



MGT-303-02W-Business Communications

Fall 2025

INSTRUCTOR INFORMATION

Instructor: John Engel
Office Location: Online
Office Hours: Online per request
University Email Address: John.Engel@etamu.edu
Preferred Form of Communication: E-mail
Communication Response Time: 48 hours

COURSE INFORMATION

Required Texts: Cardon, Peter W., *Business Communication: Developing Leaders for a Networked World*. Fifth Edition. McGraw-Hill Irwin, Copyright 2025.

Course Description

Student Learning Outcomes (Should be measurable; observable; use action verbs)

Upon completion of this course, we want our students to:

- ✓ Format various types of communication tools, including electronic communication tools:
 - Compose routine inquiries, including memoranda and e-mail;
 - Write job application letters, resumes, and follow-up letters
 - Outline and make an oral presentation to the class using appropriate presentation software;
 - Plan, research and write a formal business communication plan

- ✓ Adapt language and style for specific readers and situations:
 - Construct effective sentences and paragraphs to

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- emphasize key points;
- Select the most effective words

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students are expected to have basic proficiency with standard technology tools. At a minimum, you should be able to:

- Use word processing software (e.g., Microsoft Word or Google Docs) to write and edit assignments.
- Create and deliver slide presentations (e.g., PowerPoint, Google Slides).
- Navigate the course Learning Management System (LMS) to access readings, submit assignments, and check grades.
- Use email professionally to communicate with the instructor and classmates.
- Access and view video content, and upload short video recordings when required.

Instructional Methods

As an online course, instruction will be delivered through:

- Recorded lectures, readings, and multimedia posted in each module.
- Discussion boards for collaborative learning and peer-to-peer interaction.
- Case-based assignments and writing projects that apply course concepts to real-world business communication scenarios.
- Quizzes and self-check activities to reinforce key concepts.
- Instructor feedback provided on assignments and discussions to support continuous improvement.

Student Responsibilities or Tips for Success in the Course

- Engage with all module materials: Watch recorded lectures, complete readings, and review slides before attempting assignments.
- Log in regularly: Check the LMS at least 3–4 times per week for updates, feedback, and announcements.
- Manage your time carefully: Asynchronous courses require self-discipline. Assignments and discussions have set deadlines—plan ahead.
- Participate fully in discussions: Thoughtful posts and responses are key to learning in this course.
- Communicate proactively: Email the instructor with questions or concerns well before deadlines.

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- Test your technology early: Ensure you can record and upload videos before presentations are due.
- Apply professionalism: Treat all written communication (posts, emails, assignments) as practice for workplace communication.

GRADING

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

A = 90%-100%
 B+= 87%-89%
 B = 80%-86%
 C+= 77%-79%
 C = 70%-79%
 D+= 67%-69%
 D = 60%-69%
 F = 59% or Below

Weights of the assessments in the calculation of the final letter grade.

Discussions	20%
Assignments	40%
Exams	40%
TOTAL	100%

Assessments

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:

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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 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

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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/student_guidebook/Student_Guidebook.pdf

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 of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

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[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

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: [Student Disability Services](#)

<https://www.tamuc.edu/student-disability-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.

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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

AI use policy

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.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

Department or Accrediting Agency Required Content

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COURSE OUTLINE / CALENDAR

Planning Your Career

- Chapter 1 reading
- Discussion 1 Sept 7th
- Chapter 1 Quiz Sept 14th

Ethical Communication, Styles and Business Communications

- Chapter 8 reading
- Chapter 9 reading
- Discussion 2 Sept 28th
- Chapter 8 & 9 Assignment Sept 28th
- Chapter 8 & 9 Quiz Sept 28th

Writing Business Messages

- Chapter 6 reading
- Discussion 3 Oct 12th
- Chapter 6 Assignment Oct 12th
- Chapter 6 Quiz Oct 12th

Resumes

- Chapter 17 reading
- Discussion 4 Oct 26th
- Chapter 17 Assignment Oct 26th
- Chapter 17 Quiz Oct 26th

Resumes, Cover Letter, References

- Chapter 17 reading
- Discussion 5 Nov 9th
- Chapter 17 Assignment Nov 9th

Reports and Messages

- Chapter 13 reading
- Chapter 14 reading
- Discussion 6 Nov 23th
- Chapter 13 & 14 Assignment Nov 23th
- Chapter 13 & 14 Quiz Nov 23th

Presentations

- Chapter 15 reading
- Chapter 16 reading
- Discussion 7 Dec 7th
- Chapter 15 & 16 Assignment Dec 7th
- Chapter 15 & 16 Quiz Dec 7th

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