BCM 247.501 Business Communication  
Course Syllabus, Spring 2016

Course Title: Business Communication  
Number/Section: BCM 247.501  
Instructor: Ms. Judith Biss  
Department: Business Communication and Legal Studies  
Office: 229 T, McGee Business Building  
Phone: (936)468-1648  
(Answered during campus office hours)  
Email: Primary: Email in D2L, (SFA’s Learning Management System)  
Secondary: Use only if D2L is NOT operational: jbiss@sfasu.edu

For other specific instructions on contact information read the **Getting Started** module in D2L. All electronic communication from the instructor will be through D2L, and it is the student’s responsibility to check it daily for instructions and emails.

**Office Hours:**  
Monday: 8:55-9:55 a.m. Office  
11–1:30 p.m. Office  
Tuesday: 7-8 p.m. ONLINE  
Wednesday: 8:55-9:55 a.m. Office  
11–1:30 p.m. Office  
Thursday: 7-8 p.m. ONLINE  
Friday: 8:55-9:55 Office

Appointments for other times are available by contacting Ms. Biss by email in D2L. Allow at least 24 hours in advance to schedule times other than those listed in the office hours.

**Class Time and Place:** Online course, no face-to-face meetings

**Required Text and Materials:**  
The textbook used in this course is, BCOM, Business Communication, 7e, Lehman/DuFrene, Cengage Learning. ISBN-13: 978-1-305-40193-8. This textbook is available from the SFA bookstores or can be ordered online from the publisher. This hard copy text includes an access code which provides students with access to the ebook and online study tools. DO NOT follow the directions in your bundled software on how to access Coursemate. Wait to follow the instructions provided by the instructor. You will need this book to be successful.

**SFA Tech Support:**  
For D2L technical support, contact student support in the Center for Teaching and Learning (CTL) at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail. For general computer support (not related to D2L), contact the Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu. To learn more about using D2L, visit SFAONLINE at http://sfaonline.sfasu.edu, where you’ll find written instructions and video tutorials.
Software Used in the Course:
All documents and assignments that are submitted online must be completed using Microsoft Word. Assignments submitted in Microsoft Works, WordPerfect, or as PDF, graphics, or zipped files will not be accepted—your score on those assignments will be zero. You will also need software to read PowerPoint slides, as well as create them for a presentation. If you do not have Microsoft Word or Microsoft PowerPoint on your computer, plan to use the software in an on-campus computer lab or some other location where you have access to such software. To read PowerPoint slides, you will need to download Acrobat Reader. You will also need Acrobat Reader to review some graded assignments in PDF format. If you prefer to purchase software for your computer instead, contact the SFA bookstore.

Equipment for the Course:
You will need reliable access to the Internet so that you can check the course on the D2L Learning Management System regularly, at least several times a week. You will also need easy access to the software mentioned above. We will be using an online format called YouSeeU to post your video and PowerPoint slides to the YouSeeU website. Therefore, you will need appropriate equipment to record your presentation such as a webcam, a cell phone, a video camera in a format that can be uploaded to YouSeeU.

Course Description:
Business Communication 247 (BUSI 2304) – Application of business communication principles through creation of effective business documents and oral presentations. Includes study and application of team communication and use of technology to facilitate the communication process. Prerequisites: six hours from English 131, 132, 133, or 235.

Program Learning Outcomes:
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp.

1. The student will demonstrate effective oral and written communication skills by (1) composing a professional quality business document, and (2) preparing and delivering a professional presentation on a business topic. (Written Communication, Oral Communication)
2. The student will demonstrate knowledge of fundamental information technology tools and concepts. (Technology)
3. The student will exhibit an understanding of ethics and social responsibility. (Ethics)
4. The student will apply critical thinking skills by solving problems requiring quantitative and/or qualitative analysis. (Critical Thinking)
5. The student will demonstrate multicultural and diversity understanding. (Diversity)
6. The student will demonstrate an understanding of teamwork as it occurs in business situations. (Teamwork)
7. The student will effectively apply knowledge and skills in the functional areas of business. (Business Knowledge)
8. The student will demonstrate career readiness through completion of a structured field-based work internship experience. (Career Readiness)

