

Communication 394: Business and Professional Communication

Instructor: Chris Sadler
Office Hours: MWR: 11-12/T 10-122

Phone: 346-3898
Office: Com 320

Required Text:

- Argumentation and Critical Decision Making, 7th Edition, by Richard D. Rieke and Malcolm O. Sillars. in text rental
- Articles via email from various sources (as assigned).

Date	Topic
9/8	Introduction to class & critical thinking model chapter 1
9/15	Toulmin Model and application chapters 2, 3, & 6 (6 is critical)
9/22	Examining, testing, and presenting arguments
9/29	Using evidence and application of model chapter 7
10/6	Values & argumentation chapter 8
10/13	Speaking basics & application of Toulmin model
10/20	Writing papers, memos, cover letters, resumes
10/27	Midterm Exam/impromptu presentations
11/3	Building Cases and Refuting arguments chapters 5 & 10
11/10	Argument Fallacies and application chapter 11
11/17	Final Paper Due /arguments in business/science/law chapters 12/13/15
11/24	Paper Presentations
12/1	Paper Presentations
12/8	Resume/Cover letter workshop

Final Exam : Wednesday, December 16, 2:45-4:00

Grading for this Course:

Midterm Exam:	100 pts.	>465 A	>385 C+	<330 F
Final Exam	100 pts.	>450 A-	>365 C	
Presentation:	100 pts.	>435 B+	>350 C-	
Paper:	200 pts.	>415 B	>340 D+	
		>400 B-	>330 D	

Course Objective:

The main objective of this course is to introduce you to a new way of analyzing the statements, arguments, and ideas presented to you on a daily basis. Using a specific model of argumentation, you will be asked to identify, evaluate, and analyze arguments which are commonly made on a variety of subject through both written and oral assignments. This course will include having your work read and evaluated by your fellow students in the class.

Course Policies:

1. Because of the nature of this course, attending class and coming to class with your homework completed is essential. Each day homework is due (most days), the non-graded homework will be graded based on the concept of a “good faith effort.” After briefly reviewing homework, I will grade homework that is “on target” and shows adequate preparation with a “check-plus”—meaning you have met the homework requirements and thus shown a good faith effort at understanding the assignment. Homework that is “borderline” will receive a mark of “check” and homework which was not handed in or adequately prepared will be marked with a “check -“. Thus, a person missing class on a day homework is due will receive a grade of “check -.” Each person can receive up to one grade of “check -“ before having their overall grade reduced. A second grade of check - will result in 20 points being deducted from the final grade for the course. A third grade of check - results in an additional 30 pt deduction, a fourth grade of check results in a failing grade in the class. In short, it is important to attend class and hand in homework on time. All homework must be prepared ahead of time and typed, single side, and handed in during class. If you are not in class you cannot hand in your homework and this policy will be applied.

2. Students in my classes are not allowed to use cell phones during class for text messaging etc. Laptop computers are also not allowed (with appropriate exceptions) since they are a distraction for others. It is important for people to be engaged in class content and discussion (just as in the job world during meetings, presentations, etc.).

3. People who have been determined to have engaged in plagiarism will receive a failing grade for the course and will be subject to other appropriate academic misconduct sanctions. Plagiarism is when you use someone else's ideas without properly citing them as the source. It is your responsibility to know what constitutes plagiarism. Make sure you reference the handout on plagiarism given in class to assure yourself that you are not plagiarizing.

4. All assignments must be completed to receive a passing grade in this course. Late assignments will have 15% deducted from the grade immediately with 10% deducted for each additional day the assignment is late. For example, the major paper is due at 9:35 am. A paper handed in past that time is considered one day late. A paper handed in past 9:35 the next day will have the grade reduced by 25%, by 8:00 the third day, 35% and so on. Late papers must be handed in at the main Communication Office (on the 2nd floor) and dated by an office staff person—so that I know the time the paper was handed in. ****People who hand in papers late**

without contacting me personally before the deadline will have an additional 10% deducted from their grade in addition to normal deductions for late assignments.

5. Borderline grades will be adjusted based on overall attendance, class participation, and overall consistency of grades.

6. Midterm and final exams will be given at the time scheduled. No exceptions will be made for students who have made “other plans” such as parents buying airline tickets during finals week, people accepting a job that starts during/prior to finals week, etc. Be sure to plan your schedule around the final exam time. Students who miss a scheduled exam, if allowed to make-up the exam, will have 20% deducted from their test grade.

7. The grading in this course will be based on the following criteria. A grade of "D" will be given for work which was adequately prepared but did not show a good understanding of the material to be learned for that assignment. A grade of "C" will be given for work which shows a good understanding of the material, references specific ideas from course/text, and is what I consider to be competent work. A grade of "B" will be given for work which shows a good understanding of the material and also does a good job of comparing ideas to one another, adds critical thought and evaluation to exam answers/papers, and references often specific course/text concepts. A grade of “A” is given for outstanding work which shows a complex understanding of ideas as shown through referencing specific ideas in the course and text, provides excellent discussion of a variety of ideas, compares and contrast ideas with each other, and adds a good level of critical thought and commentary to test answers/papers. An "A+" is possible, and will be given to extra exceptional efforts and work (which may help boost your overall grade in the course). I have examples of “A” work from previous semesters for you to examine so can determine what constitutes “A” work.

8. Always feel free to come to my office to speak about grades, problems, etc.