

Grading rubrics for assignments will be reviewed in class. Individuals who wish to discuss an earned grade after assignments are returned must allow at least 24 hours before contacting the instructor.

Grading System – Undergraduate Students

<http://www.unbc.ca/calendar/undergraduate/regulations>

| | | | |
|---------------------|----|---|---------|
| <u>Excellent</u> | A+ | = | 90-100 |
| | A | = | 85-89.9 |
| | A- | = | 80-84.9 |
| <u>Good</u> | B+ | = | 77-79.9 |
| | B | = | 73-76.9 |
| | B- | = | 70-72.9 |
| <u>Satisfactory</u> | C+ | = | 67-69.9 |
| | C | = | 63-66.9 |
| <u>Marginal</u> | C- | = | 60-62.9 |
| | D+ | = | 57-59.9 |
| | D | = | 53-56.9 |
| | D- | = | 50-52.9 |
| <u>Failure</u> | F | = | 0-49.9 |

Attendance and Class Participation

It is expected that students will attend all classes. Make notes as you do the readings, and write down any questions you may have that you would like discussed in class.

Alternatively, you are encouraged to email questions and attend office hours if you have questions that were not addressed in class. You are expected to have a copy of your work ready for peer review. Part of becoming a proficient writer is receiving critical feedback from peers; accordingly, avoid writing about private or sensitive matters. It cannot be stressed enough that completing the readings in **advance** of class, participating in class discussions and exercises, and doing the assigned work is key to your success in this class, and in turn to getting the most from your university education.

Assignments

All assignments must be completed in order to achieve a passing grade in the course. Assignments must be handed in at the **beginning** of the class in which they are due. Do not email assignments without prior permission. If you are unable to hand in an assignment in class or during office hours, hand it to the School of Business. Admin. Assistant so that it can be date stamped; do not put assignments under office doors. Late assignments without proper documentation will receive a reduced grade of 2% per day and will not be graded after five days. Extensions will only be considered under extenuating circumstances such as medical or compassionate reasons and with sufficient documentation (e.g. physician's note). Whenever possible, notify the instructor in advance if you cannot meet a deadline.

Academic Integrity

Plagiarism is a serious offence. All students are responsible for familiarizing themselves with and following the rules concerning plagiarism, in addition to all of the Academic Regulations and Policies of the university, as they appear in the current UNBC Undergraduate Academic Calendar.

Course Etiquette

Cell phones should be placed on silent mode during class; if it is essential that you make or receive a call during class, please leave the classroom quietly. The use of electronic devices is restricted to the current class. It is paramount that students respect others' views and opinions. You are expected to act in a polite and professional manner, just as you would in a respectful employment situation.

Conduct in Examinations

“Students must present appropriate identification upon entering the examination room. Appropriate identification is defined as a UNBC student card and/or some other form of photo identification acceptable to the proctor.” The following regulations [Regulation 40 Undergraduate Calendar] apply to the conduct of examinations:

- a. “Books, papers, or other materials or devices must not be in the possession of the student during an exam except by the express permission of the examiner. Specifically, without such permission no laptop computers, mobile phone sets, handheld electronic devices or the like may be in possession of the student in the examination room.
- b. No candidate is permitted to enter the examination room more than 30 minutes after the beginning of the examination, or permitted to leave within 30 minutes after the examination has started.
- c. Candidates must not communicate in any way with other candidates in the examination room.
- d. Candidates must not leave their seats, except when granted permission by the proctor.
- e. Candidates must turn in all materials, including rough work, upon leaving the examination room.
- f. Food and beverages other than water are not permitted in the examination room.”

Do not schedule travel that may conflict with exams!

Provision for Students with Disabilities

If you have a need for special academic accommodations because of a disability, please contact the Access Resource Centre, T& L Bldg., Room 10-1048, arc@unbc.ca.

Tutoring

The Academic Success Centre provides free tutoring and downloadable writing and study skills handouts. If you require assistance in improving your writing and/or referencing skills or simply want extra feedback, take advantage of their free services. The ASC is located in the T&L Bldg., Room 10-2584, asc@unbc.ca.

Comm 200 - Course Schedule

The schedule is subject to minor changes and may be adjusted according to student need. Additional readings (e.g. handouts) will also be assigned and/or discussed in class.

| Week | Topic | Readings | What's Due |
|--------------------|---|---|-----------------------------|
| Sept. 8 | Icebreaker / Introductions Course Overview Etiquette/Expectations Intro. to Business Communication Close reading Referencing (MLA, APA) Plagiarism & Academic Honesty | Course Syllabus <i>Essentials of Business Communication (EBC)</i> --overview | |
| Sept. 15 | Writing basics Referencing basics About peer review | EBC chapters 1, 2, 3 | |
| Sept. 22 | Daily/routine business writing: emails, memos, letters, social media, etc. | EBC chapters 4, 5 | |
| Sept. 29 | Above cont'd. Persuasive writing | EBC chapter 6 | Letter |
| Oct. 6 | Above cont'd. Negative writing situations | EBC chapters 7 | Email |
| Oct. 13 | Informal/formal reports Collaborative writing Report topics and group formation | EBC chapters 8, 9 | Memo |
| Oct. 20 | Above cont'd. | | Letter |
| Oct. 27 | Oral/visual presentations | EBC chapters 10, 11 | Report outline |
| Nov. 3 | Case study | Case study | |
| Nov. 10 | Mid-semester break – no class | | |
| Nov. 17 | Résumés, cover letters Guest presenter: Maria Trujillo, Coordinator UNBC Student Career Centre | EBC chapters 12, 13 | Case study |
| Nov. 24 | In-class presentations | | Reports Peer evaluations |
| Dec. 1 | Review for final exam - comprehensive | | Résumé, cover letter |
| | Final Exam - TBA | | |