

Course Information

Semester & Year: Spring 2023
Course ID & Section #: BUS-52-V5166
Instructor's name: Cynthia Wilshusen
Day/Time or *Online: Online Location or
*Online: Online Number of units: 3 units

Instructor Contact Information

Office location or *Online: Zoom
Office hours: By Appointment
Phone number: Use Zoom during office hours or Canvas
Email address: Cynthia-wilshusen@redwoods.edu

Required Materials

Textbook Title: Corporate Communication
Edition: [Online](#)
Author: Saylor Academy

Access Granted from within your Canvas Course for Free

Necessary Computer Skills

- You must have access to a computer (PC or Mac)
- Access to Redwoods Email account
- Reliable Internet connection. You will also need to have a backup plan in case your internet provider or computer goes down. All practical assignments and tests will be submitted to me via the assignment canvas or Cengage Mintap. We will also be using a link directly to the publisher's website where you will complete the key assignments.
- It is also essential that you understand the basic concepts of email, web navigation and online communication to succeed in this course.

Additional Technology

- [Zoom](#) (for instructor conference requests)
- [Adobe reader](#)
- Students can obtain a free [Office 365 license](#) (includes Word, Excel, PowerPoint and more) with a valid CR email.

Catalog Description

A course in written and oral communications for the business environment. Students analyze various business situations, producing reasoned and appropriate written or oral responses. Written communication focus on approach and compose effective business letters, memorandums, email messages and short reports. Oral communications include small group participation and oral PowerPoint presentations.

Course Student Learning Outcomes (from course outline of record)

1. Apply communication terms and concepts to analyze, plan and deliver effective written or oral messages in a or social setting.
2. Apply effective business presentation skills and guidelines (both content and speaking style).
3. Formulate an effective job search strategy (interview skills, effective resume writing, composing application

Evaluation & Grading Policy

Your final grade in this course will be based on the following:

Item	Points
Class Participation (10 points each week excluding exam weeks)	120
Quizzes	100
Assignments / Presentations	400
Midterm and Final	200
Total	820

After your numerical grade has been calculated based on the above, your letter grade will be assigned as follows:

- A = 90 - 100%** of the total percentage points (738 – 820 points earned)
- A- = 89.1 – 89.9%** of the total percentage points (730 – 737 points earned)
- B = 80 - 89%** of the total percentage points (656 – 729 points earned)
- B- = 79.1 – 79.9%** of the total percentage points (649 – 655 points earned)
- C = 70 - 79%** of the total percentage points (574 – 648 points earned)
- D = 60 - 69%** of the total percentage points (492 – 573 points earned)
- F = Less than 60%** of the total percentage points (less than 492 points earned)

The following are the different types assignment within the course:

- **Forum posts (Class Participation):** This class will have active engagement each week. The postings will be done in the forum and required to be responded to (see Discussion Forum Requirements above for due dates and requirements) The forums will be based on topics related to the weekly content, and you are invited to share your experience and connection to the material through a written response. This class will be much more enjoyable if you engage in the discussions and participate in our online learning environment. You are awarded points based on your critical thinking response and engagement by answering the prompt. You are awarded points for your contribution to the discussion and responses to your classmates. Forum posts are part of your participation and attendance in the course.
- **Written and Presentation Assignments:** These will be in the form of essays, letters, memos, presentations and group work. These assignments will include and Intro presentation, Business presentation, Virtual assignment; Interacts, and a Job Search Assignment. Instructions and resources will be provided in Canvas to effectively complete the assignment, along with submission instructions and guidance. Each worth 20 points for each of the 7 written and 50 +/- points for each of the presentation assignments.
- **Quizzes:** There will be 10 quizzes administered in Canvas, worth 10 points each.
- **Exams:** There will be a midterm and final exam online in Canvas. They are timed 120-minute exams. You may enter the exam only once and it must be completed during that access. At the end of 120 minutes the exam will close and you will not be able to access it. The questions are **objective and written** and remember your time is limited. **Exams open on Monday the week of the exam and close on Sunday**, this allows you to take

the exam on a day that is most convenient for you. Your grade will show up in the gradebook after you have completed the exam, you may review the exam after it has closed. **Exams will be noted on the calendar, and** considering the exam is open for one week you should arrange your work, travel and personal schedule to accommodate the exam!!

