**Syllabus**

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| Course Number: | BCOM 3310 O03 |
| Term: | Fall 2016 |
| Room: | JSOM 11.202 Monday, Wednesday, Friday 10-10:50 a.m. |

**Contact Information**

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| Instructor: | Margaret Garnett Smallwood, MBA, Senior Lecturer II |
| Office Location: | JSOM 4.428 (fourth floor, JSOM) |
| Office Hours: | 2:30 p.m.-4 p.m. Mondays and Wednesdays or by appointment |
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| Office Phone: | 972 883-5985 |
| Cell Phone: | 214 755-6697 |

**Contacting me:** The best way to reach me is by email or to leave a message on my cell phone. If your message is urgent, please say so and I will try to return it earlier. If you email me, please send the email using your UTD student email. The subject line must include your course name, number and section. This is for privacy reasons.

I have tried a number of methods to get students to focus and not use their cell phones, tablets or laptops in class, none of which have effective. Unfortunately, it's been necessary to adopt a strict no device policy. Devices are not permitted in class unless they are being used for class assignments or research. The first time you use your device in class for a non-class related reason, I will politely ask you to stop. The second time you use your device in class, I will ask you to step out of the class for the rest of the class period. The third time you use your device in class, you will be counted as absent for that day and any assignments turned in that day will be considered late. If you have an unusual or an emergency one-time situation where you must be available to be contacted by phone during class, please speak to me before class. **This policy will be enforced.**

**My Background:**
I joined UTD in Fall 2013 on a full-time basis as a senior lecturer after working here as an adjunct since 2011. I have an extensive background in business and communications, having most recently worked as an assistant vice president for Chase and Bank of America (at separate times). My previous experience includes working as a journalist, public relations professional, technical writer, and marketing/communications executive at companies in financial services, high technology and healthcare industries. I also have entrepreneurial experience, from owning and managing a high-tech marketing/consulting firm for more than 10 years. I received my bachelor's of arts in communications studies from the University of California at Santa Barbara, and my MBA from UTD in August 2010. The emphasis of my MBA was international management and marketing. Before joining UTD as an adjunct in 2011, I taught at the Dallas County Community Colleges. On a personal note, I chose to make the transition from the corporate world to the university for one reason: I love teaching at UTD.

**Course Prerequisites, Co-requisites, and/or Other Restrictions:**
RHET 1302 and (ACCT 3100 or BA 3100 or BCOM 3100 or FIN 3100 or HMGT 3100 or IMS 3100 or MKT 3100 or ITSS 3100 or OPRE 3100).

**Course Description:**
Introduction to various types of professional communication, with an emphasis on business writing. Students will gain experience writing and revising business email, letters, proposals, and job search documents. Students will work both individually and in teams and will exit the course with a clear understanding of the centrality of communication in business.

**Course Goals:**
This course is designed to help you:

- Develop basic communication skills you need to write, make oral presentations, communicate interpersonally, and work effectively in teams.
- Value the differences between yourself and others and to employ that understanding to improve the quality of your communication.
- Improve your communication in future courses and in your career.
- Develop basic reading, writing, listening, and speaking skills and the ability to follow complete, complex written and oral instructions.

**Student Learning Objectives/Outcomes:**
The course addresses the following Component Learning Objectives:

- Students will refine their multi-media career development and job preparedness by creating a position-specific resume.

- Students will refine their ability to construct effective intra-firm communication documents by writing an executive summary.

- Students will refine their ability to construct effective presentations for key external stakeholders by constructing a persuasive presentation.

**Required Textbooks and Materials:**
The book used in this class is mandatory, for both chapter readings and for access to the online Aplia quizzes. The book is Essentials of Business Communication by Guffey & Loewy, 10th edition. Here is a link to Aplia:
http://courses.aplia.com/af/servlet/coursehome?ctx=margaret.smallwood-0026&crshome_command=crshome_showhome&ck=3_1468102655988_AC14281F012C5E350609772A0000
See attached sheet describing how to purchase your ebook from Aplia. You don't need a hard copy of the book; the ebook will work fine. You will order your ebook from the Aplia website, following the instructions at the end of the syllabus. We'll also use the Aplia website throughout the course. **You may not use the site only until the grace period and then not pay for Aplia. That will not be acceptable because you will need access to the book throughout the semester.**

You will also need:
- Access to the Internet
- Access especially to eLearning on a daily basis
- Access to your UT Dallas email on a daily basis
- An easily accessible printer.

