



**Romain College of Business
BCOM 401 Online**







Syllabus – Summer I, 2019

Faculty Information

Ms. Cindi Clayton
 Instructor in Business Communication
 Office: BEC 2080
 Phone: (812) 464-1796
 Email: csclaytons@usi.edu
 Office Hours: Virtual office hours T/TR 12-2 pm

Romain College of Business

	http://www.usi.edu/business/
	@usircob
	USI Romain College of Business
	usircob

COURSE DESCRIPTION

A lecture-discussion-practicum class emphasizing identification of goals and processes of professional development through career planning. Related job-market issues of concern to senior business students also are addressed. Prereq: BCOM 231 and senior standing.

In other terms, this class is a workshop that is designed for your benefit. Students are given extensive time and information from a professional recruiter (the instructor). The goal is to prepare students for interviews and for evaluating companies and job offers.

SKILL DEVELOPMENT & LEARNING OBJECTIVES

This course will help to develop written and oral communication skills. To that end, after completing this course, the student will be able to:

1. Prepare a targeted, career-oriented resume, cover letter and reference list.
2. Articulate a thorough employer analysis report.
3. Successfully participate in a mock employment interview.

COURSE EXPECTATIONS

This class is self-paced in the sense that all modules are open on the first day of the term. A student could work ahead if they choose to do so. If you work ahead, please know that I may not be able to give feedback in the form of comments on the assignment or grade the assignment at that time. I have spaced out deadlines in your class, as well as the other classes I teach at the same time to be able to deliver timely feedback to all of my 200+ students per semester.

Students are responsible for submitting complete and correct assignment files. Multiple submissions are allowed until the deadline. Students **are solely responsible for** complete and correct submissions. Uploads using .pdf format are generally most successful.

On the other side of that statement, it is important for students to understand that *deadlines are firm and late work will not be accepted for any reason.*

COMMUNICATION GUIDELINES

Netiquette

All class communications and interactions with other students and the professor should follow common social standards for respect and courtesy. Learn about the USI Netiquette Guidelines for Online Students so that you can get the most out of your class. Visit <http://www.usi.edu/onlinelearning/students/netiquette/> for more information.

Communication Expectation

The primary method of communication between students and the professor for this class is email. Email is not answered on a 24/7 timeframe; rather, it is answered during standard business hours only (Monday-Friday, 9-5). Additionally, it is answered in the order it is received. Please do not wait to the last minute to make requests or ask questions via email, as they may not be answered according to your time constraints. ***Email messages not composed in a professional manner (proper grammar, mechanics, formatting and professionalism) will be deleted without response. Emails MUST have an informative subject line, proper greeting, signature block, and appropriate editing/grammar/writing in order to receive a response.***

BLACKBOARD COURSE SITE OVERVIEW

This course is organized into five modules. They should be completed in the order they are posted. It is important to review the due dates and time commitments involved in each learning activity and assignment as you plan your work for this term.

TECHNICAL REQUIREMENTS

1. A Reliable Computer: a dedicated computer with an updated operating system, such as Windows 7 or later, or Mac OSX.
2. High-Speed Internet Connection: (e.g. DSL or Cable). All USI online students are required to have a stable high-speed Internet connection. A wired Internet connection is recommended for online meeting, exams, and assignment submission.
3. Office 365 (USI login needed) & Adobe Acrobat Reader installed.
4. Supported Web Browser: Firefox, Google Chrome, or Safari.
5. Microphone & Webcam (Smart phones or tablets with such can be substitutes)

ASSIGNMENTS/ASSESSMENTS/LEARNING OUTCOMES

Module 1 – Exploring Strengths, Weaknesses, and Creating Targeted Self-Descriptions

Using guided prompts, construct an inventory of marketable strengths and weaknesses

Prepare a statement using summary information from the inventories that would give potential employers a preview of what the student brings to the company as a candidate

Worksheets – Inventories of characteristics, likes and dislikes, and ideal work environments

Module 1 must be complete by Friday, May 10 (11:59 p.m.)

Module 2 – Exploring Workplace environments and researching job offers and fit

Compare and Contrast workplace cultures using available research

Summarize research findings and report findings using memo format

Translate findings into a mock decision

Assignment – Employer analysis report

Module 2 must be complete by Friday, May 17 (11:59 p.m.)

