



ACED 2050A--COMMUNICATION FOR THE WORKPLACE (3 CREDITS)

Fall 2009

Valdosta State University

College of Education (COE) -- Department of Adult and Career Education (ACED)

COE CONCEPTUAL FRAMEWORK: GUIDING PRINCIPLES

(Adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

- Dispositions: Productive dispositions positively affect learners, professional growth, and the learning environment.
Equity: All learners deserve high expectations and support.
Process: Learning is a life-long process of development and growth.
Ownership: Professionals are committed to, and assume responsibility for, the future of their disciplines.
Support: Successful engagement in the process of learning requires collaboration among multiple partners.
Impact: Effective practice yields evidence of learning.
Technology: Technology facilitates teaching, learning, community building, and resource acquisition.
Standards: Evidence-based standards systematically guide professional preparation and development.

Positively Impacting Learning through Evidence-Based Practices

COURSE DESCRIPTION

Prerequisite: ENGL 1102. Principles of effective oral and written communications. A thorough review of grammar, sentence and paragraph construction, punctuation, and writing techniques. Emphasis on the job acquisition process.

COE CONCEPTUAL FRAMEWORK STANDARDS (CFS)

The following College of Education Conceptual Framework Standard will be addressed in this course:

- 1. CONTENT AND CURRICULUM: Teachers demonstrate a strong content knowledge of content area(s) appropriate for their certification levels.

VSU GENERAL EDUCATION OUTCOMES

VSU's eight General Education Outcomes (GEO) provide a broad overview of the skills and knowledge that all VSU students should be able to demonstrate at increasing levels of proficiency throughout their college careers. Two of the eight GEOs are addressed in this course:

- GEO 3. Students will use computer and information technology when appropriate.
GEO 4. Students will express themselves clearly, logically, and precisely in writing and in speaking, and they will demonstrate competence in reading and listening.

COURSE OBJECTIVES

Numbers in parentheses following each objective refer to the COE Conceptual Framework Standards (CFS) and VSU General Education Outcomes (GEO) emphasized in this course. Upon completion of this course, the student will be able to:

- CO 1. Define communication and describe the main purposes of communication in one's life. (CFS 1)
- CO 2. Recognize the importance of nonverbal messages and explain the difficulties involved in interpretation. (CFS 1)
- CO 3. Know the benefits of good listening and identify causes of poor listening. (CFS 1, GEO 4)
- CO 4. Identify multiculturalism and demographic trends which relate to the communication process and have a greater appreciation of cultural differences in the U.S. and abroad. (CFS 1)
- CO 5. Know how e-mail, voice mail, facsimile machines, cellular phones, telecommuting, teleconferences, and videoconferences facilitate sharing data effectively. (CFS 1, GEO 3)
- CO 6. Develop the foundation for making ethical decisions and identify some common causes for unethical behavior in the workplace. (CFS 1)
- CO 7. Review grammar and punctuation.
 - (a) Review parts of speech and how each part is used in a sentence.
 - (b) Review marks of punctuation and how to effectively use each mark in a sentence.
 - (c) Complete exercises on the following topics: nouns, pronouns, verbs, adjectives and adverbs, abbreviations, capital letters, and the various marks of punctuation. (CFS 1, GEO 4)
- CO 8. Understand how to organize and compose a written message.
 - (a) Be "you" centered.
 - (b) Use bias-free language.
 - (c) Project a positive, tactful tone.
 - (d) Sequence ideas to achieve desired goals.
 - (e) Use a sequence of steps to revise and proofread. (CFS 1, GEO 4)
- CO 9. Develop skill in applying the recommended planning and writing techniques to the solution of a variety of writing problems. (CFS 1, GEO 4)
- CO10. Examine and apply team communication skills in a classroom environment. (CFS 1, GEO 3, GEO 4)
- CO 11. Know how to outline an effective presentation and use visual aids appropriately; then demonstrate effective speaking by making a short presentation before the class. (CFS 1, GEO 3, GEO 4)
- CO 12. Develop skill in the job acquisition process by locating information about employers' needs for workers, preparing an effective resume and cover letter, and preparing for the job interview. (CFS 1, GEO 4)
- CO 13. Write effective letters related to employment (follow-up, thank-you, job-acceptance, job-refusal, and resignation letters) and complete application forms accurately. (CFS 1, GEO 4)