**Late Work, Missed Assignments and Extra Credit:**
You should expect to work hard in this course. Like all of your other JSOM courses, this is a rigorous class.

I am happy to review your assignments before they are due. I strongly encourage you to come by my office during my office hours or make an appointment with me if you are not available during my office hours. That will give me time to review the assignment and give you feedback, and give you time to make revisions.

You must submit ALL writing assignments in order to pass this course. Part of this class is learning to deliver writing assignments on time. All assignments need to be turned in at the beginning of class on the due date in hard copy (printed). No email assignments will be accepted. If you cannot be in class to turn in an assignment, turn the assignment in by class time on due date by slipping it under my office door**. I will not accept assignments that are emailed to me or that are late. All deadlines for submissions are clearly defined; therefore, no assignments or projects will be accepted late for any reason.**

I do not curve individual items, nor do I offer "extra credit" work or "special circumstances" to allow individual

students a chance to raise their grade.

I strongly encourage you to come talk to me, email me, or text me if you have any questions or comments about any assignment or anything at all to do with this class. If a personal situation arises during the semester that may affect your classroom performance, please talk to me sooner rather than later. If you wait until the end of the semester, I won't be able to help you. I can work with you more effectively if you speak to me when the situation arises. I want to help you succeed but this is a challenging course.

**Help with the Course:**
As I mentioned, I am happy to review your assignments with you before they are due.  You are also strongly encouraged to use the BCC located in the JSOM New Addition 12.106. Visit http://jindal.utdallas.edu/student-resources/business-communication-center/ to make an appointment, find resources for business writing, learn how to use APA to cite materials in your writing, find out how to check out a video camera, and learn how to strengthen your speaking and PowerPoint design.  Keep in mind that there can be a wait when major assignments are due. Planning ahead and making an appointment will help you make more effective use of your time. **The BCC is a wonderful resource for JSOM students that I urge you to use.**

**Grading Policy:**
I grade according to the grading scale:
A+: 98 and above.  On a 900-point scale, this would be 882 points or above.
A: 94-97.99. On a 900-point scale, that would be 846 to 881 points.
A-: 90-93.99. On a 900-point scale, that would be 810 to 845 points.

The B and C scales follow along the same lines.

All work should also demonstrate the same professional and ethical standards expected of you in the workplace, including proofreading and editing carefully all work you submit in this class. Professionalism also means that you use appropriate source citation wherever and whenever necessary so that you avoid violations of copyright and academic honesty – even if those violations are inadvertent. By internalizing these skills now, you will give yourself an advantage as you head into the work place – not to mention keeping yourself out of trouble in school.

**Attendance:**
I take attendance and I take it seriously. Attending class is like coming to work; it's required and expected.  You are expected to attend each class, but life happens. You get three free absences. After that, attendance will affect your grade in that each additional, unexcused absence will result in 10 points off your final grade. It is your responsibility to make sure you are counted present in each class. An assignment sheet will be passed around during each class. Do not sign in a friend who is not present.

**However, if you miss a day identified on the syllabus as a mandatory attendance day, 40 points will be taken off your final point total for the course**.

**Assignments:**

- **25 points—** Team charter.  Due in hard copy at beginning of class on **Wed., Sept. 7.**
- **100 points** – Individual Assignment One: Resume and Job Finalist Persuasive Letter. Due in hard copy at beginning of class **Wed., Sept. 14.**
- **100 points** – Individual Assignment Two: Bad News Email, Advanced English Speaker Audience. Due in hard copy at beginning of class **Monday, Sept. 26.**
- **125 points—**Individual Assignment Three. Bad News Email, International (Multi-Lingual Audience) and Cultural Summary. Due in hard copy at beginning of class, **Wed., Nov. 9.**
- **25 points** – Written, detailed summary of your team's idea for the collaborative proposal due **Friday, Sept. 30.**
- **40 points –** Practice presentation #1 to professor and class. You will present your company and social need to the class and professor for feedback. **You must present with your team to receive any points.**
- **60 points --** Practice presentation #2 to professor and class**.** You will present your company and social need to the class and professor for feedback. **You must present with your team to receive any points.**
- **100 points** – 8 Chapter Quizzes (on aplia.com). You take 8 Aplia quizzes, but the lowest grade is dropped. Your last Aplia quiz is due **Sunday, Oct. 23.**
- **150 points** – Collaborative (Team) Proposal: Final version for all groups due **Wed., Nov. 30. Your grade will also depend on your team members' evaluation of your participation in the proposal and the team presentation, including the team charter, practice presentation, written summary and weekly updates to me.**
- **125 points** – Team Presentation: All groups present in class on one of three days; all are mandatory attendance days.  **You must present with your team to receive any points.**
- **50 points** –Individual executive summary of team proposal. Due **Monday, Nov. 28.**

