



## Communications II

### Fall 2022 Course Syllabus

<b>Instructor</b>	Brian Raisbeck	<b>Classroom</b>	Room 222
<b>Office</b>	316	<b>Section No.</b>	21001 / 21002
<b>Office Hours</b>	Thu. 1pm to 4pm	<b>Class Time</b>	21001 - Wed. 10am to 1pm 21002 - Thu. 10am to 1pm
<b>Class Website</b>	<a href="http://eclass.seoultech.ac.kr">eclass.seoultech.ac.kr</a>	<b>Email</b>	<a href="mailto:raisbeck9@gmail.com">raisbeck9@gmail.com</a>

#### Description

This course is intended to improve your overall academic English communication skills. This includes both spoken and written communication, through a variety of communication types. Spoken communication will mainly be introduced in the form of presentations and discussions. Written communication will be introduced in essay format. Emphasis will be placed on academic skills necessary for future studies in an English environment.

#### Goals

- Develop a range of transferable personal skills essential for professional development
- Develop an understanding of documentation and communication around job applications
- Develop skills necessary for effective performance across various communications for professional performance

#### Textbook/Materials

There is no specific textbook for this course. All materials will be provided in class, and/or available on the class website.

#### Assessment Plan

##### Attendance & Participation (10%)

Active participation in all activities is necessary and expected. English is the medium of communication for all instruction and activities. Students are also expected to attend class on-time. Per SeoulTech policy, 3 tardies will count as 1 absence. Missing more than 1/3<sup>rd</sup> of the class (15 hours) will result in an F. Failure to attend on-time will result in a point deduction. If you have an absence for an excused reason, you must submit documentation to the OIE office in room 115.

##### Assignments (30%)

In-class and out-of-class assignments may be assigned throughout the semester. All of this work should be completed. Being late for in-class assignments does not mean that you will receive extra time for the assignment.



### Assignments (60%)

- **Personal Presentation (12%)**
  - For this presentation, you will focus on your idealized future self to help you visualize your career goals after graduating from SeoulTech.
- **Mock Interview (12%)**
  - For this assignment, you will take part in a mock (practice) job interview. You will interview with the instructor for a position you are interested in.
- **Sales Pitch (12%)**
  - For this project you will learn how to sell anything using a combination of facts, visuals, body language, and your own words.
- **Academic Essay (12%)**
  - For this assignment, you will write a persuasive essay about a current IT topic of your choice. You will use existing primary resources to support and defend your position on your topic.
- **Formal Debate (12%)**
  - For this project, you will be given a timely topic related to IT. You will learn how to deliver strong, persuasive arguments and defend your position.

### Grade Scale

The average for this course should be 50-60%. Based on Northumbria University's grading system, any score equal to or above 40% is a passing score. For grading at SeoulTech, the following scale will be used:

Letter	Score
A+	75%
A	70%
B+	65%
B	60%
C+	55%
C	50%
D+	45%
D	40%
F	<40%

### Plagiarism

**All work done in this class must be original work completed by the student. If, for any reason, the instructor believes that you have plagiarized, he may fail you for the assignment or for the entire course. This policy applies to all work, including quizzes, assignments, projects, and other required work.**

### Late Work

If your work is late, there is a -20% penalty.

On Time	No Penalty
Up to 24 hours late	-20%
More than 24 hours late	<b>ZERO</b>



### Class Schedule

Week	Topic	Major Project Deadlines	Class Format
1	Introductions		On-campus
2	Presentation Skills		On-campus
3	Personal Presentation	Personal Presentation (in-class)	On-campus
4	CVs / Resumes and Cover Letters		On-campus
5	Job Interviews		On-campus
6	Mock Job Interview	Mock Job Interview (in-class)	On-campus
7	Sales Pitch		On-campus
8	Sales Pitch		On-campus
9	Sales Pitch	Sales Pitch (in-class)	On-campus
10	Academic Essay		On-campus
11	Academic Essay		On-campus
12	Academic Essay	Academic Essay (submit online)	On-campus
13	Formal Debate		On-campus
14	Formal Debate		On-campus
15	Formal Debate	Formal Debate (in-class)	On-campus

\*This syllabus is subject to change and/or adjustment at the professor's discretion.