Prerequisites/co-requisites/ recommended preparation

ENGL150 - Precollegiate Reading and Writing: Students must be ENGL-1A ready 1. Developing thesis-driven arguments. 2. Critically read and respond to argumentative texts. 3. Use feedback to support reflective learning, academic inquiry, reading, writing, revision, grammar and proofreading skills. 4. Apply basic grammar and punctuation rules.

Advisory: CIS100 - Basic Computer Skills: Basic computer literacy and ability to use a word processing program to produce simple printed documents are recommended to be successful in this course.

Student feedback policy

Regular Effective Contact and Substantive Interaction

Will be met through weekly instructor initiated threaded discussion forums; weekly announcements to students; timely and effective feedback on student assignments; email, phone or messaging to individuals; and office hours which may be asynchronous or synchronous.

- The best way to contact me is to use the Canvas Discussions, and Redwoods Email. I check my forums and email every day when possible.
- I will generally respond within 24 hours. During rare occasions in the semester when things are really busy or in the event of personal/family emergencies the response time could be increased to 48 hours.
- If you have questions, I encourage you to post them in Discussion Boards, for more private matters use email. I will respond as quickly as I can, and I try to get you an answer as soon as I am online again. I am generally online Monday through Friday multiple times a day, and usually offline Monday through Friday from 2 – 8 pm and weekends. I do not check or respond to emails or discussion posts when offline or on the weekends.
- Assignments and Presentations will be given specific feedback provided within Canvas.
- Exam feedback will be delayed until the exam has closed and will be available the following morning starting at 8 am. I will personally grade discussion posts, writing assignments and will provide feedback within 48 hours after the due date.
- There will be multiple discussion opportunities in the course, and your participation is encouraged and graded. I will also occasionally participate in these discussion opportunities, my role will be to help facilitate the conversation, redirect if we get off course and provide guidance to other questions asked. I will respond to as many as I can, however I may not respond to all posts during a time period. I often post a summary post with comments and reflection I observed during the collaboration.

Proctored Exams

This course does not contain any proctored exams

Institutional Policies

Special accommodations statement (*required for online classes)

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 \(*required for online classes\)](#)

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](#)

Spring 2022 Dates

- *Classes begin: 01/14/23*
- *Last day to add a class: 01/20/23*
- *Martin Luther King, Jr's Birthday (all campuses closed: 01/16/23*
- *Last day to drop without a W and receive a refund: 01/27/23*
- *Census date (or 20% into class duration): 01/30/23*
- *Last Day to file P/NP (only courses where this is an option) 02/10/23*
- *Lincoln's Birthday (all campuses closed): 02/17/23*
- *Presidents Day (all campuses closed): 02/20/23*
- *Last day to petition to graduate or apply for certificate: 03/02/23*
- *Spring Break (no classes): 03/13/23-03/18/23*
- *Last day for student-initiated W (no refund): 03/31/23*
- *Last day for faculty-initiated W (no refund): 03/31/23*
- *Final examinations: 05/06/23-05/12/23*
- *Semester ends: 05/12/23*
- *Grades available for transcript release: approximately 05/26/23*

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 6 digit birth date

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

Technology skills, requirements, and support

As your instructor, I am pleased to be your first point of contact related to accessing your assignments and resources within the canvas course. If you have other technical issues not related to your assignments, you will want to contact the campus technical support or the publisher technical support. For all issues related to the course or course content, please email me at Cynthia-wilshusen@redwoods.edu.

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

If the Redwoods server goes down or the power is out, you may not be able to access the Canvas course. When this happens, you can access your homework for the Mintap class by typing or copying this link into your browser: <https://account.cengage.com/login>. For issues related to access Cengage Mintap, visit their tech support live site, you submit a live chat request: <https://cengage.force.com/s/login/>

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.

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Emergency procedures / RAVE

College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.

[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](#). In an emergency that requires an evacuation of the building:

- 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.

[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.