900 possible points (excluding any extra credit opportunities)

If I offer extra credit opportunities during the semester, I will add your extra credit points to your point total at the end of the class.

**Aplia Quizzes:**
When you register with Aplia, you'll have access to the chapter quizzes as well as the e-book. Chapter quizzes must be completed by 11:45 p.m. on the Sunday mentioned in the syllabus. Each required quiz is listed on the syllabus. You will take 8 quizzes and I will drop the lowest score on one quiz.  You can retake each quiz within a two-week timeframe three times, and Aplia will accept your highest score.

*Classroom Citizenship*
In keeping with the professional communication mandate of this course, students are expected to use every opportunity in the course to practice communicating in a civil and professional manner.

*UT Dallas Syllabus Policies and Procedures*

Please use the following permanent address to read University policies and procedures concerning syllabi. http://go.utdallas.edu/syllabus-policies. Some of the policies and procedures are listed here as well.

**Sharing Confidential Information**

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling

Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at http://www.utdallas.edu/oiec/title-ix/resources.

**Campus Carry**

The University's concealed handgun policy is posted on the campus carry website: https://www.utdallas.edu/campuscarry/

**Technical Support**

If you experience any issues with your UT Dallas account, contact the UT Dallas Office of Information Technology Help Desk: assist@utdallas.edu or call 972-883-2911.

UT Dallas provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Helpdesk: http://www.utdallas.edu/elearning/eLearningHelpdesk.html.

**Field Trip Policies, Off-Campus Instruction and Course Activities**

Off-campus, out-of-state, foreign instruction/travel, and course-related field trip activities are subject to state law and University policies and procedures regarding travel and risk-related activities.

Detailed information regarding this policy, in accordance to *Texas Education Code*, Section 51.950, can be accessed at the UT Dallas Policy Navigator, http://policy.utdallas.edu/utdbp3023, and at http://www.utdallas.edu/administration/insurance/travel. Additional information is available from the office of the school dean.

**Student Conduct and Discipline**

The University of Texas System (Regents' Rule 50101) and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UT Dallas online catalogs (http://catalog.utdallas.edu).

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Student Code of Conduct, UTDSP5003 (http://policy.utdallas.edu/utdsp5003). Copies of these rules and regulations are available to students in the Office of Community Standards and Conduct, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6391) and online at https://www.utdallas.edu/conduct/.

A student at the University neither loses their rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating its standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

**Academic Integrity**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

*Academic Dishonesty:* Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes plagiarism, cheating, fabrication, and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: https://www.utdallas.edu/conduct/dishonesty/.

**Copyright Notice**

It is the policy of the University of Texas at Dallas to adhere to the requirements of the United States Copyright Law of 1976, as amended, (*Title 17, United States Code*), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded. Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. For more information about the fair use exemption, see http://copyright.lib.utexas.edu/copypol2.html. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at http://policy.utdallas.edu/utdpp1043) and the UT System's policy, UTS107 at http://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials.

**Email Use**

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual's corresponding via email and the security of the transmitted information. The University of Texas at Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Office of Information Technology provides a method for students to have their UT Dallas mail forwarded to other email accounts. To activate a student UT Dallas computer account and forward email to another account, go to http://netid.utdallas.edu.

**Class Attendance**

Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. Absences may lower a student's grade where class attendance and class participation are deemed essential by the instructor. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

**Withdrawal from Class**

The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (http://www.utdallas.edu/calendar) and in the Academic Calendar

). It is the student's responsibility to handle withdrawal requirements from any class. In other words, a professor or other instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Have not met the prerequisites for a specific course
- Have not satisfied the academic probationary requirements resulting in suspension
- Office of Community Standards and Conduct request
- Have not made appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Was not admitted for the term in which they registered

It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being enrolled.

