

## **INSTRUCTOR INFORMATION**

<b>Name:</b>	Katy Williams
<b>Title:</b>	Adjunct Instructor
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<b>Office Phone:</b>	432-837-8596
<b>Office Hours:</b>	By Appointment; Phone and zoom meetings can be arranged, upon request.

## **COURSE INFORMATION**

<b>Class Dates:</b>	January 15, 2025 – March 7, 2025
<b>Class Time:</b>	Online   Asynchronous
<b>Required Textbook</b>	None. All Reading and related content will be available within Blackboard. Students will need internet access to access materials.

## **COURSE DESCRIPTION**

This course focuses on both formal and informal communication within organizations. It also examines how organizations exhibit their organizational climate and culture. This course provides opportunities and tools for students to further develop their communication skills and apply that learning in organizational settings.

## **STUDENT LEARNING OUTCOMES**

This course is designed to meet the following Student Learning Outcomes.

1. Students will be able to analyze and solve business problems across major business functions, using fundamental business principles and strategies.
2. Students will be able to communicate about contemporary business-related topics
3. Students will be able to comprehend the impact of ethical and social responsibility in business.

## **MARKETABLE SKILLS FOR BAS IN ORGANIZATIONAL LEADERSHIP**

1. Students will learn to be effective leaders
2. Students will, as leaders, learn to use research and analysis to make informed decisions
3. Students will, as leaders, learn how to use oral and written communication to inspire their organizations.

## **COURSE OBJECTIVES**

Upon completion of this course students will be able to:

1. Apply strategies for planning, writing, and delivering effective organizational communication
2. Demonstrate communication strategies to navigate modern organizations in a creative, effective, and ethical way
3. Develop specific techniques for crafting positive, negative, and persuasive communications
4. Select appropriate organizational formats and channels used in developing and presenting business messages.

## **REQUIRED STUDENT RESPONSIBILITIES**

All full-time and part-time students are responsible for familiarizing themselves with the [Student Handbook](#) and the [Undergraduate & Graduate Catalog](#) and for abiding by the [University rules and regulations](#). Additionally, students are responsible for checking their Sul Ross email as an official form of communication from the university. Every student is expected to obey all federal, state and local laws and is expected to familiarize themselves with the requirements of such laws.

## **SRSU DISTANCE EDUCATION**

Students enrolled in distance education courses have equal access to the university's academic support services, such as library resources, 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 a secure login. 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. Directions for filing a student complaint are located in the student handbook.

## **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 SRSU Accessibility in person, via email, or via phone to make an appointment. The following personnel can be contacted:

- **Director: Mary Schwartz Grisham, LPC, 432-837-8203** or [mschwartz@sulross.edu](mailto:mschwartz@sulross.edu)
- **Counselor: Ronnie Harris, LPC, Counselor, 432-837-8203** or [ronnie.harris@sulross.edu](mailto:ronnie.harris@sulross.edu)
- **RGC Counselor: Alejandra Valdez, 830-758-5006** or [alejandra.valdez@sulross.edu](mailto:alejandra.valdez@sulross.edu)

Services are located on the Alpine Campus on the first floor of Ferguson Hall, room 112. The mailing address is P.O. Box C122, Sul Ross State University, Alpine. Texas, 79832.

## **ACADEMIC INTEGRITY**

Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. Students should submit work that is their own and avoid the temptation to engage in behaviors that violate academic integrity, such as turning in work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden. Students should also avoid using open AI sources **unless permission is expressly given** for an assignment or course. Violations of academic integrity, which includes plagiarism, can result in failing assignments, failing a class, and/or more serious university consequences. These behaviors also erode the value of college degrees and higher education overall.

***This syllabus is subject to change at any time.***

## **INSTRUCTIONAL METHOD**

This course is completely (100%) online using an asynchronous format, meaning you complete at your own pace throughout each week. Students are expected login into Blackboard frequently throughout each week to review content and complete required assignments. Students may review and submit material at their own pace each week as long as everything is completed and submitted by the set deadline at the end of each week. A new module will be posted on Monday of each week.

## **COURSE DESIGN**

The course is specifically designed to complete a module each week. There are 8 weeks to this course, including the first week which is a short week. Each week's module and related activities will be due Sundays by 11:59pm. An additional assignments or quizzes will be posted with due dates.

The study of leadership is a very reflective in practice, as a result, course material is specifically selected and strategically placed to be completed in small increments. It's highly recommended that you complete the weekly modules throughout the week rather than in one setting on Saturday or Sunday; however, how you are at liberty to determine what works best for you to complete module material and corresponding assignments.

Each Module will consist of 3 folders: READ, WATCH, & REFLECT. This will allow you multiple modalities for reviewing and processing information related to each week's topic.

## **ASSIGNMENTS**

All assignments should be submitted via Blackboard. All assignments will be given due days and will be due by 11:59pm on the due date. Late work will not be accepted without proper documentation or prior approval by the instructor.

**Weekly Reflections (400 points):** Each week you will be asked to complete reflective assignment. These assignments will vary in nature from journal entries to assignments. The exercises are designed be reflective in nature and intended to be written in your own words applying your understanding to the exercise. Weekly These weekly reflections, will follow a rubric. Each reflective exercise is worth 50 points.

**Quizzes (400 points) :** Every two weeks you will be asked to complete a content quiz related to the previous two modules. The quizzes are multiple choice, true/false, and or matching and directly related to content material. This means you should read, watch, and interact with the material weekly. Each quiz is worth 50 points.

**Resume & Coverletter (200 points) :** By the end of this course, you will be required to submit a resume and cover letter. Specific instructions with a rubric will be provided at a later date. The Resume is worth 100 points and the Cover letter is worth 100 points

**Grading Policy**

The grading system for this class follows a point-based system. You earn points toward a grade. Final grades are determined by the total points you have earned. The table below is a breakdown of points required per letter grade and point value for each type of assignment.

Grade	Points Required	Assignments	Total Point Value
A	900 – 1,000 points	Weekly Reflections	400
B	800-899 points	Quizzes	400
C	700 – 799 points	Resume & Cover letter	200
D	600 – 699 points		
F	Below 699 points	<b>TOTAL</b>	<b>1,000</b>

**Communication Expectations**

Each week I will send via university email, a weekly email highlighting information about the course material for the week and reminders about deadlines. Students should communicate with me via email. Office hours can be arranged virtually in the evenings. I expect students to be proactive in communicating their needs. Please do not hesitate to contact me if you are experiencing difficulty accessing material, understanding material, or experiencing personal circumstances impacting your ability to manage your academics. I am here to help support you through your educational experience, I don't always know you need support without you reaching out 😊