General Education Core Curriculum Objectives/Outcomes:
1. Critical Thinking. Students will be instructed in and will apply critical thinking skills to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
2. Communication Skills. Students will be instructed in and will apply communication skills to include development, interpretation and expression of ideas through written, oral, and visual communication.
3. Teamwork. Students will be instructed in and will apply, practice, and demonstrate Teamwork to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. Personal Responsibility. Students will be instructed in and will apply, practice, and demonstrate Personal Responsibility to include the ability to connect choices, actions, and consequences of ethical decision-making.

General Education Core Curriculum (Information provided by the SFA Provost)
This course has been selected to be part of Stephen F. Austin State University’s core curriculum. The Texas Higher Education Coordinating Board has identified six objectives for all core courses: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility, and Social Responsibility. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives.

Assessment of these objectives at SFA will be based on student work from all core curriculum courses. This student work will be collected in D2L through LiveText, the assessment management system selected by SFA to collect student work for core assessment. LiveText accounts will be provided to all students enrolled in core courses through the university technology fee. You will be required to register your LiveText account, and you will be notified how to register your account through your SFA e-mail account. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails. If you have questions about LiveText call Ext. 1267 or e-mail SFALiveText@sfasu.edu.

The chart below indicates the core objectives addressed by this course, the assignment(s) that will be used to assess the objectives in this course and uploaded to LiveText. Not every assignment will be collected for assessment every semester. There are no assignments that will be submitted for assessment in LiveText during the spring 2016 semester.
<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Definition</th>
<th>Course Assignment Title</th>
<th>Date Due in LiveText</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking Skills</td>
<td>To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.</td>
<td>Blog Assignment</td>
<td>Not assessed in Spring 2016</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>To include effective development, interpretation and expression of ideas though written, oral, and visual communication.</td>
<td>Blog Assignment</td>
<td>Not assessed in Spring 2016</td>
</tr>
<tr>
<td>Empirical and Quantitative Skills</td>
<td>To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.</td>
<td>Not assessed in this course</td>
<td></td>
</tr>
<tr>
<td>Teamwork</td>
<td>To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.</td>
<td>Team Assignment</td>
<td>Not assessed in Spring 2016</td>
</tr>
<tr>
<td>Personal Responsibility</td>
<td>To include the ability to connect choices, actions and consequences to ethical decision-making.</td>
<td>Memo on Ethical Framework</td>
<td>Not assessed in Spring 2016</td>
</tr>
<tr>
<td>Social Responsibility</td>
<td>To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.</td>
<td>Not assessed in this course</td>
<td></td>
</tr>
</tbody>
</table>

**Student Learning Outcomes:**

Upon successful completion of this course, the student should be able to:

1. Apply critical thinking to business communication strategies and principles to prepare effective communication for diverse business situations. *Critical thinking.*
2. Effectively develop, interpret, and express ideas through written, oral, aural, and visual communication. *Communication.*
3. Identify different points of view and work effectively in a team setting. *Teamwork.*
4. Participate as a team member in activities that utilize collaborative work skills. *Teamwork.*
5. Identify issues relating to ethical, legal, cultural, and global situations affecting business communication that will result in ethical decision making. *Personal Responsibility.*
6. Utilize analytical and problem solving skills appropriate to business communication when creating business documents. *Critical Thinking.*
7. Select appropriate organizational formats and channels used in developing and presenting business messages. *Communication.*
9. Communicate via electronic mail, Internet, and other technologies. *Communication.*
In general, SLOs in a course that support the PLOs are specific and include the exact knowledge, skill or behavior taught in the course that supports the more global PLOs. For additional information on meaningful and measurable learning outcomes see the assessment resource page http://www.sfasu.edu/assessment/index.asp

Course Methodologies:
The following methods may be used in the course:

- Online discussions and email
- Documented report/proposal and online oral presentation
- Online homework assignments
- Online exams and quizzes
- Computer creation and editing of documents

Course Requirements:
This course is a writing intensive course. Students will write a variety of messages including memos and letters. Two exams will be written exams and will be composed and keyboarded on the computer using appropriate Windows word processing software. Students will also complete a research-based assignment, documenting sources using APA. Two oral presentations will be required, using an online presentation platform. The course will also include team assignments/activities and employment communication. At least three objectives examinations based on chapter text and lecture will be administered, as well as chapter quizzes. Additional assignments will be determined by the instructor.

