

College of the Redwoods
BUS-52, Business Communications, E0095, Fall '20

Instructor:	Michelle Doty
Office Location:	Available Online
Telephone:	N/A (Please contact through email)
Email:	michelle-doty@Redwoods.edu
Office Hours:	Online by appointment
Class Days/Time:	Online Course-Weekly attendance required
Classroom:	N/A Online Course

Course Description

Course Goals and Student Learning Objectives

- To gain a basic knowledge and understanding of the United States legal system, its substantive and procedural law, as the system and its laws affect the conduct of business.
- To be able to identify legal issues and concerns in the business context and apply knowledge from above.
- To acquire the skills of legal reasoning and analysis.

Student Learning Outcomes:

1. Students will be able to apply and analyze basic knowledge of business law.
2. Students will be able to analyze and evaluate ethical issues in a business context.

Required Texts/Readings

Textbook

Purchase MindTap access through your Canvas account. Login to your school's Canvas account, and enter your course, then click on the "Cengage" link on the left side of the page, which will take you to the Cengage Course Registration page where you can follow the prompts.

At that time, you will need to do one of the following:

- Enter your access code
- Purchase access online
- Begin your 14-day Temporary Access period

Please note: After you register, you will have the option to purchase a binder-ready, loose-leaf, print-version of the text through Cengage. **This is optional.** If you choose to purchase a copy, a full-color, loose-leaf version will be shipped to you.

Course requirements

- In this course you will have weekly chapter assignments and readings that will be found in Mindtap.
- You will have a by-weekly discussion that will require you to submit an initial post by Wednesday and a response to another student due by Sunday.
- You will have a chapter quiz for each chapter that we cover.
- We will have 1 midterm and 1 final in this class.
- A report writing project that will require you to; complete a rough draft, peer review a classmates rough draft, and submit a final report.

Need Help?

If you have questions about the course, such as concepts covered in the course, your assignments, or other course related questions, you can post your question in the [Q & A Ask Course Related Questions Here](#) forum in the Discussion link on the left navigation menu. You may also contact me during office hours, or by appointment.

Expectations of the Student

1. **Log into the course daily. Participate in discussions. Complete assignments by their due dates.**
2. Prepare to the best of your ability for every aspect of this course.
3. External tools we will be using in this class: Cengage MindTap

Late Work

There will be no make-up exams or assignments available. If you miss an exam, or homework/posting due date, a grade of "0" will be recorded without exception. **Plan your travel and personal events around your schoolwork, not vice versa.** If you have an emergency, please notify me immediately if this affects your coursework or attendance.

Expectations of the Instructor

If we all live up to our academic responsibilities, this course will be meaningful for all who participate. Please feel free to discuss these points with me at any time during the course this semester.

1. I will prepare and review course materials to be as current and accurate as possible.
2. I will be available to answer questions or issues that may arise for you during this course. **I strive to have a 24hr turnaround time to respond to your emails.**
3. I will try to the best of my ability to prepare you for the exams and other assessments in this course.
4. I will utilize fair and honest evaluation techniques for each assignment required for this course.
5. To the best of my ability, make this a valid and worthwhile learning experience.
6. I will do my best to address the needs of a diverse range of learning styles in this course.
7. I will make every effort to follow QLT (Quality Learning and Teaching) best practices.
8. I will only share your student information per FERPA guidelines.

Grades

You will be able to track your grade throughout the course using the "[Grades](#)" link in the left side navigation menu on each course page. If you have any questions about your grade, contact the instructor promptly.

A letter grade will be determined by total accumulated points as follows:

(sample):

- A = (94-100%); A- = (90-93%)
- B+ = (87-89%); B = (83-86%); B- = (80-82%)
- C+ = (77-79%); C = (73-76%); C- = (70-72%)
- D+ = (67-69%); D = (60-66%)
- F = (\leq 59%)

Each student is responsible for completing all assignments and activities as specified by the instructor. See the Assignment Details for specific information about each assignment, including how it will be evaluated. All assignments should be completed to pass the course. Assignments will be submitted online. If you have problems submitting your assignments, contact Canvas 24/7 Support (help button in Canvas) or the Humboldt State Help Desk (help@humboldt.edu or 707-826-4357) immediately by phone or email to resolve the problem.

Course Requirements		Percent of Total Grade
Activities	13 * 10 points each=130 points	19%
Chapter Quizzes	7 * 10 points each=70 points	10%
Group Discussions	8 *10 points each=80 points	11%
Report Project	200 points	30%
Midterm and Final	2 * 100 points each=200 points	30%

Group Discussion- Every other week you will have a discussion to complete. You are required to submit your initial response to the discussion prompt by Wednesday of the week that it is due. You will be required to post a response to one of your classmates; this post is due by Sunday. The grading rubric will be included on each discussion prompt.

