



Course Information	
Course Name:	ENL 265: Business Communication
Course ID:	7101
Semester:	SU 2019
Mode:	Online

Instructor Information	
Instructor:	Dr. Katie DeLuca
Email:	Email link in myCourses OR kdeluca1@umassd.edu
Office Hours:	<p>All office hours will be held online. I will not be available for in-person meetings.</p> <p>Mondays and Wednesdays 3-5pm, held online via Zoom (link on myCourses)</p> <p>Also available by appointment for online meetings at other times Monday-Friday.</p> <p>To access the Zoom Room, select the link to “Office Hours” in the navigation menu on our myCourses site.</p>

Class Schedule, Office Hours and Location						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Week Begins				Week Ends	
	Office Hours (Online, via Blackboard Connect) 3-5pm		Office Hours (Online, via Blackboard Connect) 3-5pm			

NB: A detailed course schedule document is available to you on myCourses. Please consult this document for major deadlines.

Course Description

Course Description: Introduction to the communication skills required in business and industry. Students will learn how to prepare, produce, revise, and deliver business reports, professional communications, computer-supported presentations, and oral presentations.

Prerequisite: ENL 102

Course Credits: 3

Required Text: *Purdue OWL*, *WritingCommons.org* (both OER texts)

Required Materials: PDFs of additional materials will be available on the myCourses site

Course Objectives

Course-Specific Learning Outcomes. After taking this class, you will be able to do the following:

- Identify and summarize key concepts in business communication
- Analyze the purpose and features of various genres of business information
- Develop documents and presentations based on audience analysis, genre conventions, and information design principles
- Synthesize information gathered from multiple sources into business writing and presentations
- Demonstrate command of vocabulary and facility with conventions of standard written English (grammar, usage, and mechanics) and use an appropriate tone and style to establish the desired relationship and motivate the desired outcome

Cluster 1C Learning Outcomes. After completing this course, you will be able to:

- Read with comprehension and critically interpret and evaluate written work in discipline-specific context
- Demonstrate rhetorically effective, discipline-specific writing for appropriate audiences
- Demonstrate, at an advanced level of competence, use of discipline-specific control of language, modes of development, and formal conventions
- Demonstrate intermediate information literacy skills by selecting, evaluating, integrating, and documenting information gathered from multiple sources into discipline-specific writing

Communication Plan

Expectations for electronic communication. Please use email **ONLY** when the subject is of a personal and confidential matter. If the question you ask is of a nature that even one other person in the course could benefit from the answer, post the question in the appropriate discussion board forum.

I check my email daily Monday through Friday during normal business hours only. You can expect a reply from me via email within 24 hours during the work week. You **may** get an email reply during the weekend, but that would be an exception not the rule.

Substantive participation should:

- Add value to the discussion and avoid simply repeating, agreeing with, or answering yes or no to peer's comments
- Challenge comments in class, including those of the facilitator
- Ask insightful questions
- Answer other people's questions
- Exemplify the point with real-life events, when possible
- Make comments that are relevant to the course content and objectives

Things to keep in mind as you write discussion posts and communicate with other students:

- Share an experience that is related to the discussion. Comment on other participants' experiences that are related to the course.
- Ask others questions about their ideas and experiences that are related to the course
- Challenge a point that another participant made in a respectful manner. Offer a different perspective on an idea that is being discussed
- Give insights gained from readings that were assigned for the week. If you need more information, ask the participants a question about the week's reading
- Discuss a work issue that is related to the course or discussion and ask for feedback
- Relate how you have applied what you have read, learned or discussed regarding the course to your personal and professional life
- Share another resource such as Web links, books, etc. that you have used to answer other participants' questions or as you explore the topics of the course (as it is a violation of copyright law to copy the actual page)

Methods of Instruction

Evaluation and Grading Breakdown. You are responsible for the following assignments. You must complete all of these assignments and participate substantially in all phases of the team project to receive a passing grade at the end of the semester.

Unit 1: The Job Packet	20%
Unit 2: Business Correspondence	20%
Unit 3: Analysis Report + Presentation	40%
Homework, Quizzes, and Peer Reviews	20%

Late Assignments: Four major assignments constitute the bulk of your grade for this course. Major assignments will be penalized one letter grade (from B to C) for every class period they are late. You must complete all major assignments and substantially participate in the team project to receive a passing grade at the end of the semester.

