



SYLLABUS

Course Title	Business and Professional Communications
Course Number	CMS 316 ONL
Number of Credits	3
Course Dates	1/13/20 - 3/7/20
Instructor	Colby Coash
Email Address	colby.coash@doane.edu
Office Hours/Availability	I will answer all emails within 48 hours. You can call with urgent matters.
Phone Number	402-580-3800 Texts OK. Identify yourself as 316 student.
Textbook Information: (e.g. title, edition, publisher, ISBN)	Communicating at Work, Strategies for Success in Business and Professions; Ronald B. Adler, Jeanne Elmhorst, Kristen Lucas; 11 th Edition, 2013, McGraw-Hill, ISBN 978-0-07-803680-01 Emotional Intelligence 2.0; Travis Bradberry & Jean Graeves ; 2009 Talentsmart ISBN13: 9780974320625 (Note: You must purchase this book new so you can have an access code to take the emotional intelligence test)
Additional Course Materials	You will be setting up a YouTube account. See Blackboard for details and instructions.

Course Description	An exploration of the communication process in organizations and institutions. The course includes study and practice in interpersonal, small group, and public communicative situations as those typically encountered in the workplace.
Program Outcomes	
Course Learning Outcomes/Objectives	<ul style="list-style-type: none"> • Identify and describe the key concepts and practices of interpersonal, group, and public communicative situations. • Demonstrate increased self awareness of communication approaches within differing communicative processes. • Develop the communication skills of relating, collaborating, and presenting. • Apply core communication concepts, processes, and skills to workplace situations. • Analyze the effectiveness of communication processes in self and others.
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Module	Topic/Activity	Points	Learning Outcome	Due (everything due by 11:59pm on the date listed)
1	Intros/Cultural Influence Self Introductions Discussion	20	LO 2	Initial Post (IP) Wed + Peer Reply (PR): Sun
	Elevator Speech	20	LO 3	IP Fri + PR Sun
	Cultural Influence Paper	40	LO 2	Sun
2	Interpersonal Communications/Self Awareness Interpersonal Communication Observation	70	LO 2	Sun
	Communication Self Awareness Narrative and Discussion	50	LO 2 & 5	IP: Fri + PR: Sun
3	Communication Styles Communication Styles Narrative and Discussion	80	LO 2 & 5	IP: Fri + PR: Sun
4	Emotional Intelligence Emotional Intelligence Self Awareness Narrative (Written only)	80	LO 2 & 5	Sun
5	Speech Preparation Final Speech Preparation	80	LO 1 & 3	Sun
6	Public Communication Public Communication Observation Summary	70	LO 2 & 5	Sun
	Group Communication	70	LO 2 & 5	Sun

	Group Communication Observation			
7	Growth Areas Self Awareness Narrative and Discussion	50	LO 2 & 5	IP: Thu + PR: Sun
8	Final Presentations Discussion	150	LO 2 & 5	IP: Thu + PR: Sunt

Online Courses ONLY

Online Course

This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet technologies.

Communicating with the Instructor

This course uses a “three before me” policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in Blackboard
3. The “Question Center” discussion board

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question to the “Question Center” discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, contact me via email or phone. My preference is that you will try to email me first. Please allow 24 hours for me to respond to emails Monday-Friday and 48 hours on the weekend.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance.

Phone: 402-826-8411

Email: helpdesk@doane.edu

Web: <http://www.doane.edu>

Computer Requirements

Minimum computer requirements for the successful use of Blackboard:

http://www.doane.edu/about-doane/offices/its/help-and-support#min_requirements

Minimum computer requirements for success in this course:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)

- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Word processing software—Microsoft Word or Google Docs
- Webcam and mic

You are responsible for having a reliable computer and internet connection throughout the course.

Email and Internet

You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane University e-mail account.* Please plan on checking your Doane Gmail account regularly for course related messages.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at <http://bb2.doane.edu>

Submitting Assignments

All assignments, unless otherwise announced by the instructor, **MUST** be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

Campus Network or Blackboard Outage

When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

Grade Scale

A+ = 97-100% A = 94-96% A- = 90-93% B+ = 87-89% B = 84-86% B- = 80-83%
 C+ = 77-79% C = 74-76% C- = 70-73% D+ = 67-69% D = 64-66% D- = 60-63%
 F= 59% or below

Participation Policy	<p>A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.</p> <p>(Faculty to insert any additional class participation; see resource page for ideas.)</p>
Study Time	<p>Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.</p>

Late Work	(Include expectations regarding late work; please see attachment for examples.)
Submitting Assignments	(Include expectations regarding students' submission of assignments, for example, in class or in Blackboard.)
Communication Policy including Assignment Feedback	(State your policy on timeliness of communicating with students and length of time needed before assignments will be graded, e.g. 48 hours.)
Academic Integrity Policy	<p>Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is defined in four categories:</p> <ol style="list-style-type: none"> 1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise." 2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise." 3. Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same. 4. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects. <p><i>Gehring, D., Nuss, E.M., & Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators</i></p> <p>For more information on the sanctions for academic dishonesty, please visit the website: http://catalog.doane.edu/content.php?catoid=18&navoid=1448#Academic_Dishonesty</p>
Academic Support	<p>Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support</p>

Disability Services	https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.