

MGT 286
BUSINESS COMMUNICATIONS POLICY STATEMENT
Spring, 2007

INSTRUCTOR: Dr. Ann Lambert
OFFICE HOURS: **TR** 10:00 a.m. – 11:00 a.m.; 1:45 p.m. – 3:30 p.m.
Other times by appointment.
OFFICE: Glass 409
TELEPHONE: **O** = 836-3092
E-MAIL: AnnLambert@missouristate.edu

Catalog Description: Prerequisite: Eng. 110. Managerial business communication theory and practice that includes speaking to large groups, interacting within small groups, improving listening skills, composing messages, writing reports based on library research, making ethical decisions, and communicating with other cultures and nationalities.

Course Objectives: Upon completion of the course, the student will be able to:

1. Understand the objectives, channels, ethics, and forms of communication within organizations.
2. Understand appropriate communication strategies with people of other cultures and nationalities.
3. Understand and use modern technology in processing and distributing communications.
4. Apply appropriate strategies in composing effective messages for various business situations.
5. Apply improved listening skills.
6. Conduct library and other forms of research for preparing proposals and reports.
7. Develop effective presentation skills for a large group audience and effective interpersonal skills small-group interaction.
8. Understand contemporary career identification factors; explore successful job search alternatives.

Required text and recommended supplies: *Business Communication: Process & Product*, Fifth Edition. Mary Ellen Guffey. South-Western College Publishing Company, 2003. Lined paper (8-1/2 x 11) free of spiral-bound “fringe”; pens with blue or black ink and red ink; access to, and ability to use, a high-level word processing package, PREFERABLY Microsoft Word, which is available in the University computer labs—you must supply your own diskette.

All assignments in this course are required to be typewritten or computer printed unless otherwise specified. Your written presentations are to conform to an acceptable form, illustrations of which are available in your textbook.

Research Project: A team research project will include library and Internet research, and possibly primary research. This project will allow you to practice group management and interaction skills, as well as research skills.

Attendance Policy: Class attendance is essential and students are expected to attend all sessions and remain for the entire class period. (Class roll will be taken.) There is a significant correlation between consistent class attendance and higher grades. In addition, your participation in class discussions and assignments determines a substantial portion of your final grade. You are expected to be in your seat on time and prepared for class, which includes reading the assigned chapters/topics for that day and having the appropriate materials (pens, pencils, paper, assignment[s], etc.). In addition, respect and common courtesy require that individuals not distract others around them with idle talk or disruptive behavior. If this occurs, the person will be asked to refrain from the behavior immediately or to leave the classroom. This instructor encourages freedom to express opinions and to share ideas. However, with that freedom comes the responsibility to treat other members of the class (fellow students, visitors, and teacher) with courtesy and respect.

Each assignment has a specified due date. Assignments will be announced in advance. It is your responsibility to allow sufficient time to complete the assignment and deliver, or have delivered, your assignment at the beginning of the class period on the date due. No late assignments will be accepted. No exceptions will be made. Short, unannounced quizzes may be given on reading and study assignments. There will be no make up of these quizzes. Exams are to be taken at the time specified. In the event that an exam is missed (due to illness, etc.), you will receive a zero for that exam, or the next exam may be doubled. The final exam must be taken. Under special circumstances (school trips, etc.) exams may be taken early with prior notification to the instructor.

Course Evaluation: Points assigned for out-of-class assignments, in-class activities, projects, and exams and quizzes will be totaled and divided by points possible.

GRADING:	Daily Assignments*	650 - 750 points	A = 90 - 100%
	Tests and Quizzes	400 - 450 points	B = 80 - 89%
	TOTAL	1050 - 1200 points	C = 70 - 79%
			D = 60 - 69%
	*approximate		F = Below 60%

Note: You are responsible for keeping a record of your grades. Please address grading issues at the time an assignment is returned to you.

LEGAL POINTS:

(A) **Disability Accommodation:** To request academic accommodations for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), <http://www.missouristate.edu/disability>. Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, <http://psychology.missouristate.edu/lcd>.

(B) **Academic Dishonesty:** Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, *Student Academic Integrity Policies and Procedures*, available at <http://www.missouristate.edu/provost/22102.htm> and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

(C) **Nondiscrimination:** Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Siceluff Hall 296, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.

TENTATIVE SCHEDULE

Date	Coursework	Assignments
January 16, 18	Introduction – Chapters 1 and 2	
January 23, 25	Chapters 3 and 4	
January 30, February 1	Chapters 4 and 5	
February 6, 8	TEST #1 Chapter 14	CHAPTERS 1-5
February 13, 15	Chapter 16	Resume
February 20, 22	Chapters 14 and 11	Research Project
February 27, March 1	Chapters 11 and 12	
March 6, 8	Chapters 12 and 13	
March 13, 15	Chapters 6 and 7	Research Project Due
March 20, 22	SPRING BREAK	
March 27, 29	Chapter 8	
April 3, 5	Chapter 8 TEST #2 APRIL 5 – SPRING HOLIDAY - NO CLASS	CHAPTERS 6, 7, 11-14
April 10, 12	Chapter 16 Review	
April 17, 19	Chapters 9 and 10	
April 24, 26	Chapter 10 TEST #3	CHAPTERS 8-10, 16
May 1, 3	Chapter 15 and Speeches	
May 8, 10	Speeches	
May 12-17	Finals Week	

Note: This schedule is tentative and is subject to change.