Module 3 – Job application documents

Identify key words and ideas on job postings through practice

Schematize the representation of previously earned, transferable knowledge, skills, and abilities

Apply information from lecture materials to create an effective resume and cover letter

Portray personal characteristics and qualities appropriately using documents

Construct a reference list and clarify how to nurture the reference pool over time

Assignment – Job Application Assignment

Module 3 must be complete by Friday, May 24 (11:59 p.m.)

Module 4 – Interviewing

Identify common job interview questions and predict the underlying question(s)

Produce a bank of previous experiences to prepare for behavioral-based interviews

Explain common interview faux pas and how to avoid them

Assignment – Practice interview using Interview Stream

Module 4 must be complete by Friday, May 31 (11:59 p.m.)

Module 5 - Etiquette and Attire

Construct a personal etiquette guide with information from several sources

Observe information regarding proper attire for business professional and business casual attire

Demonstrate an understanding of business professional attire through the practice interview video assignment

Module 5 must be complete by Friday, June 7 (11:59 p.m.)

GRADING

Grades will be distributed based on the following scale:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

Worksheets	20 points
Employer Analysis Report	25 points
Employment Application	50 points
Mock Interview	25 points

Total 120 points

University Statements

Academic Integrity

Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty including, but not limited to, plagiarism and/or cheating on an examination will be subject to disciplinary action. For more information, please visit Academic Integrity Policies and Procedures

SafeAssign

Plagiarism and cheating constitute academic misconduct and can result in both a grade penalty imposed by the instructor and disciplinary action including suspension or expulsion. As part of their responsibility to uphold the Student Code of Conduct, instructors reserve the right to have papers submitted through SafeAssign to check for plagiarism against a database of papers submitted previously at USI, a national database of papers, and the Internet. Self-plagiarism can also occur when you plagiarize yourself if you submit for credit a piece of work that is the same or substantially similar to work for which you have already gained or intend to gain university credit, at this or any other university. To avoid self-plagiarism, you must have prior permission from the relevant instructor(s), and give full attribution to the source (i.e yourself). Safe Assign can be used to check against any earlier submitted student assignments or presentations.

Civility Statement

The University of Southern Indiana embraces and celebrates the many differences that exist among the members of a dynamic, intellectual, and inclusive community, and strives to maintain an environment that respects differences and provides a sense of belonging and inclusion for everyone. Any form of discrimination or harassment, including sexual harassment and sexual misconduct, will not be tolerated. All members of the University community are expected to conduct themselves in a manner that does not infringe upon the rights of others, and should be aware that the University is prepared to take prompt action to prevent and correct such inappropriate behavior and to remedy its effects.

For more information, please visit <http://www.usi.edu/policies/handbook/civil-rights-sexual-misconduct>

Disability Statement

If you have a disability for which you may require academic accommodations for this class, please contact Disability Resources at 812-464-1961 or email Ronda Stone at rfstone@usi.edu as soon as possible. Students who are approved for accommodations by Disability Resources should request their accommodation letter be sent to their online instructors. Due to the nature of online courses some accommodations approved for on campus courses may not apply. Please discuss this with Disability Resources to clarify as needed.

Students who receive an accommodation letter from Disability Resources are encouraged to discuss the provisions of those accommodations with their professors before or during the first week of the semester. If you will be in an internship, field, clinical, student teaching, or other off-campus setting this semester please note that approved academic accommodations may not apply. Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting. For more information, please visit the Disability Resources website.

Class Withdrawal & Incomplete Policy

It is the student's responsibility to officially drop/withdraw from any courses before the deadline. The university does not withdraw students from any classes. Please refer to the USI Academic Calendar (<https://www.usi.edu/registrar/academic-calendar>) for specific dates. For more information, please visit Registrar's Office Schedule Changes

Under special circumstances, students may petition for an incomplete grade. However, it is up to the course instructor to decide if an incomplete will be granted. Students receiving an incomplete grade will need to complete all course requirements by the agreed deadline to avoid an "F" grade.

