

Syllabus for SMGT 240 Business Communications for Sustainable Management

NOTE: This syllabus document contains the basic information about this course. The most current syllabus is available in the course.

Course Description

This course is an interdisciplinary professional and technical communication course that applies knowledge of sustainability principles and develops rhetorical skills for a variety of audiences in social, economic, and environmental contexts.

Prerequisite(s)

None

Course Outcomes

Upon completing this course, you will be able to do the following:

- Quantify and demonstrate the benefits of sustainability to stakeholders of the organization.
- Employ rhetorical awareness of audience, purpose, context, and genre in a variety of professional documents.
- Research, evaluate, and reference data from a variety of professional and academic sources.
- Develop rhetorical strategies for generating content that is appropriate to workplace scenarios.
- Identify and communicate sustainability principles within social, economic, and environmental contexts.
- Design and distribute texts and presentations that are accessible disseminating knowledge in a professional and ethical manner.
- Understand and navigate intercultural factors to promote sustainability principles for a global economy.

Course Requirements/Components

Attendance Policy

You are accountable for all work missed because of absence, and instructors have no obligation to make special arrangements for missed work, although they are free to do so. It is your responsibility to report reasons for absence to the instructor and to submit

your work on time. Final grades may be affected by class attendance and participation and meeting deadlines.

Canvas, Email, and Other Technology Requirements

During the semester, you'll need regular access to the Internet and email. Because Canvas is the main locus of the class community, you are responsible for reading and keeping current with all content posted there, including what has been submitted by the instructor and your fellow students.

You should be checking the course (Canvas) and your email frequently—once a day at minimum. If you email me or post a question, you can generally expect a response from me within 24 hours during the week, and 48 hours over the weekend (that means don't email me the night an assignment is due and expect a response!).

Here are some of the tasks that are particularly important:

1. Read the course syllabus and review the calendar. Ask questions if you are uncertain about requirements, activities, or due dates.
2. Be sure that you familiarize yourself with any computer technologies or applications used in the assignments, such as the creation of PDF or PowerPoint files.
3. If you have technical problems, please contact Tech Support.
4. Maintain backup copies of all assignments. Consider using [Dropbox](#) or [Google Drive](#) to write and store your files.

If at any time you have problems accessing the Internet from home, you'll need to find a public lab or connection point. Problems with computers will not be an excuse for falling behind or failing to complete required assignments. If your Internet service goes down, use another computer. If your computer breaks, use another computer. In other words, find a way to complete the assignments on time. Because computer problems are a fact of life, always work to complete your assignments early and make frequent backups to multiple media.

Academic Integrity

While I certainly encourage (actually, recommend) working collaboratively on homework assignments, all work done for this course must be your own, unless otherwise instructed. That is to say, while working together is allowed—and encouraged—you are still required to complete and submit your own work for the course. When taking exams or doing work specified as an individual, you are only allowed to use the resources provided and/or defined for that specific assignment. Please be aware that collaborating, cheating, or plagiarism, either accidental or intentional, will result in failing the class as well as being subject to further disciplinary action by the university, including expulsion. See the course for further details.

Late Work

This course has a **no makeup and no late work policy**; however, if a serious and unavoidable problem arises, you should contact me via e-mail or in writing prior to the deadline in order to determine whether or not an extension for the work will or will not be granted. Please note that merely informing me of such a problem does not grant you an extension. I reserve the right to determine if your situation warrants exemption or not.

Excused absences may be granted for religious holidays, medical reasons or a production of a doctor's note, or university-sponsored events, provided you make a written request to me, and that you complete any required work before the due date, except in case of medical emergencies.

Office Hours & Virtual Classroom

To sign up for one-on-one time, please send me an e-mail request. Once a date is established, I will send an invite to you for a session. Each appointment is limited to 45 minutes. You will need at least your microphone, if not video, working.

Netiquette

Guidelines for netiquette are posted in the course.

Grading

Writing Assignments (20-100 points each, depending on length and requirements)	845
Discussions (10 @ 20 points each)	200
Quizzes (14 @ 17-21 points each)	270
Total Points	1315

Percent	Letter Grade
93–100%	A
90–92%	A-
89%	B+
83–88%	B
80–82%	B-
79%	C+
73–78%	C
70–72%	C-
69%	D+
63–68%	D
60–62%	D-
<59%	F