**AccessAbility Services**

It is the policy and practice of The University of Texas at Dallas to make reasonable accommodations for students with properly documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required. If you are eligible to receive an accommodation and would like to request it for this course, please discuss it with your professor and allow one week advance notice. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact OSA for a confidential discussion. OSA is located in the Student Services Building, SSB 3.200. They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu.

**Resources to Help You Succeed**

The Office of Student Success operates the Student Success Center (SSC, http://www.utdallas.edu/studentsuccess), which offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, reading, study skills, and other academic disciplines. These services are available through individual and small group appointments, workshops, short courses, and a variety of online and instructional technologies. All students enrolled at UT Dallas are eligible for these services.

The **Math Lab** gives short-term and semester long support for a variety of introductory and advanced mathematics courses. Students may drop in to visit with a math tutor on a regular basis. Comet card is required.

The **Writing Center** offers a collaborative learning environment for one-to-one and small group assistance with general and advanced writing assignments and overall writing skills. Scheduling an appointment is strongly recommended, but walk in appointments are possible if a tutor is available.

The **Peer Tutoring** program offers free tutoring assistance in multiple locations for many of the historically challenging undergraduate subjects at UT Dallas. Tutoring sessions, offered every weekday on a drop-in basis, are one-on-one or in a small group format. The sessions are designed to meet students' individual questions and needs related to course/subject concepts. All peer tutors are current UT Dallas students who made an A- or better in the course and have a strong faculty/staff recommendation. Students should check the Student Success Center website each semester for subject offerings and session times.

The **Peer-Led Team Learning (PLTL)** program provides an active, engaged learning experience for students who meet in small groups once a week with a Peer Leader who helps guide them through a potentially difficult gateway course. Students that attend sessions regularly typically earn a half to a whole letter grade higher than students that do not participate in the PLTL program.

**Supplemental Instruction (SI)** provides free, peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI leaders attend lectures, take notes, and read assigned material just like the enrolled students. Students should check the SSC website for subject and session times.

The **Communication Lab (CommLab)** offers one-on-one and group consultations where you will gain practical feedback for improving oral and group presentations.

**Success Coaches** are available for individual student appointments to discuss study skills, time management, note taking, test taking and preparation, and other success strategies.

The Student Success Center's main office is located in the McDermott Library Building and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.

**Religious Holy Days**

The University of Texas at Dallas will excuse a student from class or other required activities, including examinations and travel time for the observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, of the *Texas Tax Code*.

Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of *Texas Education Code 51.911(b)*, and the student and instructor will abide by the decision of the chief executive officer or designee.

**Schedule subject to change at professor's discretion.**

| Date | What's Happening |
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| **Monday, August 22** | Introduction<br>Review syllabus |
| **Wednesday, August 24** | Review Chapter 1: "Communications in the Digital-Age Workplace"<br>**By 11:45 p.m., Sunday, August 28:**<br>**--Read Chapter 1: "Communications in the Digital-Age Workplace"**<br>**--Complete Grammar Tutorial, Aplia**<br>**--Complete Guide on Using Aplia (practice)**<br>**There is no quiz on Chapter 1.** |
| **Friday, August 26** | Review proposal project and required weekly updates<br>Review sample proposals |

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| **Monday, August 29** | Class networking event<br>Form teams of four; one team will have three members and the others will have four |
| **Wednesday, August 31** | Initial team meeting<br>In-class work on team charters<br>**By 11:45 p.m., Sunday, Sept. 4:**<br>**--Read Chapter 13: "Job Search and Resumes in the Digital Age"**<br>**--Complete Writing Tutorial, Aplia**<br>**There is no quiz on Chapter 13.** |
| **Friday, Sept. 2** | In-class work on team charters<br>Review Assignment One |
| **Monday, Sept. 5** | No school! Enjoy the Labor Day Holiday! |
| **Wednesday, Sept. 7** | **DUE AT BEGINNING OF CLASS: All teams turn in team charter, signed by each team member (one per team)**<br>Review Chapter 14: "Interviewing and Following Up"<br>**By 11:45 p.m., Sunday, Sept. 11:**<br>**--Read Chapter 14: "Interviewing and Following Up"**<br>**--Complete Chapter 14 Quiz: "Interviewing and Following Up"** |