Title IX, Sexual Assault and Gender Violence Policy

USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report incidences of potential sexual misconduct known to them to the Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your privacy by sharing information with only those who need to know to ensure we can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a counselor in the University Counseling Center. Find more information about sexual violence, including campus and community resources at www.usi.edu/stopsexualassault

Technical Support

Help Desk Support

Since your professors are not trained as technology experts, they will not be able to assist you with your technical needs. Please contact the Help Desk at (812) 465-1080 or send an email to it@usi.edu for technical support. To learn more about the USI helpdesk, please visit USI IT Help Desk

Blackboard Support

If you would like to speak to a support technician, you can call (812) 465-1080 during normal USI business hours (8am-4:30pm, Monday-Friday). Click on the following link for more FAQ about Blackboard.

Zoom Support

For issues involving Zoom, please contact the Information Technology office at 812-465-1080 or send an email to it@usi.edu. For additional Zoom tutorials, please go to Zoom Support

Panopto Support Documentation <https://support.panopto.com/documentation>

Online Learning Office Support

VoiceThread Support

For issues involving VoiceThread, please contact Online Learning at (812) 228-5124 or send an email to online.support@usi.edu. The following link will direct you to tutorials on how to use VoiceThread

<https://voicethread.com/howto/>

Privacy Policies & Accessibility Statements

For detailed information about the privacy policies and accessibility statements of the course technologies, please visit USI Online Learning Support Services

Academic Support Services

Academic Skills

<http://www.usi.edu/university-division/academic-skills/tutoring/>

This office offers tutoring and learning assistance to help you develop skills to succeed in your academic life. To contact them, please call 812/464-1743 or go to the website above to find the latest tutoring schedule. In addition to tutoring in math and other content areas in Academic Skills, please note that the Writers' Room (ED 1102) provides writing assistance in person and online. To use this service, please contact their office by calling 812/461-5359 or visit their website at <http://www.usi.edu/university-division/academic-skills/tutoring/writers-room>

Graduate Studies Student Resources

The Writer's Room (ED1102) has a Graduate Student Writing Consultant to help graduate students in all programs with any writing project for any class. The Graduate Writing Consultant will help graduate students in face-to-face and online sessions. Graduate students should expect to focus on developing effective writing strategies, engaging in dialogue with the consultant, and receiving feedback at various stages of their writing process. Graduate students are strongly advised to call at least 24 hours in advance to schedule an appointment: 812-461-5359. Students who make appointments 24 hours in advance may submit a draft for the consultant to review before the session by attaching it to an email sent to owl@usi.edu.

How to Cite Sources (APA, MLA, Chicago, Turabian, etc.)

<http://usi.libguides.com/citingsources>

Online Learning Library Services

<https://usi.libguides.com/onlinelearning>

Research Guides

Research assistance, subject guides, and useful resources compiled by your friendly librarians.

<http://usi.libguides.com/>

Counseling Center

The Counseling Center is open every Monday through Friday from 8:00 am to 4:30 pm. You'll find the Counseling Center in the Orr Center, Room 1051; their phone number is 812/464-1867

<http://www.usi.edu/counselingcenter/>

Disability, and ADA Support

<http://www.usi.edu/university-division/disabilities>

Student Grievances

<https://www.usi.edu/media/3402299/Grievance-and-Complaints-Procedures.pdf>

Exam Proctoring

The USI Online Learning Office offers various exam-proctoring services for online learning students.

For more information, call (812) 228-5124 or visit

<https://www.usi.edu/onlinelearning/students/examproctoring/>

Additional Student Resources

The university provides a comprehensive range of support services and activities for students. Please refer to <http://www.usi.edu/students/> for detailed information regarding academic advising, registration, financial aid, student affairs, counseling, career services, etc.

University Health Center-The University Health Center is a full-service clinic offering medical services and health-related information to students, faculty, and staff. It located in the lower level of the Health Professions Center and is open Monday through Friday, 8 am to 4:30 pm. Click on this link to learn more about the Health Services offered at USI, or to make an appointment, please call 812/465-1250..

Financial Aid Office- Information about current or future financial aid (including the implications of withdrawal from courses) can be obtained from the University Financial Aid Office. The office open is every Monday through Friday from 8:00 am to 4:30 pm; phone 812/464-1767, or email them at finaid@usi.edu

Syllabus Course Policy

This syllabus is a guide to the course and may be subject to change with reasonable advanced notice.