Grading Policy:

<table>
<thead>
<tr>
<th>Percentage Item Range</th>
<th>Acceptable Ranges</th>
<th>Percentages For This Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters, memorandums, and other written messages</td>
<td>25-30%</td>
<td>23%</td>
</tr>
<tr>
<td>Research based documents</td>
<td>15-25%</td>
<td>15%</td>
</tr>
<tr>
<td>Examinations (at least two)</td>
<td>15-30%</td>
<td>30%</td>
</tr>
<tr>
<td>Quizzes and other assignments</td>
<td>10-30%</td>
<td>20%</td>
</tr>
<tr>
<td>Oral presentation(s)</td>
<td>5-15%</td>
<td>12%</td>
</tr>
</tbody>
</table>

**Figuring Your Grade:** To determine your grade at any point during the course, go to the grades in D2L and calculate how many points you have earned for the assignments recorded. Add up your points and divide them by the total number of points available for those assignments. For example, if your own points for assignments were 500 points out of a total of 600 points completed at a certain point, you would have an average of 83.3%. Look at the scale below to determine that would be a grade of B.
Estimated Distribution of Points

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (four)</td>
<td>300</td>
</tr>
<tr>
<td>Letters, memorandums, and written messages</td>
<td>250</td>
</tr>
<tr>
<td>Documented report(s)/proposal</td>
<td>150</td>
</tr>
<tr>
<td>Quizzes/other assignments</td>
<td>175</td>
</tr>
<tr>
<td>Oral presentation(s)</td>
<td>125</td>
</tr>
</tbody>
</table>

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>900-1000</td>
</tr>
<tr>
<td>B</td>
<td>800-899</td>
</tr>
<tr>
<td>C</td>
<td>700-799</td>
</tr>
<tr>
<td>D</td>
<td>600-699</td>
</tr>
<tr>
<td>F</td>
<td>599 and below</td>
</tr>
</tbody>
</table>

Total possible points 1000

Attendance/Submission Policy:
Online students are expected to submit online assignments by the deadlines. If no work has been submitted during the first three weeks of the course the instructor will notify the student (via D2L and Titan email) that access to the course will be denied within two days. Access to the course will also be denied if more than two consecutive weeks of assignments are missed at any point during the course. Students must respond to the instructor within 24 hours from the time of the notification email. Official documentation must be provided for reason of “absence” and “no work submitted” to be readmitted to the course. No makeup work will be allowed without official documentation.

Other Policies/Procedures

Teams: Students will be randomly assigned to teams using D2L. Teams will have two to four members depending on class enrollment. (Online classes seem to lose students who enroll at the beginning and then no longer participate.) Your involvement in the team is not optional. Team members will participate in several activities for a grade.

The official channel of team communication will be the team discussion board on D2L. It is YOUR RESPONSIBILITY to keep in touch with your team about team assignments. A team member who is not performing effectively in the team may be FIRED from the team in consultation with the instructor. The team member may be fired by the team or by the instructor. The primary causes for firing include invisibility (no one has communicated with or heard from the person) or nonperformance (person does not do his/her work in a timely manner.) The technology channels (D2L, Wikis, etc.) will be examined to see what contributions the team member has made to the team. A fired team member will not receive credit for group assignments and may not complete group work individually.

Professional Courtesy: This class will be conducted in a professional manner. This means 1) submit work on TIME—no excuses, 2) avoid profanity and/or offensive language in your communication, and 3) participate fully and courteously with your team members. In regards to courtesy to others in the course and on your team, do not send harassing emails, texts, or messages using offensive language. Such communication may result in a reduction of the sender’s grade.
“Joke” assignments, using inappropriate or questionable content for oral presentations or written assignments, may result in NO CREDIT for that assignment. If you have questions about what might be professional conduct, please contact me BEFORE submitting the assignment.

