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Course:	MGT*210*02	Time:	MW 11:00am-12:15
Instructor:	Katie Swezey	Classroom:	Kelce Center, 207
Office hours:	By Appointment Only	Phone:	(620) 231.3500
email:	Canvas Messenger email		Fall 2022

### **Catalog Course Description**

An introduction to the standards of business professionalism which focuses on the development of skills such as the development of interpersonal relationships, collaboration, time management, and professional communication (written and oral). Additionally, career planning and management will be addressed.

### **Prerequisites**

ENGL 101 English Composition and COMM 207 Speech Communication

### **Kelce College of Business Mission (part)**

The Kelce College of Business prepares future business professionals within a student-focused environment by empowering students from diverse backgrounds to succeed within the global business community.

### **Textbook & Required Materials**

- Waymaker “Business Communication Skills for Managers” Etextbook utilized by instructor as a resource, but Not Required
- College Ruled Composition Notebook (no spirals). Required
- 10 Thank you Cards. Required

### **How This Class Operates**

Students will work often in class in teams, sharing ideas and working together on exercises and assignments. For this reason, if you are absent from class you will first reach out to your team to get caught up. If you still have questions, give me a call, send me an email, or get with me after class. I will make myself available to assist.

In terms of class participation, think of an absence as missing a day of work. If you are not at work, you do not get paid. Salaried employees do, however, get Paid Time Off (PTO). In this class, you get two days of PTO. This is your time to use freely. Illness, Doctors appointments, vacations, etc. are all examples of instances subject to PTO. I am an instructor that wants to you succeed; we will discuss extenuating circumstances.

### **Course Objectives / Learning Outcomes**

Upon successful completion of this course, you will be able to:

- Communicate effectively and professionally in business situations through writing, speaking, and listening.
- Construct a career development plan (roadmap) that outlines a path to a chosen career by delineating the skills required for the type of job, recognizing individual skill strengths and gaps, and identify activities that can be used to acquire the skills associated with the gaps.
- Demonstrate the skills needed to create format and tailor a professional cover letter and resume.

- Demonstrate understanding of behavioral interview process by preparing interview questions and participating in practice behavioral interviews.
- Understand how to get a successful start in a job by demonstrating awareness of behavioral norms within a business in relationship to communication, appearance, business etiquette, and day-to-day business functions.

### **Writing to Learn Statement of Intent**

This is a Writing to Learn course. In this course, you will write a minimum of 7 pages of professional writing. The course is intended to guide you through the process of creating formal business documents that will include e-mails, memos, business letters, resumes, executive summaries, position papers, & a professionally prepared portfolio assignments (WL). are listed in this syllabus. Grading rubrics for each (WL) assignment will be available on Canvas. To pass this course, you must participate in class and complete the course assignments on time.

### **Philosophy of Writing**

Effective written communication is essential in building business relationships with internal and external stakeholders. Clear messages help build trust and integrity between the writer and the reader. Well-written communication helps define goals, analyze problems, and arrive at solutions.

If/when you use sources in your writing, you are required to give credit for the words or ideas of others by documenting your sources, using APA Format.

### **Student Rights and Responsibilities:**

<https://www.pittstate.edu/registrar/catalog/archive/2020-2021/student-rights-and-responsibilities.html>

### **Student/Instructor Correspondence**

Outside of regular class, Canvas messenger will be our method of correspondence. You may also contact me on my off-campus office phone at 620.231.3500 Monday-Friday 8 a.m. – 4:30 p.m. Please leave a voicemail if I am not available.

### **Inclement Weather & Unexpected Class Cancellations**

In the event of inclement weather or an unexpected class cancellation, please check canvas inbox for instructions.

### **Academic Integrity**

All Pitt State students are bound by the Academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below. Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones, laptops, or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.

- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work. 3
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

### **Teaching Methods**

In this course we will utilize a combination of direct instruction, collaborative learning, and independent analysis to create opportunities for an increased understanding of business communication and professionalism. Assignments will include, but are not limited to emails, letters, memos, reports, mock interviews, and presentations. Student participation is imperative to the learning process.

### **Course Content/Grades will be based on the following, but subject to modification:**

Participation: Approx 540 total + 40 points Gratis/excused/sick day/freebie/bonus

Participation (scheduled classes @20 points each; 40 points for 2 presentation days, & Etiquette Lunch)

(WL) Assignments: Approx 550 points total

Formal Email (15 points)

Formal Business Letter (45 points)

Handwritten Thank you Cards (20 points each)

TEAM Company Research Assignment 100 points total

    Presentation (45 points)

    Company Offer Letter (30 points)

    Self & Peer Evaluation (10 points)

    Business Professional attire (15 points)

FINAL Job Package Assignment:

    Mock Interview (45 points)

    Cover Letter: (45 points)

    Resume: (45 points)

    LinkedIn Profile with Headshot: (45 points)

### **Class Attendance and Instructor's Policies:**

- Participation points are earned and recorded each class session; On time participation is required. Showing up late will compromise your ability to earn full credit for participation.
- You are responsible for all material covered in class. A canvas message to the instructor is expected prior to class if you will be late, or unable to attend...but does not generate earned participation points.
- Students are responsible for any work covered during an absence, either for a school function or personal reasons. For those who will be absent due to PSU related events, please submit a schedule of those dates ahead of time from your faculty-sponsored advisor.

- If you miss an in-class guest speaker and there is an assignment attached to the guest speaker, there is no make-up available. It is a missed opportunity to earn points.
- In the event of excessive absenteeism, the student may be dropped from the course, but I will not typically go through the process of dropping you. In the event of excessive absenteeism, to avoid Failing grade, you must take steps to remove yourself from the course. If you do not remove yourself from the course, it will be recorded as an 'F' on your transcript.
- Course material will be presented and reviewed often as a group discussion. Cell phone use in class is unacceptable. Please make sure all cell phones, alarms, and personal computers (when not being used at my direction) are turned off. Cell phone use, in class, will result in a reduction of participation without announcement or warning.
- There are times that laptop computers will be required for in class assignments. Laptops can be checked out for free from the front desk at the AXE library. If you show up to class without a laptop, when required, you will not earn full participation for the day.
- Assignments **MUST BE** submitted by the due Date; late assignments will be accepted **ONLY** if turned in prior to the next class session and will automatically be penalized 50%. I will not hunt you down for assignments.
- Each student gets two "PTO" days, totaling no more than 40 points, to account for 2 missed classes.

Total class points will slightly vary based on course flow but will range from 1000-1100 points. This class requires participation, cooperation, and Professionalism.

**Grading:** Points will be totaled at the end of the semester. The final grade will be determined using a percentage of total points possible.

90-100% =	A
80-89% =	B
70-79% =	C
60-69% =	D
Below 60% =	F

*I do not round up grades as a standard but will consider rounding up grades if a student is less than 1 point away from a letter grade. The question then becomes, "Would I hire you or not?"*

*This class is set up to be enjoyable for all of us, but professionalism is required. Being on time, staying off cell phones, engaging in discussion, respecting differing opinions, turning work in on time are all examples of professionalism.*

**Academic Dishonesty/Plagiarism and Cheating:** Each student is expected to do original work. Any student who cheats or plagiarizes will receive a failing grade for the project or exam. This issue is particularly of concern because of the relative ease of using the internet. We view this issue as part of your growth to understand professionalism and ethical behavior. If you have questions about issue, please ask the instructor.

**Note:** The instructor reserves the right to amend and to reorganize this syllabus at any time.