SYLLABUS BA 5100 – MANAGERIAL COMMUNICATION
COLLEGE OF BUSINESS ADMINISTRATION
University of Missouri - St. Louis
Spring 2017

Instructor: Yvonne Marie Elliott
Office: 1305 SSB (Tower)
Office hours by appointment
Email: elliotty@umsl.edu
Myelliott61@gmail.com
Phone: 314-210-4774

COURSE DESCRIPTION:
An analysis of business writing and speaking, and the communication conventions common in organizations. Emphasis is placed on developing skills critical to career advancement and necessary for effective organizational functioning. A second goal is to prepare students for assignments in other business courses. This course must be taken within the first 12 credit hours of study, preferably in the student's first semester.

COURSE MATERIALS
Required Text: Communicating for Results: A Guide for Business and the Professions, 10th edition, Cheryl Hamilton

Course Site: http://mygateway.umsl.edu
We will use the Blackboard course software to communicate in this class. I will post class assignments, grades, and other info on this site.

OBJECTIVES
As a result of your participation in this class you will be able to:

• Analyze communication as a transactional process involving effective and ethical behaviors in business and professional settings.
• Demonstrate listening skills that contribute to achieving accuracy in interactions.
• Display skills for participating effectively in the interview process.
• Demonstrate awareness of effective leadership styles and leadership skills.
• Present effective informative and persuasive speeches.

Units of Instruction
• Interpersonal and organizational communication
• Interviewing and group communication
• Oral presentations

Methods of Instruction
A variety of the following instructional methods may be used during the semester:
• Lectures Discussion Groups
• DVDs Guest Speakers
• Case Studies

ACADEMIC INTEGRITY
The University of Missouri Collected Rules and Regulations, section 200.010 on Standard of Student Conduct states that students are obligated to adhere to high standards of academic...
honesty in all their work. Academic dishonesty includes, but is not limited to: cheating, plagiarism, fabricating information, copying an individual assignment from another student, and disruption of teaching or other University activity.

GRADING POLICY

Grades will be based on the following:
Midterm Test 20 percent
Final Exam 20 percent
Team Project 20 percent
Informative Presentation 20 percent
Presentation research 20 percent

Midterm and Final Exam
Exam format is a combination of essay and multiple choice questions. The final exam is not comprehensive. Informative and Persuasive presentations are required for completion of this course. Exceptions to scheduled test times are not permitted unless there is an emergency or other valid reason.

A=94 and above; A-=90-93; B+=87-89%; B=83-86%; B-=80-82%; C+=75-79%; C=65-74%; C-=60-64%; F=60%

Grades for this class are NOT “curved” or “rounded.”

ATTENDANCE/ DROP POLICY
I expect you to maintain a reasonable attendance record. Attendance will not be taken during each class period. You will be responsible for the class material presented during your absence.

You may drop this course with either a “withdraw/passing” or “excused” grade before the designated drop date. After this point, you will not be able to drop the course with a “w/p” or excused grade. Consult the academic calendar so that you are aware of the drop date this semester.

Additional Notes:
• Attendance: You are expected to attend class regularly. If you miss class, you are still responsible for the material covered during your absence. There is no extra credit given for class attendance.
• Late Written Assignments: Assignments submitted after the due date will have 15 points deducted.
• Extra Credit: Unless there are extenuating circumstances, there will not be extra credit opportunities.
• Test Protocol: Once tests begin, students must remain in the classroom during the entire testing period.