

## **COM 259: Communication for Business and the Professions All Online Course Syllabus / Fall 2021**

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**IMPORTANT - Information on accessing the materials (use a PC or Mac to do course work and to access course information. A tablet, Smartphone or Iphone may NOT show all the course information).** This course is on ASU Canvas and uses McGraw-Hill Connect. **NOTE:** It is mandatory to have the required online textbook with Connect access to do this online class.

Again, it is mandatory to have the required online textbook with Connect access to do this online class. It is NOT possible to pass the class without Connect. Connect can be accessed in Canvas by going to your MyASU, then clicking on the course name, then click on the link in the Canvas course that says McGraw-Hill Connect.

### **For more information on Canvas**

See <https://asuonline.wistia.com/medias/tnh0qlwpw1>

Also, if you need help with Canvas contact the ASU help desk at <https://contact.asu.edu/> or call ASU help desk at 855 278-5080

**PLEASE NOTE:** The simple way to get to Connect is to go to the course in Canvas and then click on the McGraw-Hill Connect link.

Here is a video on Connect that will help as well.

<https://video.mhhe.com/watch/4q72PpEpzkXAd3hW4o52c8?>

IF YOU NEED HELP or have any issues registering for Connect, please contact the customer experience group at McGraw Hill Education at **1- 800 - 331- 5094**.

**VERY IMPORTANT!** Again, it is mandatory to have the required online textbook with Connect access to do this class. Students will not be able to pass the class without it.

**FYI - if you have not procured the access codes through the bookstore prior to the first day of class, you can still purchase access directly within Connect** (using a credit card). This needs to be done right away to get started on the course learning materials or points will not be earned. Additional details on the online learning text:

**Bookstore digital ISBN: 9781260095487**

**Author: ADLER - Connect Access Card for *Communicating at Work***

More specific details on the course are online but what follows in this syllabus is the required information. Thank you and I look forward to getting to know you in this fun and engaging learning environment. Dr. Garry

## Course Overview and Learning Objectives

This course is designed to familiarize non-communication and communication majors with the basic elements of effective, professional verbal & non-verbal communication in the workplace. To achieve this goal, students will study the theory and practice of interpersonal, group, organizational, and public communication. This is an all online course and student learning is enhanced with the LearnSmart/Smartbook and detailed, specific learning objectives are noted in the LearnSmart/Smartbook for each chapter. These learning objectives help students understand the principles, concepts, and applications of proper communication in the professional work environment. Students will apply the learning from the Smartbook to analyze and evaluate communication problems and solutions in an organization. This learning helps students create a written organizational communication proposal. Remembering and applying the information on interpersonal skills, listening, non-verbal and verbal behavior, and interviewing skills is done in the interviewing assignment. Students also create and record a persuasive presentation that helps them apply the communication skills needed to express and demonstrate why they will excel in an employment position that they desire to achieve in the future.

Please do the CONNECT orientation video assignments first as there are specific instructions on how students use Connect and the **Smartbook**. **It is very important that students know how to properly navigate Connect and utilize the Smartbook. Students are responsible for doing the learning activities properly on Connect and again if you need help or assistance call McGraw Hill Education at 1- 800 - 331- 5094**

## Course Policies and Expectations

### Time Commitment

Please remember that this is a 3 credit hour class. Typically for a traditional course there should be 2 hours spent studying outside of class for every hour spent in the class. For a 3 credit hour class there should be about 6 hours spent each week (3x2) doing work outside of the class time. You should plan on about 6 hours of weekly studying but please note that the summer sessions are more intense (5 weeks instead of 15) so additional study time may be needed to complete the assignments. Please be prepared and committed to do the work and put in the time needed to complete this class. The studying time is divided into reading, practicing, quiz and test taking along with report writing and presentations. Basic class management items such as emailing, discussion and student interaction also are a part of the class. Remember, if you want to score high in this class you should plan on putting in the necessary time.