**Submission Policy:** All assignments and projects are to be turned in on time by the due date and must be submitted in the .docx format. Assignments are to be submitted by uploading prior to the ending time indicated on the assignment. No excuses will be accepted for late work.

All writing assignments must be submitted via D2L using Microsoft Word. (See syllabus section on **Software** required for the course.) Information on how to submit an assignment is in **Getting Started** module for the course. All assignments that are not submitted according to these instructions will result in a zero grade.

**DO NOT** submit a file with the file extension .lnk or a file with the document name beginning with a $ replacing the first letter of the file name. The .lnk usually occurs when you have placed a link to a file on your desktop and uploaded from there. The $ in front of the file name usually means you have the file open and instead of choosing the file, you have chosen the temporary file. In either case, the file will not open when submitted meaning I will have nothing to grade, and you will receive a zero.

**All writing assignments will be graded on both content and mechanics.** Your work is a representation of you, and soon to be of the company for which you will be working. You need to avoid spelling, punctuation, and grammar errors in your writing in order to project a professional skill level. Therefore, these aspects will be included along with the content to determine your grade on each assignment.

**Make-up Policy:** No assignment will be accepted after the assigned deadline for completion. A grade of “0” will be assigned for missed work, except in the following situations:

- Serious illness verified by a doctor’s note with a statement of inability to complete course work.
- Personal or family emergency, documented appropriately.

See the syllabus section **Attendance/Submission Policy**.

**Student Academic Dishonesty (University Policy 4.1)**

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an
assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one's own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one's paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf

Course Grades (University Policy 5.5)
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at http://www.sfasu.edu/policies/course-grades.pdf.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Conduct (University Policy 10.4)
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-conduct-code.pdf.) Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.
Course Calendar:
The Tentative Schedule appears at the end of this syllabus. Print a copy and note all deadlines to avoid a zero for “forgetting” to do an assignment. Students will be notified of any scheduling changes via D2L email.

Final Exam: The final exam will be available at 8 a.m. on Monday, May 9, 8 a.m. and will be available until Tuesday, May 10, 11 p.m.

Learning Units

This course is organized by the following learning units. The units will be released throughout the course as will additional information.

Unit 1 Getting Started
Welcome
About the Instructor
Syllabus and Schedule
Communication
Learning Modules
Submitting Assignments
Keeping Up in the Class

Unit 2 Communication Theory and Writing Principles
Chapter 1 Establishing a Framework for Business Communication
Chapter 2 Focusing on Interpersonal and Group Communication
Chapter 3 Planning Spoken and Written Messages
Chapter 4 Preparing Spoken and Written Messages
Chapter 5 Communicating Electronically

Unit 3 Good News, Bad News, and Persuasive News
Chapter 6 Delivering Good- and Neutral-News Messages
Chapter 7 Delivering Bad-News Messages
Chapter 8 Delivering Persuasive Messages

Unit 4 Reports
Chapter 9 Understanding the Report Process and Research Methods
Chapter 10 Managing Data and Using Graphics
Chapter 11 Organizing and Preparing Reports and Proposals

Unit 5 Presentations and Employment Communication
Chapter 12 Designing and Delivering Business Presentations
Chapter 13 Preparing Resumes and Application Messages
Chapter 14 Interviewing for a Job and Preparing Employment
# 247.501 Business Communication Tentative Course Schedule—Spring 2016

All assignments are due on the due date by 11 p.m.

