BCM 247.008 Business Communication  
Course Syllabus, Fall 2018

Course Title: Business Communication  
Number/Section BCM 247.008  
Instructor: Dr. S. Ann Wilson  
Department: Business Communication and Legal Studies  
Office: 229F, McGee Business Building  
Phone: (936) 468-1747 (answered only during campus office hours) otherwise email me  
Email: wilsonsa@sfasu.edu

Office Hours:  
Monday 8:00 p.m. – 9:00 p.m. Online  
Tuesday 8:30 a.m. – 9:30 a.m. Office  
2:00 p.m. – 3:00 p.m. Office  
8:00 p.m. – 9:00 p.m. Online  
Wednesday 9:30 a.m. – 11:30 a.m. Office  
8:00 p.m. – 9:00 p.m. Online  
Thursday 8:30 a.m. – 9:30 a.m. Office  
2:00 p.m. – 3:00 p.m. Office  
8:00 p.m. – 9:00 p.m. Online

Class Hours:  
Tues. /Thurs. 9:30 a.m. – 10:45 a.m. BCM 247  
Tues. /Thurs. 12:30 p.m. – 1:45 p.m. BCM 450  
Online 12:30 p.m. – 1:45 p.m. GBU 550

Class Time and Place: Tuesday & Thursday, 9:30 – 10:45, Room 237

Course Description: Business Communication 247 (BUSI 2304)  
Application of business communication principles through creation of effective business documents and oral presentations. Includes study and application of team communication and use of technology to facilitate the communication process. Prerequisites: six hours from English 131, 132, 133, or 235, with a grade of C or better.

Required Text and Materials:  
The textbook used in this course is, BCOM, Business Communication, Edition 9, Lehman/DuFrene, Cengage Learning. ISBN: 978-1-337-38444-5. This textbook is available from the SFA bookstore for $80.35, Jackbackers for $74.25, or from the publisher. The hard copy text from the bookstores includes a code that gives access to the eBook and online study tools. (DO NOT follow the directions in your bundled software on how to access MindLinks, the online tools. Wait to follow the directions provided by the instructor.) NOTE: The textbook is required but the online study tools are not.

Program Learning Outcomes:  
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp.
1. The student will demonstrate effective oral and written communication skills by (1) composing a professional quality business document, and (2) preparing and delivering a professional presentation on a business topic. (Written Communication, Oral Communication)
2. The student will demonstrate knowledge of fundamental information technology tools and concepts. (Technology)
3. The student will exhibit an understanding of ethics and social responsibility. (Ethics)
4. The student will apply critical thinking skills by solving problems requiring quantitative and/or qualitative analysis. (Critical Thinking)
5. The student will demonstrate multicultural and diversity understanding. (Diversity)
6. The student will demonstrate an understanding of teamwork as it occurs in business situations. (Teamwork)
7. The student will effectively apply knowledge and skills in the functional areas of business. (Business Knowledge)
8. The student will demonstrate career readiness through completion of a structured field-based work internship experience. (Career Readiness)

General Education Core Curriculum
The Texas Higher Education Coordinating Board has identified six core learning objectives: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility, and Social Responsibility. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives.

By enrolling in BCM 247 – Business Communication you are also enrolling in a Core Curriculum Course that fulfills the CRITICAL THINKING, WRITTEN AND ORAL COMMUNICATION, TEAMWORK AND PERSONAL RESPONSIBILITY requirement. You will see this course on your D2L list.

At one point during the semester, you will receive an assignment that fulfills both the requirements of this course and the needs of Stephen F. Austin State University’s Core Curriculum Assessment Plan with the Texas Higher Education Coordinating Board. When you complete this one assignment, you need to upload the assignment to both your standard course Dropbox determined by your Instructor and the “Core Curriculum” Dropbox. The Core Curriculum Dropbox will be identified by the Objective for which work is being collected. (Examples: Critical Thinking, Teamwork, Social Responsibility Empirical & Quantitative Skills, Personal Responsibility, Communication Skills-Written, Communication Skills-Written & Visual, and Communication Skills- Oral & Visual.) Please note that this only applies to the approved assignment. All other assignments should be submitted according to regular class operations. If you have any questions, please see your Instructor or the Office of Student Learning and Institutional Assessment.

When you complete the assignment mentioned above, you will upload the assignment to both the BCM 247 – Business Communication Dropbox and the CRITICAL THINKING, WRITTEN AND ORAL COMMUNICATION, TEAMWORK AND PERSONAL RESPONSIBILITY Dropbox.

Please note that this only applies to the specific assignment listed in the matrix below. All other assignments should be submitted according to regular class operations.