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| **Friday, Sept. 9** | Review format of persuasive letter (for Assignment One)<br>Team meeting in class to discuss Assignment One strategies |
| **Monday, Sept. 12** | Professor Elizabeth Bruce: Guest speaker on resumes<br>Mandatory attendance day |
| **Wed., Sept. 14** | **DUE AT BEGINNING OF CLASS:  Assignment One (resume and job finalist list)**<br>Review Chapter 3 "Organizing and Drafting Business Messages"<br>**By 11:45 p.m., Sunday, Sept. 18:**<br>**--Read Chapter 2: "Planning Business Messages"**<br>**--Complete Chapter 2 Quiz: "Planning Business Messages" (graded)**<br>**--Read Chapter 3: "Organizing and Drafting Business Messages"** |
| **Friday, Sept. 16** | Teamwork discussion; presentation<br>Review of team evaluation forms<br>Discuss Assignment Two in class |
| **Monday, Sept. 19** | Review Chapter 4: "Revising Business Messages"<br>Team meeting in class to discuss Assignment Two strategies |
| **Wednesday, Sept. 21** | Review Chapter 5: "Short Workplace Messages and Digital Media"<br>**By 11:45 p.m., Sunday, Sept. 25:**<br>**--Complete Chapter 3 Quiz: "Organizing and Drafting Business Messages" (graded)**<br>**--Read Chapter 4: "Revising Business Messages"**<br>**--Read Chapter 5: "Short Workplace Messages and Digital Media"** |
| **Friday, Sept. 22** | Review Chapter 7: "Negative Messages"<br>All teams meet with professor in class<br>Team meeting in class |
| **Monday, Sept. 26** | **DUE AT BEGINNING OF CLASS: Assignment Two (domestic bad news email)**<br>Cover team evaluations in class<br>Pass out team eval #1<br>Remaining teams meet with professor in class<br>Team meeting in class |

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| **Wed., Sept. 28** | **DUE AT BEGINNING OF CLASS: Team eval #1 (bring to class)**<br>Review Chapter 8: "Persuasive and Sales Messages"<br>Review team summary assignment<br><br>**By 11:45 p.m., Sunday, Oct. 2:**<br>**--Complete Chapter 4 Quiz: "Revising Business Messages: (graded)**<br>**--Complete Chapter 5 Quiz: "Electronic Messages and Memorandums" (graded)**<br>**--Read Chapter 6 "Positive Messages"**<br>**No quiz on Chapter 6** |
| **Friday, Sept. 30** | **DUE AT BEGINNING OF CLASS: One-page, written summary of team collaborative proposal idea**<br>Review Chapter 10: "Proposals and Formal Reports"<br>Review practice presentation #1 and #2 assignment |
| **Monday, Oct. 3** | Review Chapter 12: "Business Presentations"<br>Teams meet with professor in class<br>Team meeting in class |
| **Wed., Oct. 5** | Remaining teams meet with professor in class<br>**By 11:45 p.m., Sunday, Oct. 9:**<br>**--Read Chapter 7: "Negative Messages"**<br>**--Complete Chapter 7 Quiz: "Negative Messages"**<br>**--Read Chapter 8: "Persuasive and Sales Messages"** |
| **Fri., Oct. 7** | **Practice Presentation Day #1**<br>All groups prepare 5-slide PPT of their social need and general proposal idea for presentation to class and professor<br>Teams 1-3 give practice presentation<br>**Mandatory attendance day** |
| **Monday, Oct. 10** | **Practice Presentation Day #1**<br>All groups prepare 5-slide PPT of their social need and general proposal idea for presentation to class and professor<br>Teams 4-6 give practice presentation<br>**Mandatory attendance day** |
| **Wed., Oct. 12** | **Practice Presentation #1**<br>Teams 7-9 give practice presentation<br>Team meeting in class<br>**Mandatory attendance day**<br><br>**By 11:45 p.m., Sunday, Oct. 16:**<br>**--Complete Chapter 8 Quiz "Persuasive and Sales Messages"**<br>**--Read Chapter 10: "Proposals and Formal Reports"**<br>**No quiz on Chapter 10.** |
| **Friday, Oct. 14** | **Practice Presentation #2 (10 slides)**<br>Teams 1-3 give practice presentation<br>Distribute 2nd team evaluation<br>**Mandatory attendance day** |
| **Monday, Oct. 17** | **Practice Presentation #2 (10 slides)**<br>Teams 4-6 give practice presentation<br>**Mandatory attendance day** |

