



BUS 205-001, 205-002 Management Communication

SEMESTER: 201730

INSTRUCTOR: Paul Sinclair

Section 001

CLASSROOM: ED 619

Tuesday, Thursday 11:30–12:45 pm

OFFICE HOURS:

Office ED 524.11

Monday - Thursday 10:00 am–11:15 am

Drop-bys and chats welcome anytime.

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Phone: 585-5635

Section 002

CLASSROOM: ED 558

Monday, Wednesday 8:30–9:45 am

Course Objectives:

At the end of the course, students should be able to:

- Understand importance of effective written and oral communications in a professional/management setting;
- Identify principles and practices of organizational communication at work in industries and organizations;
- Plan and implement strategic communications;
- Understand barriers to internal and external organizational communication;
- Critique communication strategies in diverse organizations.

URCourses:

The course is supported by URCourses. If you do not have a user name and password, please go to the URCourses home page to establish one. Course notes and group discussions are hosted at this site, so access is required.

Textbook:

Topics in Management Communication, Custom Edition for the University of Regina. Pearson, 2013.

Writing Resources:

The University of Regina's Writing Clinic provides consultation for students in all disciplines and at all year levels. For further information, contact the clinic at 585-4076 or Room 230, Dr. William Riddell Centre. You can also visit the clinic at <http://www.uregina.ca/sdc>.

Students with Special Needs:

Any students who, because of a disability, may have a need for special accommodations should contact the Coordinator of Disability Resource Office at 585-4631 immediately. I will be happy to discuss accommodations with you once you are registered at the office. Please note that many accommodations require advance notice to plan and arrange.

Racial and Sexual Harassment:

The University of Regina promotes a learning environment that is free of all forms of harassment and discrimination. For further information, please see

http://www.uregina.ca/gencal/ugcal2005/ugcal2005-09.html#P3804_260089

Cheating and Plagiarism:

The Faculty of Administration encourages instructors to draw the attention of students to the university's regulations on cheating and plagiarism. These can be found at

http://www.uregina.ca/gencal/ugcal2005/ugcal2005-06.html#P2917_149254

NOTE: The Associate Dean requires that ANY level of plagiarism in the form of ANY missing in-text citations and/or references MUST be referred to his office for investigation of academic misconduct. For a student in their first semester at the University of Regina, a first offence, whether intentional or not, would typically carry a penalty of a notation in their student file and 3% off of their final grade in the course. For a student who has already attended the University of Regina at least one semester, a first offence, whether intentional or not, would typically carry a penalty of a notation in their student file and a 0% on the assignment. (These penalties apply only to the business faculty and are typical only, as they do not take into account the Associate Dean's investigation into individual circumstances.) In order to avoid such penalties, it is critical that you provide complete referencing and in-text citations, even if the formatting isn't perfect. You are encouraged to err on the side of caution and to "over-cite" rather than to exclude necessary information.

Plagiarism includes missing references, in-text citations, and quotation marks. Students who plagiarize unintentionally most often do so by failing to include all necessary in-text citations. In-text citations must be included for any and all information located through research. This includes anything that was not from your own previous knowledge or your own personal analysis of the research, even if the information is paraphrased, a direct quotation, a fact, a number, a statistic, someone else's opinion, or was found through multiple sources. Remember, cite the ideas, not just the words.

Mobile Phones and Laptops:

Students should not use cell phones or laptops during lectures, particularly during guest lectures. Instructors will occasionally request students to bring a laptop along for use in class activities.

Active Listening:

Your classmates will regularly share the results of their research and other insights with the rest of the class. Students are expected to support their classmates' learning by being attentive during student presentations.

Missed Classes:

Please see your classmates for any course materials delivered during lectures when you were absent. Instructor is not responsible for helping you catch up on class content missed during student absences.

Evaluation:

Mid Term	15%
Final Exam (Comprehensive)	25%

Individual Written Work

Weekly Assignments	10%
Cover Letter	10%
Business Report	20%

Group Work

Case Assignment	5%
Group Presentation	15%

Late assignments are subject to a penalty of 20% per day.

Students who do not complete an assignment will receive no grade for that assignment.

Please note that final marks are confirmed by the Faculty of Business Administration.

Students must attain a passing grade on the final exam to receive a passing grade for the course.

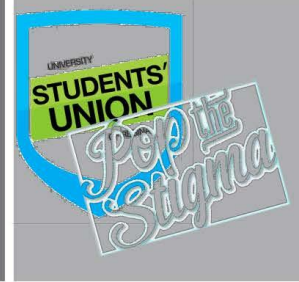
Written Course Deliverables:

Assignment	Dates
Cover letter	September 28
Weekly quizzes	Ongoing
Case assignment (in class)	TBA
Group presentation topic	October 16
Mid-term	October 16, 17
Business report	November 23
Group project	November 29, 30 December 4, 5

Course Schedule:

Week	Topics	Resources
1, 2	Case study learning	“Making the Case: Professional education for the world of practice” http://harvardmagazine.com/2003/09/making-the-case-html
3	Finding information	Chapter 7
4, 5	Reports and the consulting industry	Chapter 9
6	Powerpoint presentations and visuals	Chapter 10
7	The “ACE” framework	Chapter 3
8	Working with others	Chapter 2
9	Group case study assignment; goodwill messages	Chapter 4
10	Persuasive messages	Chapter 5
11	Bad news; film TBA	Chapter 6
12	Film TBA; group presentations	Chapter 1
13	Group presentations	

University of Regina Counselling Services



Feeling Stressed? Always worried?

Some stress is normal when you're going to university but **1 in 5 students** will suffer from enough distress that they **would benefit from counselling**.

What can I do?

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

When should you go?

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you've experienced a trauma like losing a family member or a close friend, or if you've recently ended a relationship.

If the feelings you're experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

Personal Counselling – This is a great option if you'd like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 5 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

Group Counselling – Simply put, you're not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can't afford counselling...

Seeking counselling doesn't have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit www.iHaveAPlan.ca. Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

Have a problem but don't know how to fix it?

URSU's Student Advocate can help you free of charge!

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!
- Emergency Bursaries
- Notary Public
- Rentalsman Appeals

