

**SUL ROSS STATE UNIVERSITY
COURSE SYLLABUS
MGT 3322
MANAGEMENT COMMUNICATIONS
SPRING 2024
T TH 8:00 – 9:15 BAB 317**

INSTRUCTOR: Clark Nussbaum
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Times by Appointment
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COURSE DESCRIPTION: The application of communication models and principals within organizations including leadership, coordination, control, and teams.

PROGRAM LEARNING OUTCOMES:

- **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.

• **STUDENT LEARNING OUTCOMES:**

- SLO1 - 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 understand the impact of ethical and social responsibility issues in business

TEXT:

***Business Communication (Developing Leaders for a Networked World) Peter W. Cardon 5th edition
ISBN 9781266678684***

GRADE: The grade for this course will be:

Attendance	100
Team Presentation	100
Writing Assignments	400
3 Exams	300
FINAL EXAM	<u>100</u>
	1000

No make-up exams or extra credit will be given.

ATTENDANCE: The attendance policy as outlined in the Sul Ross catalog will be followed. Excessive absences could cause a student to be dropped with an “F”.

ACADEMIC HONESTY: You are expected to do your own work on any assignment and test. If a student is caught cheating, a grade of zero will be assigned to that work.

INSTRUCTOR EXPECTATIONS: You are expected to approach this class in a professional manner. This means coming to class regularly, on time and prepared to participate. Your primary goal as a student is to obtain an education and acquire certain skills to enable you to be productive and competitive in your chosen field. Do not waste your time, your classmates time, or my time by not giving 100% of your efforts.

ADA Statement

SRSU Accessibility Services. Sul Ross State University (SRSU) is committed to equal access in compliance with the 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 Mrs. Mary Schwartz Grisham, LPC, SRSU’s Accessibility Services Director or Ronnie Harris, LPC, Counselor, at 432-837-8203 or email mschwartz@sulross.edu or ronnie.harris@sulross.edu. RGC students can also contact Alejandra Valdez, at 830-758-5006 or email alejandra.valdez@sulross.edu. Our office is located on the first floor of Ferguson Hall, room 112, and our mailing address is P.O. Box C122, Sul Ross State University, Alpine. Texas, 79832.

SRSU Library Services

The Sul Ross Library offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library’s website, library.sulross.edu. Off-campus access requires your LoboID and password. Check out materials using your photo ID. Librarians are a tremendous resource for your coursework and can be reached in person, by email (srsulibrary@sulross.edu), or phone (432-837-8123).

ACADEMIC GRIEVANCE PROCEDURE: Should you have a problem or concern, it is important that you follow the chain-of-command in addressing your problem. The chain-of-command, in order of who you would see first, is as follows: (1) Instructor (2) Chair (3) Dean of Professional Studies (4) Provost and Vice-President of Academic Affairs and (5) President.

COURSE COVERAGE

Please see attached spreadsheet with class schedule and assignments.

DATES	Chapter	Topic	Writing Assignments
1/18		Introduction	
1/23	1	Establishing Credibility	PG 19 1.1 A-E
			1/25
1/25	2	Interpersonal Communication & Emotional Intelligence	PG 64 2.3 A-D
			2/1
1/30	2/3		
2/1	3	Team Communication & Difficult Conversations	PG 106 3.1 A
			2/8
2/6	4	Inclusion in a Diverse Workplace	PG 134 4.4
			2/12
2/8	5	Global Communication	PG 164 5.2 A&B
			2/15
2/13		EXAM 1 CH 1-5	
2/15		GROUP MEET	
2/20	6	Creating Effective Business Messages	PG 195 6.3
			2/27
2/22	6/7		
2/27	7	Improving Readability with Style & Design	PG 223 7.4
			2/29
2/29	8	Email & Other Traditional Tools for Business Communication	PG 254 8.2 A-D
			3/8
3/5	9	Collaboration Tools & Social Media for Business Communication	PG 286 9.10 A-C
			3/19
3/7		EXAM 2 CH 6-9	
3/11-3/15		SPRING BREAK	
3/19		GROUP MEET	
3/21	10	Routine Business Messages	PG 312 10.2 A-C
			3/28
3/26	11	Persuasive Messages	

3/28	12	Bad-News Messages	
4/2		EXAM 3 CH 10-12	
4/4		GROUP MEET	
4/9	13	Research & Planning for Business Proposals & Reports	
4/12		LAST DAY TO DROP WITH A "W"	
4/11	14	Completing Business Proposals & Business Reports	
4/16	15	Planning Presentations	
4/18	16	Delivering Presentations	
4/23	17	Employment Communications	
4/25		PRESENTATIONS	
4/30		EXAM 4 CH 13-17	
5/10		SPRING COMMENCEMENT	