<table>
<thead>
<tr>
<th>Date Available</th>
<th>Learning Module</th>
<th>Assignments Due</th>
<th>Points</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit 1</strong></td>
<td><strong>Getting Started and Chapters 1-5</strong></td>
<td>Introductory Discussion Assignment</td>
<td>10</td>
<td>1/23 Sat</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete Orientation to D2L</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quiz 1</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1/19 Tue-1/23 Sat</td>
<td>Getting Started</td>
<td>Chapter 1 Establishing a Framework for Business Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapter 2 Focusing on Interpersonal and Group Communication</td>
<td>Quiz 2</td>
<td>10</td>
<td>1/27 Wed</td>
</tr>
<tr>
<td>1/27 Wed-1/30 Sat</td>
<td>Chapter 3 Planning Spoken and Written Messages</td>
<td>Quiz 3</td>
<td>10</td>
<td>1/30 Sat</td>
</tr>
<tr>
<td></td>
<td>Chapter 4 Preparing Spoken and Written Messages</td>
<td>Quiz 4</td>
<td>10</td>
<td>2/3 Wed</td>
</tr>
<tr>
<td>2/3 Wed-2/6 Sat</td>
<td>Chapter 5 Communicating Electronically</td>
<td>Quiz 5</td>
<td>10</td>
<td>2/6 Sat</td>
</tr>
<tr>
<td>2/6 Sat-2/10 Wed</td>
<td>Exam 1 (Chapters 1-5)</td>
<td>Grammar quiz due</td>
<td>100</td>
<td>2/10 Wed 11 p.m.</td>
</tr>
<tr>
<td>2/10 Wed-2/17 Wed</td>
<td>Oral Presentation 1</td>
<td></td>
<td>25</td>
<td>2/17 Wed</td>
</tr>
<tr>
<td><strong>Unit 2</strong></td>
<td><strong>Chapters 6-8</strong></td>
<td>Quiz 6</td>
<td>10</td>
<td>2/24 Wed</td>
</tr>
<tr>
<td></td>
<td>Chapter 6 Delivering Good- and Neutral-News Messages</td>
<td>CH6 Discussion</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapter 7 Delivering Bad-News Messages</td>
<td>CH7 Discussion</td>
<td>10</td>
<td>3/2 Wed</td>
</tr>
<tr>
<td></td>
<td>Chapter 8 Delivering Persuasive Messages</td>
<td>CH8 Discussion</td>
<td>10</td>
<td>3/9 Wed</td>
</tr>
<tr>
<td>3/9 Wed-3/11 Fri</td>
<td>Exam 2 (Chapters 6-8)</td>
<td></td>
<td>70</td>
<td>3/11 Fri 11 p.m.</td>
</tr>
<tr>
<td>3/12 Sat-3/20 Sun</td>
<td>Spring Break</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Unit 3</td>
<td>Chapters 9-11</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>3/24 Thu-3/28 Mon</td>
<td>Easter Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/29 Tue-4/2 Sat</td>
<td>Chapter 9 Understanding the Report Process and Research Methods Quiz 9 10 4/2 Sat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/2 Sat-4/9 Sat</td>
<td>Individual Research Blog Individual Research Blog 100 4/9 Sat</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4/9 Sat-4/13 Wed</td>
<td>Chapter 10 Managing Data and Using Graphic Start Group Oral Presentation Quiz 10 10 4/13 Wed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/13 Wed-4/16 Sat</td>
<td>Group discussion of slide design for Group Oral Presentation Consensus on slide design using General Group Discussion tool 4/16 Sat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/16 Sat-4/20 Wed</td>
<td>Chapter 11 Organizing and Preparing Reports and Proposals Quiz 11 10 Team Comm points for 4/13-4/27 20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/20 Wed-4/23 Sat</td>
<td>Exam 3 (Chapters 9-11) 70 4/23 Sat 11 p.m.</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit 4</th>
<th>Chapters 12-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/27 Wed-4/30 Sat</td>
<td>Combine individual segments on YouSeeU Merge all individual segments. Group Presentation due on YouSeeU 100 4/30 Sat</td>
</tr>
<tr>
<td>5/4 Wed-5/7 Sat</td>
<td>Chapter 14 Interviewing for a Job and Preparing Employment Messages Quiz 14 Interview Discussion 10 10 5/7 Sat</td>
</tr>
<tr>
<td>5/9 Mon-5/10 Tue</td>
<td>Exam 4 (Chapters 12-14) 70 5/10 Tue 11 p.m.</td>
</tr>
</tbody>
</table>