If you have any questions, please see your instructor or contact the Institutional Effectiveness Office at (936) 468-1130.

The chart below indicates the core objectives addressed by this course, the assignment(s) that will be used to assess the objectives in this course and uploaded to the D2L Communication Skills-Written Dropbox this semester, and the date the assignment(s) should be uploaded to the D2L Communication Skills-Written Dropbox. Not every assignment will be submitted for core assessment every semester. Your instructor will notify you which assignment(s) must be submitted for assessment in the D2L Communication Skills-Written Dropbox.
General Education Core Curriculum Objectives/Outcomes:
1. **Critical Thinking.** Students will be instructed in and will apply *critical thinking* skills to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
2. **Communication Skills.** Students will be instructed in and will apply *communication skills* to include development, interpretation and expression of ideas through written, oral, and visual communication.
3. **Teamwork.** Students will be instructed in and will apply, practice, and demonstrate *teamwork* to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. **Personal Responsibility.** Students will be instructed in and will apply, practice, and demonstrate *personal responsibility* to include the ability to connect choices, actions, and consequences of ethical decision-making.

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Definition</th>
<th>Course Assignment Title</th>
<th>Date Due in Brightspace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking Skills</td>
<td>To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.</td>
<td>Blog Assignment</td>
<td>Not assessed in BRIGHTSPACE by D2L this semester</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>To include effective development, interpretation and expression of ideas through written, oral, and visual communication.</td>
<td>Blog Assignment</td>
<td>TBA</td>
</tr>
<tr>
<td>Teamwork</td>
<td>To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.</td>
<td>Team Assignment</td>
<td>Not assessed in BRIGHTSPACE by D2L this semester</td>
</tr>
<tr>
<td>Personal Responsibility</td>
<td>To include the ability to connect choices, actions and consequences to ethical decision-making.</td>
<td>Memo on Ethical Framework</td>
<td>Not assessed in BRIGHTSPACE by D2L this semester</td>
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</tbody>
</table>

**Student Learning Outcomes:**
Upon successful completion of this course, the student should be able to:
1. Apply critical thinking to business communication strategies and principles to prepare effective communication for diverse business situations. *Critical thinking*.
2. Effectively develop, interpret, and express ideas through written, oral, aural, and visual communication. *Communication*.
3. Identify different points of view and work effectively in a team setting. *Teamwork*.
4. Participate as a team member in activities that utilize collaborative work skills. *Teamwork*.
5. Identify issues relating to ethical, legal, cultural, and global situations affecting business communication that will result in ethical decision making. *Personal Responsibility*.
6. Utilize analytical and problem solving skills appropriate to business communication when creating business documents. *Critical Thinking*.
7. Select appropriate organizational formats and channels used in developing and presenting business messages. *Communication*.
9. Communicate via electronic mail, Internet, and other technologies. *Communication*.

In general, SLOs in a course that support the PLOs are specific and include the exact knowledge, skill or behavior
taught in the course that supports the more global PLOs. For additional information on meaningful and measurable learning outcomes see the assessment resource page http://www.sfasu.edu/assessment/index.asp

Course Requirements:

Letters, Memos, Written Messages: This is a writing intensive course. You will be expected to write a variety of types of messages including memos, letters, and electronic correspondence. Two exams will be written exams and will be composed and keyboarded on the computer using word processing software.

Research-based Assignments: As part of the research portion of the class, students will be expected to know how to conduct primary and secondary research and communicate this information in some form. Students will also learn how to document their sources using APA.

Objective Examinations: Three of the course exams will be objective exams based on information presented in the chapter text and the lecture. These exams may consist of true/false, multiple-choice, and short answer questions.

Quizzes and Other Assignments: Quizzes may be given both in class and online in D2L; assignments may also be given as classroom activities or as outside work. Students must be present to complete in-class assignments and these cannot be made up. All outside assignments with instructions and due dates will be posted in D2L on the course’s home page. Students may also be instructed to submit assignments in D2L. In this case, a student will not be given credit for the assignment unless it is submitted according to the instructions given; this includes completing the assignment in the proper format and turning it in at the proper time.

All out-of-class assignments are due at the beginning of the class on the day it is due, unless otherwise noted. In the case of an absence the day an assignment is due, it is the student’s responsibility to ensure the assignment is handed in by the due date and time. Written assignments may be turned in by e-mail, in person, or by mail. Late assignments will not be accepted.

Oral Presentations: Students will also be expected to learn how to communicate orally. A group presentation will be given during the semester.

