

Spring 2022

Delivery Format: Online	Instructor: Lauren Marshall
Meeting location: N/A	Phone: (706) 255-8669
Final Exam: N/A Mock Interviews will be held during the final week of class.	E-mail: lmarschal@pointloma.edu Office Hours: Virtually by appointment

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Fermanian School of Business Mission

Character – Professionalism – Excellence – Relationships – Commitment - Innovation

As members of a vital Christian community, we strive to provide high quality business programs that equip students to make a positive impact in their workplace and community by connecting purpose to practice.

COURSE DESCRIPTION

With an emphasis on speaking and writing in the business field, this course is designed to help students improve and polish their professional communication skills in the workplace. In this course, students learn the skills needed to secure employment and communicate effectively in a professional business setting. Specifically, students learn to create an impressive resume, write and deliver various professional reports, effectively interview for employment, compose professional routine and persuasive letters, conduct informational interviews, and create professional portfolios. Students exit the course with the professional communication skills needed to stand out in the business world and in the job search process.

COURSE LEARNING OUTCOMES

Upon completion of this course, students will be able to:

1. Create and deliver a professional presentation (PLO 3).
2. Conduct informational and mock interviews with business professionals as preparation for the job search process (PLO 3).
3. Identify and prepare various professional business communication (PLO 3).
4. Collaborate with a team to write a business research proposal using proper APA format (PLO 3 & 5).
5. Compose and present individual mission, vision, values and goals informed by ethical values (PLO 4).

COURSE CREDIT HOUR INFORMATION

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 3-unit class delivered over eight weeks. Specific details about how the class meets the credit hour requirement can be provided upon request.

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

1. Hogelucht, K. (2021). *The Art of Resume Writing, Interviewing, and Networking* (2nd Ed.) San Bernardino, CA. ISBN-13: 979-8528022628
<https://www.amazon.com/Art-Resume-Writing-Interviewing-Networking/dp/B097XBPGKK>
2. BBU 3013 Course Packet from University Readers containing chapter or excerpts from: Ober, S. (2009). *Contemporary Business Communication* (7th Ed.). Boston, MA: Houghton Mifflin.
<https://store.cognella.com/24109>
3. Hosmer, L.R. (2007). *The Ethics of Management* (6th or 7th edition)
https://www.amazon.com/gp/product/B003P56YM0/ref=ppx_yo_dt_b_asin_title_o01_s00?ie=UTF8&psc=1#detailBullets_feature_div
https://www.amazon.com/Ethics-Management-Rue-Tone-Hosmer/dp/0073530549/ref=pd_vtp_2/134-9246823-8569910?pd_rd_w=YUbKR&pf_rd_p=96226b5f-2d9a-439b-be45-97603787c682&pf_rd_r=9J7HQ2KZ3205FNC2D2FK&pd_rd_r=3c61bdba-07f4-47ad-a542-42e5130b5c3a&pd_rd_wg=w9aKe&pd_rd_i=0073530549&psc=1
4. Software: Microsoft Word and PowerPoint (available via PLNU ITS)

ASSESSMENT AND GRADING

COURSE ASSIGNMENTS	POINT ALLOCATION
Mission, Vision, Values, and Goals Paper	100
<u>LinkedIn Profile Curation</u>	
Profile Set-up	60
Final Profile Submission	40
<u>Resume/Cover Letter/Reference Page</u>	
Resume Peer Review	20
Final Submission	80
Midterm Exam	100
<u>Informational Interviews</u>	
Paperwork Submission	20
Informational Interview Presentation	80
<u>Group Project</u>	
Progress Report	20
Peer Evaluation	20
Final Submission	80
Mock Interview	
Updated Resume Submission	20
Mock Interview Performance	80
Reflections/Activities/Quizzes	140
Discussion Boards	140
TOTAL POINTS	1000

Grade Scale based on Points Earned

A=93-100	C=73-76
A-=92-90	C-=70-72
B+=87-89	D+=67-69
B=83-86	D=63-66
B-=80-82	D-=60-62
C+=77-79	F=0-59

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the date and time indicated in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

FINAL EXAMINATION POLICY

Successful completion of this class requires completing a Mock Interview in Week 15. No requests for alternative days will be approved.

STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map using the below link to view which states allow online (distance education) outside of California. <https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures>

SPIRITUAL CARE

MV onsite chaplain, Rev. Gordon Wong, is available to support you. If you have a desire to meet or share a prayer request with Rev. Wong, you can contact him directly at mvchaplain@pointloma.edu or gordonwong@pointloma.edu. Rev. Wong's cell number is 808-429-1129 if you need an immediate response.

PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic Policies in the PLNU Catalog for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See Academic Policies in the Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

Students taking online courses are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded activity in the course. (Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)

Students who do not attend at least once in any 3 consecutive days will be issued an attendance warning. Students who do not attend at least once in any 7 consecutive days will be dropped from the course retroactive to the last date of recorded attendance.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

USE OF TECHNOLOGY

In order to be successful in your course, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use for any online or hybrid classes. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

COURSE SCHEDULE AND ASSIGNMENTS

Note: Assignment descriptions, requirements, and due dates are provided in Canvas.

WEEK	CLASS CONTENT	ASSIGNMENTS
1	Course Introduction	1. Syllabus Review Quiz 2. WK1 Discussion: Ice Breaker 3. Create Handshake Account
2	1. Mission, Vision, Values, Goals 2. Exploring Business Communication within Organizations 3. LinkedIn	1. Mission, Vision, Values, and Goals Paper 2. WK2 Discussion: How to Have a Good Conversation 3. LinkedIn Profile Set-up
3	1. Nonverbal Communication and Listening 2. Resume Writing 3. Informational Interviews	1. WK3 Discussion: Resume Peer Reviews 2. Informational Interview Prep 3. WK3 Discussion: LinkedIn Peer Reviews 4. LinkedIn Final Profile Submission
4	1. Professional Presentations 2. Resume/Cover Letter/Reference Page	1. Resume/Cover Letter/Reference Page 2. WK4 Discussion: Sales Pitch 3. Speaking Up Without Freaking Out
5	1. Routing Writing 2. Persuasive Writing 3. Networking	1. Midterm Exam 2. WK5 Discussion: Persuasive Writing 3. WK5 Reflection: Evaluating Your Network
6	1. Working in Teams 2. Report Writing 3. Group Project 4. APA Citations and Formatting	1. Informational Interview Presentations and Paperwork 2. WK6 Discussion: Informational Interview Feedback 3. APA Citing Activity
7	1. Effective Interviewing 2. Group Project	1. WK7 Discussion: Elevator Pitch 2. Group Project Progress Report 3. Prep for Mock Interviews
8	1. Mock Interviews 2. Group Project	1. Mock Interview 2. Group Project Final Submission 3. Group Project Peer Evaluation