### Expectations:

For this online class it is important that you:

- Become very familiar with the Canvas and Connect of this course.
- Check your email several times a week if not more.

- Write clearly and correctly in emails and papers.
- Finish your assigned readings, quizzes, presentations, responses and papers on time.
- Be interested, helpful and nice to others in the class.
- Proactively engage and advance your learning process. This is to say that you are responsible for what you get (knowledge wise) out of this class.

As the instructor I will work hard to facilitate the learning process and find interesting current event issues and relevant stories, articles, and activities to make the material interesting and fun. But I also need your help as a collaborative learner and participant in this class. There are many ways you can help extend the learning process. For example, a subject such as business communication is large and multifaceted. Many of you have had experiences in life, education, work or other areas that are very relevant to developing good communication skills. Sharing and exploring these experiences in your projects will help us collaborate, communicate and understand the overall subject matter of this course. Thank you in advance for your help in facilitating this learning process.

### **Plagiarism & Academic Integrity:**

Arizona State University believes strongly in the principles of academic integrity. As an instructor in the University, I cannot accept plagiarism or work that is not original and originally authored by you. As an instructor, I am required to report when there is evidence of academic dishonesty. For further information, please read the Student Academic Integrity Policy for Arizona State University and the information noted below.

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>.

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, college, and/or dean. Academic dishonesty includes, but is not limited to, cheating on an academic evaluation or assignment, plagiarizing, academic deceit (such as fabricating data or information), or falsifying academic records. Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self-plagiarism are subject to the same penalties as copying someone else's work without proper citations. Students who have taken this class previously and would like to use the work from previous assignments should contact the instructor for permission to do so.

If you have any doubt about whether the form of cooperation you contemplate is acceptable, ask the instructor in advance of turning in an assignment. Please be aware that the work of all students submitted electronically can be scanned using plagiarism detection software, which compares them against everything posted on the internet, online article/paper databases, newspapers and magazines, and papers submitted by other students (including yourself if submitted for a previous class).

Here are some helpful resources for assistance with writing, research or other guidance.

## **Student Support Services**

Polytechnic campus site: <http://www.poly.asu.edu/students/services/>

*The Writing Center at the Polytechnic Campus:* The Polytechnic Writing Center offers tutoring services to all students on any sort of writing project. Writing tutors can help with any stage of the writing process, including choosing a topic, brainstorming, clarifying a thesis, organization of ideas or paragraphs, grammar, citation styles, and more. The Center is located in the Academic Center Building on the Lower Level. Although walk-ins are accepted, it is strongly recommended that you make an appointment. Please call (480) 727-1452 to schedule an appointment. Online tutoring is also available if you cannot come in. Visit the Writing Center's website (<http://studentsuccess.asu.edu/polytechnic/writing>) for more information.

*ASU Libraries* - offers 24/7 access to librarians through "Ask a Librarian" online chat and help by librarians in person at the Reference Desk during most hours the libraries are open. <http://lib.asu.edu/>  
Polytechnic campus link: <http://lib.asu.edu/poly/>

*Counseling and Consultation* – provides confidential mental health and career counseling services for all ASU students. <http://students.asu.edu/counseling>  
Polytechnic campus site (Student Counseling Services): <http://students.asu.edu/counselingpoly> Please note: as a mandated reporter, I (the instructor) am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling> is available if you wish discuss any concerns confidentially and privately.

