



**Peru State College**  
**BUS 301 – ORGANIZATIONAL COMMUNICATIONS**  
**Syllabus – Fall – 2010**

Instructor:	<b>Dr. Judy A. Grotrian, Professor of Business</b>
Office:	<b>TJM 300</b>
Office Hours:	<b>MTWR 8:00 a.m. - 9:15 a.m.</b> <b>Friday by appointment</b>
Office Telephone:	<b>402-872-2290</b>
Email Address:	<b>jgrotrian@peru.edu</b>
Course Meets:	<b>MW 9:30 a.m. – 10:45 a.m. TJM 326</b>
Required Textbook:	<b>“Business Communications,” Carol M. Lehman and Debbie D. Dufrene – South-Western CENGAGE Learning, 16<sup>h</sup> Edition, 2011; bundled with Building High-Performance Teams by Dufrene &amp; Lehman, 4th Edition, 2011.</b>
Required Supplies:	<b>Notebook, computer disk/flash drive, pen/pencil</b>
Courteous Request:	<b>If you bring a cell phone to class, please silence it during class. Absolutely no texting or talking on phone during class.</b>

### **Course Description & Objectives**

Students study communication foundations, the writing process, and communicating through letters, memorandums, and E-mail messages. The culminating activity permits the students to understand the report process and research methods, manage data and use graphics, and organize and prepare reports and proposals for the design and delivery of business presentations.

### **Upon completion of this course you should be able to:**

1. Learn how to appreciate and analyze the dynamic environment in which organizational communication occurs.
2. Analyze organizational communication situations that take into account the complexities of today's workplace.
3. Design effective organizational communication documents.
4. Design and deliver effective business presentations (as a team and as an individual).

### **Expectations & Instructional Approach**

Classes will include lectures, daily assignments, audio-visual presentations, class participation, case discussions, quizzes, and team and individual presentations. Attendance and participation are vital to the learning experience. Consequently, I expect you to be at each class having read the material and ready to participate in the day's discussions and exercises. Please be in class on time. In order to foster a climate conducive to learning, please join

me in treating your classmates with respect. I encourage students to ask questions, seek my help when they need it, and help their classmates understand the material.

## Grading Policy

**Class Attendance and Participation:** It is the responsibility of the student to be present in class just as it is the responsibility of the employee to be present at work. In order for you to be an effective class participant, it is expected for you to have READ the chapter PRIOR to class meetings. In order for you to receive the earned/assigned points for class participation, daily work, quizzes, the team building presentation, and individual final presentation, you MUST be present in class and complete and turn in the assignments on time. Late assignments are NOT accepted. After any class absence, your grade drops five (5) points from total points for each time you are absent. PLEASE NOTE: There are circumstances that may merit your being absent. (For example, scheduled PSC extracurricular events, hospitalization, death of a family member or friend, circumstances beyond your control). Just like an employee at work, in order for the absence to be considered excused, you MUST contact me by phone, email, or in person PRIOR to the class meeting scheduled time.

The grading scale utilized for this course is as follows:

90-100%	A	70-74%	C
85-89%	B+	65-69%	D+
80-84%	B	60-64%	D
75-79%	C+	Below 60%	F

**Homework:** You will complete homework assignments during the course. Homework is due as scheduled and is worth a total of 252 points; there may be pop quizzes over the chapters to increase this total. A team building presentation is required and worth 75 points. An individual final presentation and research report is required and worth 135 points. **There is NO extra credit in this course.**

**NOTE: ATTENDANCE REQUIRED DURING ALL TEAM BUILDING AND FINAL PRESENTATIONS TO RECEIVE POINTS EARNED ON OWN FINAL PROJECT.**

Your final grade will be based on daily assignments, a team building presentation, and an individual final presentation and research report. Unless directed otherwise, students are expected to do their own work on assignments. Academic dishonesty will result in actions in accordance with the college's disciplinary policy and may result in loss of credit for the assignment. Students with special needs are encouraged to make them known to the instructor during the first week of class. The instructor reserves the right to modify any aspect of the course syllabus or content. Any modifications will be communicated to students in advance.

## College's Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

## **College's Academic Integrity Policy**

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

NSCS Board of Trustees Policy 4220 states that each College “. . . will establish a distance learning assessment policy that will include, at a minimum, a substantial culminating experience that is proctored.” Peru State College's policy is that each course that is offered entirely online will feature a proctored final exam that substantially measures the extent of the course's stated learning objectives are achieved. Online course syllabi will clearly state that, regardless of grades earned previously, the proctored final exam must be passed in order to receive credit for the course. Courses which feature graded site-based activities (e.g., teaching demonstrations) and/or video-taped presentations that occur near the end of the term, and that are designed to substantially assess the achievement of learning objectives, can be considered in compliance with this policy. Project-based capstone and graduate courses utilizing real-time discussions held by webcam, phone or in person with the faculty member as part of the assessment process can also be considered in compliance with this policy.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend students for two semesters found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

## Title IX Compliance Notice

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).

### Tentative Course Schedule

<u>Week of</u>	<u>Topics</u>	<u>Reading Assignments</u>
August 23	Communications Framework	Appendix C, Chapter 1
August 30	Interpersonal and Group Communication	Chapter 2
September 6	Team Building Project Discussion	Building High-Performance Teams
	Planning Spoken and Written Messages	Chapter 3
September 13	Preparing Spoken and Written Messages	Chapter 4
September 20	Design/Deliver Business Presentations	Chapter 12
September 27	" " " "	Chapter 12
October 4	Communicating Electronically	Chapter 5
October 11	Delivering Good-/Neutral-News Messages	Chapter 6
October 18	Delivering Bad-News Messages	Chapter 7
October 25	Delivering Persuasive Messages	Chapter 8
November 1	Team Projects	Team Building Project Presentations
November 8	Report Process & Research Methods &	Chapter 9, Appendix B
November 15	Managing Data & Using Graphics	Chapter 10
November 15	Organizing/Preparing Reports/Proposals	Chapter 11
November 22	Preparing Resumes and Application Letters	Chapter 13
November 29	Individual Presentations	Final Presentations
December 6	Individual Presentations	Final Presentations
December 13	Finals Week - Individual Presentations	Final Presentations