Instructor Information

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

Course Information

Class Dates:	January 14, 2026 – March 6, 2026
Class Time:	Online	Asynchronous
Required Textbook	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.

This syllabus is subject to change at any time.

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. You may contact the Sul Ross Counseling and Accessibility office at counseling@sulross.edu or 432-837-8203. 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. Each week's module will open on Monday. 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; however, how you are at liberty to determine what works best for you to complete module material and corresponding assignments.

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.

Quizzes & Discussion (150 points): Quizzes and Discussions will be assigned through the modules. Quizzes are designed to assess knowledge from readings while discussions are designed to make you apply information to personal / professional experiences.

Weekly Assignments (600 points): Each week students will have an assignment related to the topic of the week. The assignments will vary from papers, case studies, reflections, comparative analysis, and presentations.

Timely Care Registration (50 points) : Students will automatically receive 50 points for downloading the university online service TimelyCare. This program will serve as a case study for the Final Project. (Hint: You need it do successfully do the final project). This application is free to all Sul Ross Students.

Final Project (200 points): Students will use knowledge acquired from this class and apply to a series of communication assignments related to Timelycare. More information to come.

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		Quizzes & Discussions	150 pts
B	800-899 points		Weekly Assignments	600 pts
C	700 – 799 points		Timely Care Registration	50 pts
D	600 – 699 points		Final Project	200 pts.
F	Below 699 points		**Total**	**1000 pts**

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Late Work: Students are allowed to submit work past the deadline; however, ALL late work will remain ungraded. Only at the end of the course will late work be assessed for grading and will receive an automatic reduction of credit.

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 😊