PROFESSOR

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REQUIRED TEXTBOOK

Guffey, M. E. (2008). *Business Communication: Process & Product* (6th ed.). Mason, Ohio: South-Western Cengage Learning Publishing Company. ISBN: 9780324542905

NOTE: *If you buy a used textbook*, you will need to purchase the *Premium Website Instant Access Code for Guffey's Business Communication: Process and Product, 6th Edition*. ISBN-9780324569667 available for \$26.49 from <http://www.meguffey.com>. When you get to the page, click on the link that says: *If you purchased a used textbook, click here to purchase access to www.meguffey.com*.

OPTIONAL TEXTBOOK

Sabin, W. (2005). *The Gregg Reference Manual* (10th ed.). New York: McGraw-Hill Irwin. ISBN: 9780072936537. **NOTE: This book will also be used in ACED 3000, 4070, and 4160. It is also an excellent reference guide to take with you to work.**

MEDIA

Software: Microsoft Office 2007 (or compatible)

The *Office 2007* software is available for student use in most campus labs. If you wish to purchase this software for your home computer, please visit the Tech Store at <http://services.valdosta.edu/techshop/MicrosoftSoftware.aspx>. If you will be taking more ACED courses (including ACED 2400), you will be wise to purchase the Professional version that includes Access.

METHOD OF DELIVERY

Although this section of ACED2050 meets as a face-to-face (F2F) class, most course materials and many activities for this course will be available over the Internet using the BlazeVIEW (Blackboard Vista 8) platform.

- Students will actively interact with each other, the instructor, the content, and the BlazeVIEW interface.
- In addition to F2F instruction, the instructor will utilize Learning Modules in BlazeVIEW for such course components as: announcements, readings, asynchronous discussions, synchronous chats, email communications, and assignments.
- Students are asked to check BlazeVIEW announcements and email several times a week.
- If you are planning to use your own computer to access materials or submit work for this course, it is your responsibility to visit the Distance Learning VSU Vista Website at <http://www.valdosta.edu/vista/requirements.shtml> to ensure that all software and equipment requirements are met BEFORE the class begins.

COMMUNICATION POLICY

Student-to-Instructor and Instructor-to-Student interaction are critical components of any learning environment. While much of our communication will occur in the classroom, please don't hesitate to stop by during my office hours, or email me, if you have a question or problem that you would rather discuss in private.

I am frequently online at different times during the week (at the very LEAST once a day, except possibly on week-ends). Any time that you are in BlazeVIEW, you can check to see if I have BlazeVIEW open. If I do, you can initiate a chat invitation if you need to talk to me. To help insure that we can communicate effectively throughout the semester:

- Please send your emails through the email tool of your course in BlazeVIEW. I will check this account daily. BlazeVIEW email automatically provides a list of class participants (including your professor) to ensure that the message goes to the correct address. It also places a copy in the sender's BlazeVIEW email account.
- As a courtesy, ALWAYS include a descriptive subject line with your email messages and sign your full name at the end of your message.
- If for some reason the BlazeVIEW server is down, and you cannot access it to send an email message, feel free to use your Blazenet email account to send a message to your professor at vrwhisler@valdosta.edu. You MUST include the course number in the subject line of your message, and be sure to type your full name at the end of your message.
- If BOTH the BlazeVIEW and Blazenet servers are down, you may email me at vrwhisler@att.net.
- Students who include the word "QUESTION" or "PROBLEM" in the subject line of an email can generally expect a response within 24 hours (except possibly on week-ends or holidays).