Classroom Procedure: Class time is valuable and intended for educational purposes. Each student is expected to bring pen and paper to class each day and be prepared to read, write, and/or discuss the subject matter for the day. All electronic devices including cell phones, laptops, and music players should be put away during class time, unless the technology is being used for a specific classroom activity.

This is a web-enhanced class. You will need to visit BRIGHTSPACE by D2L regularly to keep up with assignments, contact the instructor, and receive supplemental information for your success in the course. Classroom activities, homework assignments, other instructional materials, and grades will all be posted in BRIGHTSPACE. All homework will be posted in BRIGHTSPACE. In the case of an absence from class, it is the student’s responsibility to check BRIGHTSPACE for any homework assigned, and the assignment will still be due on the same due date as the rest of the class. Missing class is not an excuse for not completing an assignment.

Attendance: Regular and punctual attendance is expected and attendance will be taken. Material may be covered in class that is not included in the text material. Each student is responsible for all information and instructions covered in class. It is the responsibility of the student to determine what was covered in class and complete and turn in any assignments when due. On some days, assignments can be given during class times that will count as part of the Activities and Quizzes portion of the total grade. In-class activities and quiz grades cannot be made-up for any reason.

Written Documents: All documents are to be TYPED. Handwritten documents will not be accepted for credit unless specifically assigned by instructor. When submitting an assignment through e-mail, it should be formatted in Microsoft Word format. If the assignment is created in any other format, it should be saved as a text file (*.txt or *.rtf) and attached to an e-mail or in the assignment module.
**Makeup Policy:** (University Excused) Makeup exams will be allowed only if arranged prior to the date of the test. The student must provide documentation for the excused absence. Notes from the school’s Health Clinic will not be accepted as excused absences unless the note specifically states that the student is unable to attend class. Please see your General Bulletin for a further explanation of excused absences. Makeup exams for non-excused absences will be determined at the sole discretion of the instructor and, if allowed, will usually consist of an essay-type exam.

**Grades:** (Tentative)
Grades can be accessed through Desire2Learn (D2L). You should check your posted grades often and communicate any questions. You must check your grades prior to final exam week. Unless you email prior to finals week, you indicate that you are in agreement with the grades posted. Do not contact the instructor during exam week asking to make up an assignment or to be allowed extra credit. Please see sections on Attendance and Makeup Policy.

<table>
<thead>
<tr>
<th>Grade Category</th>
<th>Total</th>
<th>%</th>
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<tbody>
<tr>
<td>Letters, Memos, Written Messages</td>
<td>205</td>
<td>21%</td>
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<tr>
<td>Research-based Assignments</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>Objective Examinations</td>
<td>310</td>
<td>31%</td>
</tr>
<tr>
<td>Quizzes / Other Assignments</td>
<td>235</td>
<td>24%</td>
</tr>
<tr>
<td>Oral Presentations</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total Possible</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
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**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage of Total Points</th>
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<tr>
<td>A</td>
<td>90 – 100%</td>
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<tr>
<td>B</td>
<td>80 – 89%</td>
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<tr>
<td>C</td>
<td>70 – 79%</td>
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<tr>
<td>D</td>
<td>60 – 69%</td>
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<tr>
<td>F</td>
<td>Below 69%</td>
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**SFA Policies:**

**Academic Integrity (A-9.1)**
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Withheld Grades Semester Grades Policy (A-54)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. To receive a WH, the student must have completed a majority of the course. If a WH is given, students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.
Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Class Schedule

