam #2 (Final Exam) – Modules 3 & 4 (<i>opens 6/30</i>)			07/03/2024

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