

Sul Ross State University
Department of Business Administration
Management Communication
MGT 4322:W01
Web Delivered
Summer II, 2020

Course Instructor Linda McAnally
Office BAB 308
Office Telephone (432) 837-8073/8066
Electronic Mail lindam@sulross.edu
FAX (432) 837-8003
Office Hours Online office hours
 *other times are available by appointment

Overview

Communication plays an important role in business. Miscommunication in the workplace is stressful and costly. Communication skills are essential to personal career success. Effective communication skills and the ability to work with others are the main factors contributing to job success. Many people fail to realize the full extent of the role of communication in career success. Because communication skills are an essential ingredient in professional and organizational accomplishment, this course will help you hone your talents in this important area. This will include written and verbal communication.

Text/Materials

Communicating at Work – Connect Plus, 12th edition, Adler. McGraw Hill, ISBN-9781260153743. This can be purchased through the bookstore or through the Connect class website.
<https://connect.mheducation.com/class/mcanally-mgt-4322>

Student Learning Outcomes

- SLO 1** Analyze and solve business problems across major business functions, using fundamental business principles and strategies
- SLO 2** Communicate business information through written, oral and other delivery processes
- SLO 3** Identify and discuss the impact of ethical and social responsibility issues in business

Marketable Skills

- Marketable Skill 1:** Students will have the ability to apply the principles of business they learn to the management of existing businesses or the creation of new businesses.
- Marketable Skill 2:** Students will have the ability to use research and analysis to make informed decisions.
- Marketable Skill 3:** Students will have the ability to write business letters, emails, resumes and reports
- Marketable Skill 4:** Students will have the ability to make effective oral presentations to both professional and general audiences

Course Grading

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|-----------------|------|
| Assignments | 30% |
| Written Reports | 10% |
| Exams (3 exams) | 60% |
| Total Points | 100% |

Your grade will be based on the following scale:

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|---|---------------|
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D | 60-69% |
| F | 59% and below |

Distance learning (Online) Absences Statement (Non-Participation Statement)

Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences. In Web courses, this policy is interpreted as not participating for more than 3 weeks in a long semester, 1 week in a summer session, or 3 days in the midwinter session. Any student dropped for non-participation will receive an F in the course dropped. Inactivity may include the following:

- not logging on to the course
- not submitting assignments
- not participating in scheduled activities
- not communicating with the instructor by phone or email, and/or
- not following the instructor's participation guidelines stated in the syllabus

Blackboard statistics track the logins made and document the sections of the course accessed. These statistics will be used by your professor as a factor in documenting your participation in the course.

Online Assessment includes the administration of exams. The exams will be scheduled during an established date and timeframe. You will be expected to schedule the taking of your exam during this timeframe. Avoid waiting to the last minute to reduce stress on your part to “beat the clock” and reduces the risk of technical problems that often occur at the last minute.

If difficulties are encountered while taking an exam, notify your professor by email right away. Your professor will determine if the circumstances warrant a “reset.” Blackboard statistics track the logins made and documents the sections of the course accessed. These statistics will be used by your professor as a factor in documenting your participation in the course

SRSU Disability Services. ADA (Americans with Disabilities Act) Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Students seeking accessibility/accommodations services must contact Rebecca Greathouse Wren, LPC-S, SRSU's Accessibility Services Coordinator at 432-837-8203 (please leave a message and we'll get back to you as soon as we can during working hours), or email rebecca.wren@sulross.edu. Our office is located on the first floor of Ferguson Hall (Suite 112), and our mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas, 79832.