Homework: Homework assignments are normally worth 10–20 points. Because the homework relates directly to the topic of discussion each day, they receive no credit if they are turned in late. At the end of the semester, the homework grades are tallied and averaged, constituting 20 percent of your overall course grade.

Attendance Policy

In this class, attendance means participating in the class activities, specifically discussion boards and peer reviews. You may miss participating in two of these class activities. If you miss more than two of these activities (for any reason, excused or unexcused), your overall final grade will be penalized by one-third of a letter grade (i.e. from a B to a B-) for each missed activity.

Incomplete Policy

According to the university catalogue, an incomplete may be given only in exceptional circumstances at the instructor's discretion. The student must be passing at the time of the request or be sufficiently close to passing. If the work is not completed within one year of the recording of the incomplete grade, the grade will become an F(I). The incomplete policy for this course is that at least 70% of the course must be already completed and an exceptional circumstance (i.e. medical issue) must exist. If you feel you require an incomplete for an exceptional reason, you need to email me and state your reasons for the incomplete in writing. We will then decide on a course of action.

Course Conduct

UMass Dartmouth policies regarding equal opportunity, discrimination, harassment, and sexual violence apply to all learning environments wherever they are located and from wherever they are taught. This applies to all UE face-to-face, off campus, blended, and online courses. Please see the Office of Diversity, Equity & Inclusion brochure for information at <http://www.umassd.edu/studentaffairs/departments/studentconductanddisputeresolution/studentcodeofconduct/>.

Student Academic Integrity Policy

All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. The University does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand required academic and scholarly procedure or as an act of intentional dishonesty.

A student found responsible of academic dishonesty is subject to severe disciplinary action which may include dismissal from the University. The procedure for responding to incidents of academic dishonesty may be found in Section III of this document. You may also refer to the Student Handbook for information about the judicial process.

A high standard of academic integrity promotes the pursuit of truth and learning and respect for the intellectual accomplishments of others. These are values that are fundamental to the mission of this University. Such values are undermined by academic dishonesty.

Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions of this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged and deemed appropriate by the instructor of the course. Ethical conduct is the obligation of every member of the University community, and breaches of academic integrity constitute serious offenses.

Maintenance of the standards of academic integrity and the successful administration of this policy depend on the mutual cooperation of faculty and students. Faculty cooperation is essential for successful application of the procedures defined by this Academic Integrity Policy. Faculty members promote academic integrity by making clear on their syllabi their expectations concerning homework assignments, collaborative student efforts, research papers, examinations, computer-based infractions, and the like. Efforts should be made to detect and to prevent cheating and plagiarism in all academic assignments. If faculty members have evidence of academic dishonesty, they are expected to report such evidence promptly.

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Students are also expected to report incidents of academic dishonesty to the instructor or dean of the instructional unit.

The intent of this policy is to make clear the standards of academic integrity at UMass Dartmouth.

*For additional information on violations, infractions, and consequences visit the UMass Dartmouth Student Academic Integrity Policy:

<https://www.umassd.edu/policies/activepolicylist/academicaffairs/academicintegritypolicyandreportingform/>

Center for Access and Success

Additional university policies may be accessed at this link, "Omnibus Language for Syllabi":

https://www.umassd.edu/media/umassdartmouth/provost/omnibus_language_for_syllabi_-_jan_11_2019.pdf

Center for Access and Success

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please meet with the instructor at the beginning of the semester and provide the appropriate paperwork from the [Center for Access and Success](#). The necessary paperwork is obtained when you bring proper documentation to the Center, which is located in Pine Dale Hall, Room 7136; phone: 508.999.8711.

Resources for UMass Dartmouth Students

Tutoring. If you are having difficulty with the class please:

- Contact me directly using the contact information listed at the top of this document.
- Contact the Academic Resource Center (ARC) for support:
 - Academic Resource Center, Liberal Arts - Room 007
 - Phone: 508.999.8708, Fax: 508.910.6404
- For help with writing assignments you can also make use of online writing tutoring.
 - eTutoring can be accessed at [this link](#) or by clicking the "Online Tutoring" link at the top of the myCourses Dashboard.

Technical Help. Technical support for myCourses is available 24/7:

- 24/7 email, live chat, and phone support for myCourses is available at umd.echelp.org.
- Support information for all other UMass Dartmouth technologies can be found here: <http://www.umassd.edu/extension/technicalresources/>

Course Schedule

The course schedule is detailed in the Course Schedule document available on myCourses. Any changes to the schedule will be communicated to you via course announcement and in an updated version of the course schedule document.