

MBA 5235-02: Professional & Interpersonal Communication

Spring Quarter 2018

I. GENERAL

Course information

Course code: MBA 5235-02
*# credits: 3
*Location: PIGT 200
*Class times: R 6:00-8:40
First session: 4/5/18 Thursday
Last session: 4/19/18 Thursday

Instructor information

Instructor: Nathan Colaner, PhD, MBA
Office Phone: 206-296-5628
Email: colanern@seattleu.edu
Office: PIGT 316A
Office hours: 5:00-6:00 Thursday
(or) Email to arrange appointments outside office hours

II. LEARNING OUTCOMES AND OBJECTIVES

This course has two aims: (1) to distinguish between intended messaging, on the one hand, and the effects of messages, on the other, and (2) to move from common practice to strategic practice in the crafting of routine messages to get tasks done while nurturing relationships. On successful completion of this course (that is, achieving a passing grade), you will have

- attended all three sessions
- created a portfolio of routine business messages appropriate to your professional context that exhibit best practice and explain why they do so



III. GRADE BREAKDOWN

Grade Categories:	Email Rewrite Project	75%
	Attendance & Participation	25%

Possible Deductions from Attendance and Participation Grade:	Each Absence (unless absence is unavoidable and made-up)
	Unprepared for class (i.e. haven't done the reading)
	Minimal participation in group activities
	30 minutes late (every two)
	Failure or unwillingness to participate in classroom discussions at appropriate times
	Distracting behavior (including text/internet browsing)
	Disrespectful speech toward peers
	Constant tardiness in general
	Randomly leaving class

Grading scale for Project and Final Grade	A	93-100
	A-	90-92
	B+	87-89
	B	83-86
	B-	80-82
	C+	77-79
	C	73-76
	C-	70-72
	D+	67-69
	D	63-66
	D-	60-62
	F	<60



IV. COURSE POLICIES

Attendance: Attendance is required in every class as described in the Student Handbook. Attendance will be recorded every day. Please read the detailed description of the absence policy above.

Late work: You may turn in your weekly assignments (Module Reflection Journals, Online Discussions) by the Thursday midnight after they are due for a maximum of half credit. Makeup exams for full credit will be given only upon *demonstrated* need (like severe illness, emergency, mandatory athletic travel, etc). Late elements of other aspects of the course will be evaluated on a case by case basis.

Canvas: As indicated above, this course uses Canvas heavily and you will need constant access to this site. There is also a Canvas 'app' that you are encouraged to download. You will need to spend significant time on the Canvas site (or with the materials you download from Canvas) to be successful in this class.

Discipline: The first time you violate one of the classroom policies, I will send you a polite, firm, discreet email asking you to change your behavior. If the behavior does not change, I will have to involve the university in formal discipline. In my 12 years of teaching, I have had to take this first step several times. I am happy to report that I have never had to take the second step, and I would appreciate your cooperation in keeping my streak going.

Email: You must have an active Seattle University email account that you check at least once a day. I will frequently make announcements in the Canvas site which automatically notifies you via email.

Check Canvas preferences to make sure you receive the correct information promptly. For security reasons, you cannot use a non-SU account as a replacement for the account assigned to you. You are also responsible to make sure your inbox does not get full. I may not re-send documents to you that bounce back because your inbox is full. Check to make sure you send SU emails from your smartphone. You can also 'message' through Canvas or the Canvas app.

Academic Misconduct: Any acts of academic dishonesty will result in an automatic 0 on the assigned work and could result in expulsion from the class if the act of dishonesty is egregious. All forms of academic dishonesty or misconduct are prohibited. Academic dishonesty includes any of the following: A) the use of the ideas or words of another as one's own for an academic assignment, B) cheating during an examination by copying from another student or by using information in the form of unauthorized aids, or C) submission as one's own work, an assignment, or a test, prepared by another.

Extra Credit: There is no extra credit of any kind available in this course. This means it is extremely important you stay on top of due dates and do your best the first time around.



V. UNIVERSITY POLICIES

Students with Disabilities: If you have, or think you may have a disability (including an invisible disability such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in class, please arrange support services and/or accommodations through the Disabilities Services staff in the learning center, Loyola 100 (206-296-5740). You can arrange disability-based adjustments to course expectations through this process.

Statement on Diversity

Seattle University places a priority on diversity in education and recognizes that diversity is an integral component of educational excellence. Diversity is also central to excellence in the non-profit and public sectors. In the classroom, students are encouraged to honor the uniqueness of peers and to appreciate the opportunities we have to learn from each other.

During the quarter, we will cultivate a practice of open and courteous dialogue. Students are encouraged to share diverse experiences, ask questions, and explore different perspectives. Please demonstrate respect for each other's opinions and refrain from personal attacks or demeaning comments of any kind. **In addition, please remember to keep confidential all issues of a personal or professional nature that are discussed in class.**

Help with Writing: All Seattle University students, both undergraduate and graduate, are invited to use this free service to discuss writing projects in a friendly environment. At the Writing Center, students work on all stages of writing, including brainstorming, organizing, drafting, revising, and editing.

Course Withdrawal: Failure to officially withdraw from a course without completing it will result in an F grade on the student's academic record.

Counseling Center: Counseling and Psychological Services (CAPS) is committed to helping students meet the challenges of life during college, graduate and professional school by encouraging healthy personal choices and balanced perspectives. Students seek counseling and psychological services for a wide variety of reasons, including depression and anxiety; life crises; identity issues; relationship concerns; difficulty with loss or other life transitions; sexual choices and concerns; problems related to alcohol or drug use, as well as many other issues of concern. Our professional team of licensed social workers, psychologists, and graduate trainees, provide time-limited group, couples and individual psychotherapy for students and referral services for those requiring specialized or longer term care. These services are provided free of charge to students enrolled in classes. All clinical services are confidential: no information is released without the student's consent, unless required by law.

Sexual Harassment: Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in educational programs or activities that receive Federal financial assistance. This prohibition includes sexual misconduct, which encompasses sexual harassment and sexual violence. Seattle U remains committed to providing a safe and equitable learning, living, and working environment. Seattle U offers emergency, medical, and other support resources, as well as assistance with safety and support measures, to community members who have experienced or been impacted by sexual misconduct. Seattle U requires all faculty and staff to notify the University's Title IX Coordinator if they become aware of any incident of sexual misconduct experienced by a student.