*Student Success Centers* – the Student Success Center (SSC) on each ASU campus provides an array of support services that promote students' academic success. The SSC supports classroom instruction by helping students become better learners and gain the confidence and skills to achieve their greatest possible academic success. <http://studentsuccess.asu.edu/>

*The Student Success Center at the Polytechnic Campus* provides a variety of support services that promote students' academic success. The SSC's programs help students to become better learners and to gain the confidence and skills to do well in their courses. At

the Polytechnic campus, the SSC provides the following services FREE of charge to ASU students: (1) subject area tutoring, (2) writing tutoring for any writing assignment, (3) supplemental instruction for MAT 170 and CHM 113, (4) academic success workshops on topics like reading strategies and studying for exams, and (5) individual as well as group study space. For questions, please call (480) 727-1452 or stop by. For more information and for tutoring schedules, please visit our web site at <http://studentsuccess.asu.edu/polytechnic>. The SSC is located in the Academic Center Building (CNTR) on the Lower Level. To see a campus map, please visit <http://www.asu.edu/map/interactive/>

*Career Services* – offers assistance to students in choosing a major, setting career goals, interviewing and job hunting strategies. <http://students.asu.edu/career>  
Polytechnic campus site: <http://students.asu.edu/career/poly>

*Student Financial Aid Office* – offers information and applications for student funding such as grants, loans, scholarships and student employment.  
<http://students.asu.edu/financialaid>  
Polytechnic campus site: <http://www.asu.edu/fa/> (same as general ASU site)

*Student Health and Wellness Center* – provides non-emergency medical health care to all ASU students regardless of insurance status. Most visits with a physician or nurse practitioner are free of charge, but fees will be incurred for x-rays, lab results, etc.  
[www.asu.edu/health/](http://www.asu.edu/health/)  
Polytechnic campus site: same

*Student Recreational Center* – offers individual and group fitness opportunities, as well as information on nutrition and wellness, and massages. Use of the general facilities (weights, circuit training and cardio machines) are free, other services (yoga classes, massages) are fee-based. [www.asu.edu/src/](http://www.asu.edu/src/)  
Polytechnic campus site: <http://www.poly.asu.edu/pac/>

*Student Legal Assistance* – provides legal advice and counsel free of charge to all ASU students in areas such as landlord-tenant law, credit reports and collection issues, taxability of scholarships and grants, etc. Notary service is also available at no charge.  
<http://www.asu.edu/studentaffairs/mu/legal/>

*Help Wiki* – provides a frequently asked questions resource for technology users at ASU.  
<http://wiki.asu.edu/help/>  
Information Technology on the Polytechnic campus:  
<http://campus.asu.edu/polytechnic/uto>

*EMPACT Crisis Hotline* – offers free 24-hour support for mental health crises. Call (480) 784-1500 in the Phoenix area, (866) 205-5229 for the toll-free number outside of Phoenix, and (480) 736-4949 for the sexual assault hotline. All services are free and confidential.  
<http://www.empact-spc.com/>

Student Conduct: Students are required to adhere to the behavior standards listed in Arizona Board of Regents Code of Conduct

([http://www.asu.edu/studentaffairs/reslife/outreach/abor\\_code.htm](http://www.asu.edu/studentaffairs/reslife/outreach/abor_code.htm))

ACD 125: Computer, Internet, and Electronic Communications

(<http://www.asu.edu/aad/manuals/acd/acd125.html>), and the ASU Student Academic Integrity Policy

(<http://provost.asu.edu/academicintegrity>).

Students are entitled to receive instruction without interference by other members of the class. If a student is disruptive, an instructor may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in withdrawal from the course. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process

([http://www.asu.edu/studentaffairs/vp/safety/disruptive\\_student\\_behaviour](http://www.asu.edu/studentaffairs/vp/safety/disruptive_student_behaviour)).

Accommodations for Disabilities: The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. One element of this legislation requires that all qualified students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation please contact the Student Accessibility and Inclusive Learning Services formerly known as the Disability Resource Center at ASU Polytechnic located in Student Affairs Quad # 4 or call 480-727-1039 / TTY: 480-727-1009. For eligibility and documentation policies please contact online at

<https://eoss.asu.edu/drc>

## **Harassment**

ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status, and other protected veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Contact the professor if you are concerned about online harassment of any kind, and he/she will put you in contact with the Dean of Students office.

## **Title IX**

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating

violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish discuss any concerns confidentially and privately.

