The purpose of the course: Business Communication

We communicate to satisfy needs in both our work and private lives. Each of us wants to be heard, appreciated, and wanted. We also want to accomplish tasks and achieve goals. Generally people communicate for three basic purposes: to inform, to persuade, and to entertain. However, in the professional workplace some of these purposes have greater importance. Informing and persuading are common purposes of communication in the workplace; entertainment is less so. In addition, establishing and maintaining our credibility and positive relationships with others are also important purposes in an organizational setting.

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Class Meetings: M-W-F 10:30 – 11:30am
Office Hours: By appointment


Evaluation: Grades will be assigned according to the following scale:

A = 90 of possible points
B = 80 of possible points
C = 70 of possible points
D = 60 of possible points
F = let’s imagine it won’t happen

Attendance: 100 points Attendance in class is not required; it is simply expected.
(Doctor’s appointments, school activities, personal business are things that might prevent you from attending class and while they might all be deemed important; your choice was to respond to that; which could be understandable; as opposed to attending class. Please do not bring these events to my attention; with all due respect: they are immaterial to this process). If you miss class, it is your responsibility to be aware of the material covered during each class meeting. Remember that each class meeting you miss will put you that much further at a disadvantage with your fellow classmates that do attend class. Be aware as well, that it is your personal responsibility to assess through your classmates what material was covered in class and what you have missed (Please do not ask me or e-mail me regarding this matter). It is recommended that you develop a buddy support system for yourself in the event that you might
be unable to attend class. This will provide you with an opportunity to assess what material you might have missed.

**Participation Points:**

Number of points is capped at 50

Involvement points are available and can be accumulated during the course of each class meeting. If and when the questions for answer are offered during class, students are eligible to access these points by raising their hand, waiting to be acknowledged; not blurring the answer out, and upon answering the question correctly, are given a blue point sheet, that upon completion, will be recorded, returned to them. Each sheet can be worth between 1 - 5 points. Students can volunteer as well for accessing additional points; should any topic for discussion that comes up in class lend itself to an additional brief report in subsequent classes that might illuminate further the original topic of discussion. I may pose these topics or they might be suggested by members of the class.

**Assessment:**

100 points can be achieved by completing a series of self-assessment questionnaires. These questionnaires, and your Assessment Form; (which is a green sheet that is included in your packet), must have your name on it in order for you to receive your 100 points and retain it once it has been returned to you so that you might return it to me at the end of the Summer Session. As well, please make sure you put your name on each questionnaire.

**Quizzes**

Pop Quizzes (100 points - 5 quizzes 20 points each)

Pop quizzes (which means unannounced) will be administered during various times across the semester. These will be used to assess how well you are keeping up with the reading and the class lectures, and the discussion in class. There are no make-up quizzes.

**Exams:**

300 points. Three exams will be administered during the course of the semester as well as a comprehensive final. You have the option of dropping one of the first three exams; you are required to sit for the comprehensive final exam.

**Make Up Policy:**

There are NO MAKE UP EXAMS. You are being given the option to drop your lowest grade on one of the three exams. I would be very cautious about missing an exam and using it as your drop. Many times unexpected events occur and what one expects to do and what one can do become very different in relationship to this matter. If you miss a second exam; you will receive a ZERO for that second missed exam. There is no exception for this policy. If there is a chance that you might miss two exams during the Semester you must examine your own circumstances and assess whether this is the RIGHT time for you to be taking this course. As well, there are no opportunities for Extra Credit assignments with this course. Your performance will be evaluated on the basis of the procedures outlined in this syllabus. If you feel that you will not be able to
perform adequately in terms of how the course is outlined you might
want to consider taking the course at another time.

**Unexpected Events:** During the course of any given session when a Professor has contact
with many students, events will arise in the lives of those students that
are unanticipated (illnesses, accidents, health-related concerns, family
emergencies, even death). Should one of these events enter your life
during the course of our contact in this class, simply call me (leave a
voice mail message if I am unavailable).

**Success Formula:** Exams for this class will take the form of short-answer questions such as:
True/False, Matching, Fill in the Blank, and Multiple Choice. All material
for these exams will be covered in class lectures and discussion.
There are no mysteries associated with passing this course. Read the
assignments, attend class, pay attention, and review your notes.