BCM 247.008  
Fall 2018  
TR 9:30 – 10:45 in BU 237  
Tentative Schedule *

Homework assigned on each date is due by the beginning of the next class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
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| Tuesday, August 28    | **In Class:**  
|                       | 1. Introduction -- Syllabus -- Getting Acquainted  
|                       | 2. Introduce Part 1: Communication Foundations  
|                       | **Homework:**  
|                       | 1. Read Chapter 1: Establishing a Framework for Business Communication and be ready for class discussion on Thursday |
| Thursday, August 30   | **In Class:**  
|                       | 1. Discuss Chapter 1: Establishing a Framework for Business Communication  
|                       | 2. Complete activity  
|                       | **Homework:**  
|                       | 1. Complete BRIGHTSPACE quiz over Chapter 1  
|                       | 2. Read Chapter 2: Focusing on Interpersonal and Group Communication and be ready for class discussion on Tuesday |
| Tuesday, September 4  | **In Class:**  
|                       | 1. Discuss Chapter 2 Focusing on Interpersonal and Group Communication  
|                       | 2. Complete activity  
|                       | 3. Introduce Part 2: Communication Analysis  
|                       | **Homework:**  
|                       | 1. Complete BRIGHTSPACE quiz over Chapter 2  
|                       | 2. Read Chapter 3 Planning and Decision Making and be ready for class discussion on Thursday |
| Thursday, September 6 | **In Class:**  
|                       | 1. Discuss Chapter 3: Planning and Decision Making  
|                       | 2. Complete activity  
|                       | **Homework:**  
|                       | 1. Complete BRIGHTSPACE Quiz over Chapter 3  
|                       | 2. Read Chapter 4: Preparing Written Messages and be ready for class discussion on Tuesday |
| Tuesday, September 11 | **In Class:**  
|                       | 1. Discuss Chapter 4: Preparing Written Messages  
|                       | 2. Complete activity  
|                       | 3. Introduce Part 3: Communication Through Voice, Electronic, and Written Messages  
|                       | **Homework:**  
|                       | 1. Complete BRIGHTSPACE Quiz over Chapter 4  
<p>|                       | 2. Read Chapter 5 Communicating Electronically and be ready for class discussion on Thursday |</p>
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<tr>
<th>Date</th>
<th>Assignment</th>
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| Thursday, September 13 | **In Class:** 1. Discuss Chapter 5 Communicating Electronically  
|                    | 2. Complete activity  
|                    | **Homework:** 1. Complete BRIGHTSPACE Quiz over Chapter 5  
|                    | 2. Study for Exam 1 (Chapters 1-5) |
| Tuesday, September 18 | **In Class:** **Exam 1 (Chapters 1 – 5)**  
|                    | **Homework:** Read Chapter 6 Delivering Good- and Neutral- News Messages and be ready for class discussion/application on Thursday |
| Thursday, September 20 | **In Class:** 1. Discuss Letter Format  
|                    | 2. Discuss Chapter 6: Delivering Good- and Neutral- News Messages  
|                    | 3. Complete Good News Message Lab Assignment  
|                    | **Homework:** 1. Complete BRIGHTSPACE Quiz over Chapter 6  
|                    | 2. Prepare for Good News Message Lab Exam 1  
|                    | 3. Read Chapter 7: Delivering Bad-News Messages and be ready for class discussion/application |
| Tuesday, September 25 | **In Class:** **Lab Exam 1 – Good News Message**  
|                    | 2. Discuss Chapter 7: Delivering Bad-News Messages  
|                    | **Homework:** 1. Prepare for Bad News Message Lab Exam 2 |
| Thursday, September 27 | **In Class:** **Lab Exam 2 – Bad News Message**  
|                    | 1. Complete BRIGHTSPACE Quiz over Chapter 7  
|                    | 2. Read Chapter 8: Delivering Persuasive Messages and be ready for class discussion/application |
| Tuesday, October 2   | **In Class:** 1. Discuss Chapter 8: Delivering Persuasive Messages  
|                    | 2. Application Exercise  
|                    | **Homework:** 1. Complete BRIGHTSPACE Quiz over Chapter 8  
|                    | 2. Prepare for Persuasive Message Lab Exam 3 |
| Thursday, October 4   | **In Class:** **Lab Exam 3 – Persuasive Message**  
|                    | 2. Study for Exam 2 (Chapters 6-8) |
| Tuesday, October 9    | **In Class:** **Exam 2 (Chapters 6-8)**  
|                    | **Homework:** Read Chapter 9 and be ready for class discussion/application on Thursday |
| Thursday, October 11  | **In Class:** 1. Introduce Part 4. Communication Through Reports and Business Presentations  
|                    | 2. Discuss Chapter 9: Understanding the Report Process and Research Methods  
|                    | 4. Discuss APA referencing  
|                    | **Homework:** 1. Complete BRIGHTSPACE Quiz over Chapter 9  