Activities- Most weeks you will be assigned activities to be completed in Canvas. These will help to increase your understanding of the course material by helping you to apply concepts that we have learned in class. They will be due every Sunday by 11:59pm.

Midterm and Final- The dates of the midterm and final will be in the course schedule.

Report Project- For this report you will be required to submit a rough draft, a peer review and a final report.

No late work will be accepted in this class

Note:

At any point in the semester, the syllabus and schedule of instruction may change.

BUS 52 Fall '20 Schedule of Instruction

Week	Date	Weekly Assignment Module	Module Due
1	8/24-8/30	<p>Topic: Understanding Business Communication</p> <p>Student Introduction Discussion</p> <ul style="list-style-type: none"> • First Post Due 8/26 • Response Post Due 8/30 <p>Chapter 1: Understanding Business Communication</p> <ul style="list-style-type: none"> • Read Chapter and Watch Chapter Video 	8/30 by Midnight
2	8/31-9/6	<p>Topic: Understanding Business Communication</p> <p>Week 2 Discussion</p> <ul style="list-style-type: none"> • First Post Due 9/2 • Response Post Due 9/6 <p>Week 2 Activity</p> <ul style="list-style-type: none"> • Due 9/6 <p>Chapter 1 Quiz</p> <ul style="list-style-type: none"> • Due 9/6 	9/6 by Midnight

3	9/7-9/13	<p>Topic: Team and Intercultural Communication</p> <p>Read Chapter 2 and Watch Chapter 2 Video</p> <p>Complete Week 3 Activity</p> <ul style="list-style-type: none">• Due 9/13	9/13 by Midnight
4	9/14-9/20	<p>Topic: Team and Intercultural Communication</p> <p>Week 4 Discussion</p> <ul style="list-style-type: none">• First Post Due 9/16• Response Post Due 9/20 <p>Chapter 2 Quiz</p> <ul style="list-style-type: none">• Due 9/20	9/20 by Midnight

5	9/21-9/27	<p>Topic: Interpersonal Communication Skills</p> <p>Read Chapter 3 and watch Chapter 3 Video</p> <p>Week 5 Activity</p> <ul style="list-style-type: none"> • Due 9/27 	9/27 by Midnight
6	9/28-10/4	<p>Topic: Interpersonal Communication Skills</p> <p>Week 6 Discussion</p> <ul style="list-style-type: none"> • First Post Due 9/30 • Response Post Due 10/4 <p>Video Activity: Listen to an employee's explanation</p> <ul style="list-style-type: none"> • Due 10/4 <p>Chapter 3 Quiz</p> <ul style="list-style-type: none"> • Due 10/4 <p>First Draft of Report is due</p> <ul style="list-style-type: none"> • Due 10/4 	10/4 by Midnight
7	10/5-10/11	<p>Midterm</p> <ul style="list-style-type: none"> • Due 10/11 <p>Peer Review rough draft</p> <ul style="list-style-type: none"> • Due 10/11 	10/11 by Midnight

8	10/12-10/18	<p>Topic: The Writing Process</p> <p>Read Chapter 4</p> <p>View Chapter 4 Video</p> <p>Week 8 Activity</p> <ul style="list-style-type: none"> • Due 10/18 	10/18 by Midnight
9	10/19-10/25	<p>Topic: The Writing Process</p> <p>Week 9 Discussion</p> <ul style="list-style-type: none"> • First Post Due 10/21 • Response Post Due 10/25 <p>Video Activity: Plan the organization of messages</p> <ul style="list-style-type: none"> • Due 10/25 <p>Chapter 4 Quiz</p> <ul style="list-style-type: none"> • Due 10/25 	10/25 by Midnight

10	10/26-11/1	<p>Topic: Persuasive Messages</p> <p>Read Chapter 7</p> <p>View Chapter 7 video</p> <p>Week 10 Activity</p> <ul style="list-style-type: none"> • Due 11/1 	11/1 by Midnight
11	11/2-11/8	<p>Topic: Persuasive Messages</p> <p>Week 11 Discussion</p> <ul style="list-style-type: none"> • First Post Due 11/4 • Response Post Due 11/8 <p>Video Activity: Discuss the ethics of an advertisement</p> <ul style="list-style-type: none"> • Due 11/8 <p>Chapter 7 Quiz</p> <ul style="list-style-type: none"> • Due 11/8 	11/8 by Midnight