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| **Wed., Oct. 19** | **Due at beginning of class: Team evaluation #2**<br>**Practice Presentation #2 (10 slides)**<br>Teams 79 give practice presentation<br>Team meeting in class<br><br>**Mandatory attendance day**<br><br><br>**By 11:45 p.m., Sunday, Oct. 23:**<br>--**Read Chapter 12: "Business Presentations"**<br>-**Read Chapter 11: "Professionalism at Work"**<br>--**Complete Chapter 12 Quiz: "Business Presentations: (graded)—**<mark>Last Aplia Quiz</mark><br>**No quiz over Chapter 11.** |
| **Fri., Oct. 21** | Review Assignment 3<br>Work on final presentation in class; professor will provide feedback<br>**DUE AT BEGINNING OF CLASS: Team evaluation #2** |
| **Monday, Oct. 24 -** | Final presentations in class: Teams 1-4 present<br>**Mandatory attendance**<br>. |
| **Wed., Oct. 26—No Class** | **Work on final presentation outside of class—No Class**<br>**Note: We may have class this day depending upon when I present at the conference. I will keep you posted.** |
| **Fri., Oct. 28** | Final presentations in class: Teams 5-7 present<br>**Mandatory attendance** |
| **Monday, Oct. 31** | Final presentations in class: Teams 8-9 present<br>**Mandatory attendance**<br>Team selected to participate in Business Gives Back Competition |
| **Wed., Nov. 2** | APA discussion in class<br>Teams discuss Assignment 3 strategies in class |

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| **Friday, Nov. 4** | No class except for team representing class in competition<br>Team meets with professor for coaching |
| **Mon., Nov. 7** | No class except for team representing class in competition<br>Team meets with professor for coaching |
| **Wed., Nov. 9** | **DUE AT BEGINNING OF CLASS: Assignment 3**<br>Team meeting in class to discuss proposal<br>Professor meets with teams in class |
| **Fri., Nov. 11** | In-class work session on proposal |
| **Monday, Nov. 14** | **Due at beginning of class: All teams bring rough draft of proposal (typed) to class for professor review**<br>Team meeting in class |
| **Wed., Nov. 16** | **Due at beginning of class: All teams bring typed proposal to class for peer review (Required) as well as updated proposal for professor's review**<br>**Mandatory attendance day**<br>All teams peer review another team's proposal and receive feedback on their proposal (required) |
| **Fri., Nov. 18** | All teams receive feedback from professor on updated proposal<br>**Mandatory attendance day** |
| **Nov. 21-25** | **No class due to Thanksgiving break. Enjoy the holiday!** |

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| **Monday, Nov. 28** | **Due in class: Individual executive summary of team proposal**<br>Final team meeting in class; finalize proposal<br>Team evaluation #3 distributed |
| **Wed., Nov. 30** | Due at beginning of class: Team evaluation #3<br>**All teams turn in final proposal**<br>Final day of class |

# How to access your Aplia course

**Instructor:** Margaret G Smallwood
**Start Date:** 08/22/2016

## What is Aplia?

In just 10 years, more than one billion answers have been submitted through Aplia, the premier online assignment solution. Millions of students use Aplia to better prepare for class and for their exams. Join them today!

## Registration

1. Connect to http://login.cengagebrain.com/course/QGYS-GEG3-C7BP
2. Follow the prompts to register for your Aplia course.

## Payment

After registering for your course, you will need to pay for access using one of the options below:

**Online:** You can pay online using a credit or debit card, or PayPal.

**Bookstore:** You may be able to purchase access to Aplia at your bookstore. Check with the bookstore to find out what they offer for your course.

**Free Trial:** You can access Aplia until 11:59 PM on 09/11/2016 during your free trial. After the free trial ends you will be required to pay for access.

Please note:  At the end of the free trial period, your course access will be suspended until your payment has been made.  All your scores and course activity will be saved and will be available to you after you pay for access.

If you already registered an access code or bought Aplia online, the course key to register for this course is: **QGYS-GEG3-C7BP**

## System Check

To check whether your computer meets the requirements for using Aplia, go to
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