

MGMT4322- Management Communication

Fall 2018 SESSION

Eagle Pass, Thursday 6:00 PM to 8:45 PM D111

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AVAILABILITY HOURS:

Via CHAT, EMAIL or PHONE,

Tuesday to Thursday; 12:00 Noon to 3:30 PM

GRADING: Grades will be determined as follows:

Assignments (3)	150 points
Presentation (3)	250 points
Formal Report	100 points
Total Points	500 points

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REQUIRED TEXTS:

- ***“Steal the Show: From Speeches to Job Interviews to Deal-Closing Pitches, How to Guarantee a Standing Ovation for All the Performances in Your Life”*** by Michael Port, Houghton Mifflin Harcourt, ISBN-13 978-0544555181
- ***“Writing That Works: How to Communicate Effectively in Business”*** by Kenneth Roman and Joel Raphaelson, Collins Reference; 3rd revised edition, ISBN-13 978-0060956431
- ***“Report Writing Skills Training Course”*** by Margaret Greenhall, Universe of Learning Ltd, ISBN 978-1849370363

ADA STATEMENT:

Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Kathy Biddick in Student Services, Room C-102, Uvalde campus. The mailing address is 2623 Garner Field Road, Rio Grande College-Sul Ross State University, Uvalde, Texas 78801. Telephone: 830-279-3003. E-mail: kbiddick@sulross.edu

DISTANCE EDUCATION STATEMENT

Students enrolled in distance education courses have equal access to the university's academic support services, such as Smarthinking, library resources, such as online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires secure login information to verify students' identities and to protect students' information. ***[If the course requires students to take proctored exams or to purchase additional software or equipment, please describe those requirements here.]*** The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

Schedule for MGMT4322 – Fall 2018

Week	Topic	Readings
Aug. 30	Communicating in Today's Workplace	None
Sept. 6	Communication Etiquette and Cultural Skills. Business Report Proposals	Writing that Works Report Writing Skills Training Course
Sept. 13	Designing Presentations <i>Assignment 1 due</i>	"Steal the Show"
Sept. 20	<i>Presentation 1 – Business History Presentations</i>	"
Sept. 27	<i>Presentation 1 – Business History Presentations</i>	
Oct. 4	Writing Process: Research, Organize, Compose, Analyze, Anticipate, Adapt, Revise, Proofread, Evaluate	"Writing that Works" Report Writing Skills Training Course
Oct. 11	Business Report Basics <i>Assignment 2 due</i>	Writing that Works Report Writing Skills Training Course
Oct. 18	<i>Presentation 2 – Proposal Presentations</i>	
Oct. 25	<i>Presentation 12– Proposal Presentations</i>	
Nov. 1	Business Letters, E-mail Messages and Memos	None
Nov. 8	Resumes and Cover Letters	"Steal the Show"
Nov. 15	Social Media, Blogs, Facebook, Twitter <i>Assignment 3 due</i>	None
Nov. 22	Thanksgiving Holiday	
Nov. 29	<i>Presentation 3 – Results of your report</i>	
Dec. 6	<i>Presentations 3 – Results of your report</i>	