### **Statement on Inclusion**

Arizona State University is deeply committed to positioning itself as one of the great new universities by seeking to build excellence, enhance access and have an impact on our community, state, nation and the world. To do that requires our faculty and staff to reflect the intellectual, ethnic and cultural diversity of our nation and world so that our students learn from the broadest perspectives, and we engage in the advancement of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities. We recognize that race and gender historically have been markers of diversity in institutions of higher education. However, at ASU, we believe that diversity includes additional categories such as socioeconomic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality and intellectual perspective.

### **Syllabus Disclaimer**

The course syllabus is an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email, or in the Announcements section on Canvas.

### **Assignments:**

There are weekly graded assignments during the course (details posted on Canvas). Each assignment will have a point value. To earn the points on each assignment you need to complete the assignment by the due date.

**IMPORTANT: Please turn in your work early to avoid problems.**

**Late work will NOT be accepted. Please TURN IN WORK BEFORE THE DUE DATE** and keep in mind there is plenty of advance notice - typically a couple of weeks or more per assignment and a month before each main project/report.

Canvas will be used to keep track of the assignments. If you are not familiar with Canvas or have technical issues see the ASU help line. Call ASU at 855 278-5080 for help.

**Papers: Formal papers must be in APA format with references and in text citations.**

They will be graded using detailed criteria or rubric noted in the assignment on Canvas. Use appropriate language in papers and during online class discussion and presentations. Remember that you are part of a diverse student body. What amuses you may offend others so no bad language. Thank you for being courteous.

Like the professional environments you will face in the real world, this class will require you to work under deadlines or due dates. Please be proactive and turn in your work early. Again, late work is not acceptable.



## HOW DO YOU EARN YOUR POINTS?

Connect Orientation & Usage Assignment 15 points

LearnSmart Assignments  $12 \times 10 = 120$

Chapter Quizzes  $12 \times 20 = 240$  points

Projects & Reports 75 points

Participation 25 points

Final Exam 125 points

Total Points: 600

### Grading Scale (see Canvas grades)

A+	100% to	97%
A	< 97% to	94%
A-	< 94% to	90%
B+	< 90% to	87%
B	< 87% to	84%
B-	< 84% to	80%
C+	< 80% to	76%
C	< 76% to	70%
D	< 70% to	60%
E	< 60% to	0%

### Grading Policies

The course has a 24-hour waiting period and a 7-day policy. That is, if you believe you have justifiable concerns with a grade you receive during the class, you need wait 24 hours before responding to me. You also need to let me know no longer then 7 days after the grade has been issued. This gives us both time to reflect and to ensure things are handled in a timely manner. If you would like to discuss a grade with me, I will do so provided that the conversation occurs within the time stated above. You must also present a written statement that points to where you did not receive points you believe were earned and connects the assignment of points to the grading criteria.

### Concluding Notes

This section of 259 is offered through ASU's College of Integrative Sciences and Arts. For more information about the college, visit our website: <https://cisa.asu.edu/>. If your instructor is unable to respond to you please send your inquiry to [cisa@asu.edu](mailto:cisa@asu.edu). If you have questions or concerns about the course, you should contact the course instructor [dr.garry@asu.edu](mailto:dr.garry@asu.edu).

**COMMUNICATION - please note: I check my email several times during the day most every day except holidays and weekends.** Typically, my response time is within a few hours. If you have sent an email and I have not responded within a day and it is not the weekend or a holiday then feel free to resend the email. Please note that emails and announcements I send from the course are extremely important. It is your responsibility to



make sure your ASU emails are getting sent to you when sent from Canvas. Please check your email multiple times a week if not daily. Also, you will find that making connections with others in the class can also help you answer a question.

This will be a fun and productive class that will give you useful information and skills. Thank you for your participation in this online course!

**Course Calendar – PLEASE NOTE the latest calendar and due dates are posted on Canvas.**