COURSE REQUIREMENTS

1. Five examinations will be administered in the course. Materials for the exams will come from the textbook, assigned readings, handouts, lectures, presentations, and class discussions. (CO 1-12)
2. While studying a unit on informal and formal reports and presentations, a team report will be researched, written, and presented to the class. (CO 8, 9, 10)
3. Each student will compose and submit an original, keyboarded resume and cover letter which may be used in the job acquisition process. **NOTE FOR BUSINESS EDUCATION MAJORS ONLY:** In addition to posting a resume in BlazeVIEW for assignment points, each Business Education major will attach the final approved resume to his/her portfolio in Livetext under the section named "Resume". (CO 11, 12)
4. Each student will complete a number of chapter, appendix, and online exercises on such communication topics as listening, punctuation, grammar, and word choice. (CO 3, 7)
5. Each student will compose and submit several original, keyboarded writing assignments which will follow a prescribed outline and format. (CO 8, 9)

SPECIAL NEEDS STATEMENT

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or handicap of the individual. It is the intent of the institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973.

Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in the Farber Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

COURSE EVALUATION

Some scores will appear automatically after completion of a quiz or computer-graded assignment; however, most assignments are evaluated manually by the instructor, who will post those scores in BlazeVIEW within a week of the assignment due date. An updated grade status report will be posted in BlazeVIEW within approximately one week after the end of each unit. It is the student's responsibility to check the gradebook in BlazeVIEW at least once a week, and to discuss any questions or discrepancies with the professor *no later than one week* after a score is posted. The following grading structure for this course has been accepted by the ACED Department:

Chapter Assignments (Labs)	= 200 points
Grammar/Mechanics (G/M)	= 200 points
Team Project (TP)	= 200 points
Resume Packet (RP)	= 200 points
Five Unit Tests*	= 200 points
	1000 points

***Make-up tests are given only with the instructor's permission, which must be requested *prior to the scheduled exam time*; otherwise, a "0" will be earned for missed tests or exams—NO EXCEPTIONS.**

Final Grading Scale

895-1000 = A	795-894 = B	695-794 = C	595-694 = D	below 595 = F
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ATTENDANCE POLICY

Absences, for whatever reason (excused or unexcused), will be handled according to school policy as set forth in the Valdosta State University catalog. The following points may be deducted from the **final course average**:

- 0-3 absences = final course average not affected
- 4 absences = 2 points deducted from course average
- 5 absences = 4 points deducted from course average
- 6 absences = 6 points deducted from course average
- 7 absences = 8 points deducted from course average
- 8 absences = 10 points deducted from course average
- 9 absences = 12 points deducted from course average
- 10 absences = student dropped from course with "F"

Since we only meet once a week, each 50-minute portion of the class will count as one class meeting. In other words, missing one week of class will count as THREE absences. While missing any class will be detrimental to your learning, you can miss ONE WEEK of class without having points deducted. If you miss more than three weeks of class, you may be dropped from the course with an "F".

ASSIGNMENT POLICIES

- **Late assignments will not be accepted.** It is in your best interest to stay at least a day ahead of each deadline—do not wait until the last minute to submit work.
 - If you have a **SERIOUS** problem that keeps you from submitting assignments on time, please contact your instructor immediately, *who will determine if the seriousness of your problem warrants an exception to the late assignment rule.*
 - The following are examples of what might be considered as exceptions:
 - Documented widespread power or Internet outage that also affects campus or public labs
 - Your own hospitalization or documented serious illness
 - Death in the immediate family
 - The following are examples of what may NOT be considered as exceptions:
 - Problems with your home or work computer or software (use campus labs if this happens)
 - Heavy work or course schedule and poor time management
 - Vacation
 - Late assignments that are accepted may be assessed a 50% grade penalty, *before grading.*
- As a safeguard, please save a copy of **all assignments** on your jump drive or other personal media until the end of the semester.

PLAGIARISM AND CHEATING

Warning: Academic integrity is taken very seriously by your professor. Points for individual assignments are recorded based on each student's efforts to master the content.

- Do not turn in someone else's work claiming it as your own.
- Do not copy answers from anyone else's work, computer screen, jump drive, or other media.
- Do not allow anyone else to copy your work, look at your computer screen, or borrow your jump drive.