<p>|                    | 2. Read Chapter 10: Managing Data and Using Graphics And be ready for class application on Tuesday |</p>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td><strong>Tuesday, October 16</strong></td>
<td><strong>In Class:</strong> &lt;br&gt;1. Research Assignment Paraphrase &lt;br&gt;• In Microsoft Word, paraphrase the article. &lt;br&gt;• At the bottom of the page, cite the article using APA format. &lt;br&gt;• Submit the paraphrase in BRIGHTSPACE. &lt;br&gt;2. Data and Graphics practice. &lt;br&gt;<strong>Homework:</strong> &lt;br&gt;1. Complete BRIGHTSPACE Quiz over Chapter 10 &lt;br&gt;2. Read Chapter 11: Organizing and Preparing Reports and Proposals and be ready for class discussion/application on Thursday &lt;br&gt;3. Continue working on individual research assignment</td>
</tr>
<tr>
<td><strong>Thursday, October 18</strong></td>
<td><strong>In Class:</strong> Discuss Chapter 11: Organizing and Preparing Reports and Proposals &lt;br&gt;Team Report Instructions &lt;br&gt;<strong>Homework:</strong> &lt;br&gt;1. Complete BRIGHTSPACE Quiz over Chapter 11 &lt;br&gt;2. Continue working on individual research assignment toward team report completion &lt;br&gt;3. Review for Exam 3 (Chapters 9-11)</td>
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<tr>
<td><strong>Tuesday, October 23</strong></td>
<td><strong>In Class:</strong> &lt;br&gt;1. Exam 3 (Chapters 9-11) &lt;br&gt;2. Complete Individual Research Report and begin work on Team Report &lt;br&gt;<strong>Homework:</strong> &lt;br&gt;1. Read Chapter 12: Designing and Delivering Business Presentations and be ready for class discussion and application on Thursday.</td>
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<tr>
<td><strong>Thursday, October 25</strong></td>
<td><strong>In Class:</strong> &lt;br&gt;1. Discuss Chapter 12 Designing and Delivering Business Presentations &lt;br&gt;2. Introduction of Team Presentation Assignment – <em>(Core Objective: Teamwork)</em> &lt;br&gt;3. Team Discussion and application &lt;br&gt;<strong>Homework:</strong> &lt;br&gt;1. Complete BRIGHTSPACE Quiz over Chapter 12 &lt;br&gt;2. Complete Team Report and Prepare for Team Presentation</td>
</tr>
<tr>
<td><strong>Tuesday, October 30</strong></td>
<td><strong>In Class:</strong> &lt;br&gt;1. Complete Team Report &lt;br&gt;2. Prepare Team Presentation Assignment &lt;br&gt;<strong>Homework:</strong> &lt;br&gt;1. Meet with Team to finalize Team Report &lt;br&gt;2. Meet with team to prepare presentation</td>
</tr>
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<td><strong>Thursday, November 1</strong></td>
<td><strong>In Class:</strong> &lt;br&gt;1. Turn in Team Report &lt;br&gt;2. Work in teams for presentation &lt;br&gt;<strong>Homework:</strong> Meet with Team for Presentation</td>
</tr>
<tr>
<td><strong>Tuesday, November 6</strong></td>
<td><strong>In Class:</strong> <strong>Team Oral Presentations – 3 teams</strong> &lt;br&gt;<strong>Homework:</strong> Meet with Team for Presentation</td>
</tr>
<tr>
<td><strong>Thursday, November 8</strong></td>
<td><strong>In Class:</strong> <strong>Team Oral Presentations – 3 teams</strong> &lt;br&gt;<strong>Homework:</strong> Meet with Team for Presentation</td>
</tr>
<tr>
<td><strong>Tuesday, November 13</strong></td>
<td><strong>In Class:</strong> <strong>Team Oral Presentations – 3 teams</strong> &lt;br&gt;<strong>Homework:</strong> Meet with Team for Presentation</td>
</tr>
<tr>
<td>Date</td>
<td>Assignment</td>
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</table>
| Thursday, November 15         | **In Class:** 1. Team Oral Presentation Reflection  
2. Discuss and Assign Team Evaluation  
3. Introduce Part 5. Communication for Employment  
**Homework:** 1. Upload Team Evaluation to BRIGHTSPACE  
2. Read Chapter 13: Preparing Resumes and Application Messages and be ready for discussion/application after Thanksgiving  
3. Gather personal information for resume and bring to class |
| Tuesday, November 20 & Thursday, November 22 | Thanksgiving Holidays                                                        |
| Tuesday, November 27          | **In Class:** 1. Discuss Chapter 13 - Resumes and Application Messages  
2. Work in lab to develop Resume  
**Homework:** 1. Complete BRIGHTSPACE Quiz over Chapter 13  
2. Draft application message for class |
| Thursday, November 29         | **In Class:** Lab work on Resume and Application Message  
**Homework:** Read Chapter 14: Interviewing for a Job and Preparing Employment Messages and be ready for class discussion/application |
| Tuesday, December 4           | **In Class:** 1. Discuss Chapter 14: Interviewing for a Job and Preparing Employment Messages  
2. Develop interview questions  
**Homework:** Complete BRIGHTSPACE Quiz over Chapter 14 |
| Thursday, December 6          | **In Class:** Mock Interviews  
**Homework:** Review for Final Exam |
| 8:00 a.m. – 10:00 p.m.        | **Final Exam (Chapters 12-14)**                                           |

* This schedule is tentative and is likely to change throughout the semester.