12	11/9-11/15	<p>Topic: Writing the Report</p> <p>Read Chapter 10</p> <p>Watch Chapter 10 Video</p> <p>Writing the Report Activity</p> <ul style="list-style-type: none"> • Due 11/15 	11/15 by Midnight
13	11/16-11/22	<p>Topic: Writing the Report</p> <p>Week 13 Discussion</p> <ul style="list-style-type: none"> • First Post Due 11/18 • Response Post Due 11/22 <p>Video Activity: Convert generic headings to message titles</p> <ul style="list-style-type: none"> • Due 11/22 <p>Chapter 10 Quiz</p> <ul style="list-style-type: none"> • Due 11/22 	11/22 by Midnight
14	11/23-11/29	Fall Break	

15	11/30-12/6	<p>Topic: Employment Communication</p> <p>Read Chapter 12</p> <p>View Chapter 12-1 Video</p> <p>Week 15 Activity</p> <ul style="list-style-type: none"> • Due 12/6 	12/6 by Midnight
16	12/7-12/13	<p>Topic: Employment Communication</p> <p>Week 16 Discussion</p> <ul style="list-style-type: none"> • First Post Due 12/9 • Response Post Due 12/13 <p>Chapter 12-2 Video</p> <p>Video Activity: Leave a voice mail message</p> <p>Chapter 12 Quiz</p> <ul style="list-style-type: none"> • Due 12/13 <p>Report Final Draft</p> <ul style="list-style-type: none"> • Due 12/13 	12/13 by Midnight
Final Week	12/14-12/18	Final	12/18 by Midnight

Institutional Policies

Special accommodations statement

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability-related services and accommodations, please see me or contact [Disability Services and Programs for Students](#). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

Student Access

These standards are required by federal regulation. Students will have access to this course that complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Course materials will include a text equivalent for all non-text elements; videos will include closed captioning, images will include alt-tags, hyperlinks will use descriptive/meaningful phrases instead of URLs and audio files will include transcripts. All text will be formatted for use with screen readers and all course materials will be understandable without the use of color.

Students who discover access issues with this class should contact the instructor.

Admissions deadlines & enrollment policies

Fall 2020 Dates

- *Classes begin: 8/22/20*
- *Last day to add a class: 8/28/20*
- *Last day to drop without a W and receive a refund: 9/4/20*
- *Census date: 9/8/20 or 20% into class duration*
- *Last day to petition to graduate or apply for certificate: 10/29/20*
- *Fall break (no classes): 11/23/20-11/28/20*
- *Last day for student-initiated W (no refund): 10/30/20*
- *Last day for faculty initiated W (no refund): 10/30/20*

- *Final examinations: 12/12/20-12/18/20*
- *Semester ends: 12/18/20*
- *Grades available for transcript release: approximately 1/8/21*

Students who have experienced extenuating circumstances can complete & submit the ***Excused Withdrawal Petition*** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred

Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

Technology skills, requirements, and support (required for online classes)

Tech equipment and skills are required for student success, and of equal importance as required textbooks and materials,

Students can obtain a free [Office 365 license](#) (includes Word, Excel, PowerPoint and more) with a valid CR email.

Necessary Computer Skills - [instructor: identify the computer skills necessary for students to succeed in your course.]

Technology Requirements (computer, other hardware, and software) - [instructor: identify the computer requirements and any hardware or software necessary for students to succeed in your class.]

Technology Support - [instructor: identify your role in providing technology support]

Before contacting Technical Support please visit the [Online Support Page](#). For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact its@redwoods.edu or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Gender-Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is gender-inclusive and non-sexist to affirm and respect how people describe, express, and experience their gender. Just as sexist language excludes women's experiences, non-gender-inclusive language excludes the experiences of individuals whose identities may not fit the gender binary, and/or who may not identify with the sex they were assigned at birth. Gender-

inclusive/non-sexist language acknowledges people of any gender (for example, first year student versus freshman, humankind versus mankind, etc.), affirms non-binary gender identifications, and recognizes the difference between biological sex and gender expression.

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones.

Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the [Redwoods Public Safety Page](#).

Klamath Trinity Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
4. If safe to do so, notify key Klamath-Trinity Instructional Site administrators and personnel.
5. Do not leave site, unless it is necessary to preserve life and/or has been deemed safe by the person in command.
6. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling and Advising](#) offers academic support and includes academic advising and educational planning

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams.
- [Library Services](#) to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center [waiting for hyperlink and Mission]
- Math Lab & Drop-in Writing Center

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821
- The [Honors Program](#) helps students succeed in transferring to a competitive four-year school.