All parties involved in this type of activity **will be held accountable**, as noted in VSU and Dewar College of Education policies. Below is information directly quoted from the Academic Honesty Policies and Procedures:

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. **Students are responsible for knowing and abiding by the Academic Integrity Policy** as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

The full text of Academic Honesty Policies and Procedures is available in the on the Academic Affairs website (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). Please study the following consequences for acts of academic dishonesty in this course:

First Offense:

1. The student will earn a zero for the **entire** assignment or exam.
2. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). A copy of this form is sent to the Student Conduct Office in the Dean of Students Office.
3. The faculty member may complete a Level Two Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>).

Second Offense:

1. The student will earn a grade of "F" for the course.
2. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). According to the Academic Honesty Policies and Procedures document, "after a second (or subsequent) Report of Academic Dishonesty has been submitted to the Student Conduct Office in the Dean of Students Office, official charges will be drawn up and the disciplinary matter will be referred to the Valdosta State University Judicial Committee."
3. The faculty member will complete a Level Two Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>). According to the Dewar College of Education Concern Form Policy, "a second level two concern form will result in the student being dismissed from his/her program of study. This dismissal will result in an automatic review by the COE Undergraduate Policies Committee."

LIBRARY

For students both on- and off-campus, the *Odum Library* offers full journals, books and other resources essential for completing course assignments. Go to <http://www.valdosta.edu/library/> or visit the library in person. Librarians are often available to help you via live chats.

ACED 2050IA--COMMUNICATION FOR THE WORKPLACE (3 CREDITS)

Tentative Assignment Schedule

Sessions	Dates	Topics	Activities	Points Poss	Points Earned
1	8/19	Orientation, Syllabus Unit 1: Ch 1			
2	8/26	Unit 1: Ch 2 Grammar/Mechanics Diagnostics Pretest	G/M 1	50	
3	9/2	Unit 1: Ch 3 Unit 1 Wrap-up	Unit 1	50	
4	9/9	Unit 1 Test Unit 2: Ch 4 Grammar/Mechanics (Nouns, Pronouns)	Test 1 G/M 2	40 25	
5	9/16	Unit 2: Ch 5 & 6 Unit 2 Wrap-up	Unit 2	50	
6	9/23	Unit 2 Test Unit 3: Ch 7 & 8	Test 2	40	
7	9/30	Unit 3: Ch 9 & 10			
8	10/7	Unit 3 Wrap-up Grammar/Mechanics (Verbs, Adjectives & Adverbs, Prepositions, Commas, Semicolons & Colons, Other)	Unit 3 G/M 3	50 50	
9	10/14	Unit 3 Test Unit 4: Ch 11 Team Project Charter & Topic	Test 3 TP	40 10	
10	10/21	Unit 4: Ch 12 & 13 Grammar/Mechanics (Apostrophes, Capitalization, Numbers) Team Project Preliminary Annotated Bib	G/M 4 TP	25 20	
11	10/28	Unit 4: Ch 14 Grammar/Mechanics Diagnostics Posttest Team Project Research Paper Outline	G/M 5 TP	50 10	
12	11/4	Unit 4 Wrap-up Team Project Meetings (Participation)	Unit 4 TP	50 20	
13	11/11	Team Project Research Paper Due Team Project Presentation Team Project Peer Evaluations	TP TP TP	100 20 20	
14	11/18	Unit 4 Test Unit 5: Ch 15 & 16	Test 4	50	
15	12/2	Unit 5 Wrap-Up Unit 5 Test Resume Packet Workshop	Test 5	40	
<u>Final Exam Period</u> Friday 12/11 7:15-9:15 p.m.		Submit Resume Packet (BE Majors Livetext) by the end of the Final Exam Period	RP	200	
TOTAL POINTS POSSIBLE				1000	

Your professor reserves the right to change this schedule and point structure as necessary.

You will be notified of any changes in class and in BlazeVIEW.