Course Policies and Syllabus
GEB3213 BUSINESS WRITING

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Title: Professor, BAS Program
Office: Daytona Campus 200/418A
Office Hours: Mondays 3:00-6:00 p.m.
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Faculty Web Page: https://daytonastate.edu/sbs/about_us.html

Course Description: This course emphasizes the basics of business writing while reviewing the various kinds of written business correspondence. Students are expected to integrate business decision-making and analytical thinking skills into the content. Students must be able to determine solutions to problem-based exercises. PR: ENC 1101 or equivalent; junior level status or permission of the chair is required. (This course number was formerly GEB 3212). FA, SP, SU.

Minimum Technical Requirements
Students enrolled in this course must be able to:
- Use all required features of Falcon Online such as discussion boards and the Assignments Folders
- Send and receive attachments by e-mail
- Create and submit files using Microsoft Word processing program
- Create, edit, and present using programs such as PowerPoint or Prezi

Student Learning Outcomes: Upon completion of this course, the student will be able to:
- Recognize and illustrate how business writing affects business outcomes.
- Understand the environment in which business messages are sent and the issues facing business correspondence relative to delivery, audience analysis, ethics, and intercultural relations.
- Develop professional quality documents in specific writing formats such as: the resume, letters, profiles, memos, and e-mails.
- Master the basic features of business writing genres including letters, reports, proposals, and memoranda
- Prepare and deliver effective media and technology based presentations.
- Implement effective team work strategies; write collaboratively in a team
- Select and/or create reader-centered information graphics and visually appealing page designs
- Demonstrate the strengths and weakness of communicating using different mediums (electronic, telephone, fax, letter)
- Integrate concepts from other BAS courses

Class Format: You are enrolled in a hybrid course, meaning that you will both attend class and access and submit assignments online (See Course Schedule). Because this is a 50/50 hybrid class, you are expected to attend classes on MONDAY nights at 6:00 p.m.-8:50 p.m. Due to the accelerated nature of our BAS program, attendance is highly encouraged and is counted based on your participation within class and submission of
assignments; if you attend EVERY class meeting, extra credit is awarded. Please access the course through Falcon Online at http://www.daytonastate.edu/falcononline or https://class.daytonastate.edu/

**Required Textbook(s) and/or Materials:** Required:
*Business & Administrative Communication* (11th Edition), by Kitty O. Locker and Donna Kienzler

Both options are available through the College Bookstore.
>>>You do NOT need the access code to complete coursework.


**Equipment and Supplies:** You will need Internet access for this course as well as access to knowledge of PowerPoint, Word, and Falcon Online. A flash drive or access to an internet storing site (like Google Docs) is also recommended.

**Classroom Policies & Expectations**

**My motto in GEB3213: GIGO (Get In, Get Out)!** In business writing, say your message as quickly, accurately, and positively as possible without redundancy!***

*The 4 B’s of Business Correspondence: (1) Be timely, (2) Be brief, (3) Be accurate, (4) Be Gone!!!* This means that you need to send the communication needed on time in the briefest version possible while retaining accuracy and then finishing the correspondence as quickly as is possible while still getting your point across {GIGO}.

*Less is more in business writing:* employers don’t have hours to read e-mails and other written correspondence. You need to tell them the: who, what, when, where, how, and why of the given situation. Supervisors consider much more a waste of valuable time. **Therefore, EVERY single correspondence (whether it be an e-mail, memo, letter, text message, blog, etc.) MUST be correctly formatted and proofread because discrepancies can cost your employer time, money, or both.**

**Disclaimer:** Teaching policies and regulations for this course are not open for discussion or negotiation. This syllabus has been constructed to be as complete as possible but is by no means a binding document. I reserve the right to alter policies, procedures, and the syllabus as needed. Please utilize the course website regularly as any changes to the syllabus will be posted there.

**How to proceed through the course:** Following the course schedule at the end of the syllabus is essential. As you plan the term, keep in mind that when taking a typical 3 credit hour course, students should plan to spend at least 9 hours per week doing coursework and studying for that course regardless of the mode of delivery (online, hybrid, face-to-face).

First, students should thoroughly read this syllabus to see what is expected and review the Course Schedule at the end of the syllabus to see a list of all assignments and corresponding due dates. Next, you should log into the online course and navigate through the pages to get familiar with where to locate documents (under the
“content” tab), where to turn in your homework (under the “assignments” tab), where to post discussions (under the “discussion board” tab), where to take quizzes (under the “quizzes” tab), and where to submit class e-mails (under the “classlist” tab), etc. Fourth, you should read the chapters assigned for the week, and finally, draft your assignments and submit them via the course schedule below (with specific guidelines for larger assignments located under the “content” tab >> “assignment guidelines” folder).

Assignments: This course is organized by weeks. Assignments for each week are due on MONDAY nights at 6:00 p.m. Within the Course in Falcon Online, assignments will either be uploaded into the “Assignments” folder, posted to the Discussion Board, or taken in the Quiz tabs (specifics including due dates are listed on the “Course Schedule”).

- **HOW TO SUBMIT:** ONLY submit ONE document per week (that means that you will do ALL of your assignments in ONE document). Just put a few spaces and a heading before each section.

- **SAVING YOUR FILE:** Label and SAVE that document like this: LastnameFirstnameWeek#. So, if your name is John Doe, and it’s Week 6, your document should be saved as DoeJohnWk6 or DoeJohnHW6. Submit documents as Word attachments.

- **If you don’t have Microsoft Word, save your documents in Rich Text Format (.rtf).**

- Following directions is imperative in the real world, and failure to do so can cost billions of dollars to your company. **Five points will be deducted from each assignment that is submitted without following these guidelines.**

**Late Work/Make-up Work and Exams:** If you miss an assignment deadline, I will accept it up to one week late for no more than half credit (that means a 20-point assignment that is late—even by one minute—and perfect-can only receive 10 points). All late work must be uploaded to the late work assignment folder. **I do not offer make up work or make up exams** except in the case of documented medical emergencies. **As in the workplace, timeliness is an essential indicator of performance.** Plan ahead, manage your schedule wisely, and submit early to avoid last-minute technology glitches. **Any late work which is not received within one week of the original due date WILL receive a ZERO (and non-submissions count as zeros)-** no exceptions, no excuses, no “but it was two-for-one night at the Ale House”, or no “but my cruise ship didn’t arrive back into port until Tuesday morning.” ***I know this is strict, BUT: (1) late work is rarely (if ever) accepted in the real business world, and (2) many professors in the BAS program do NOT accept any late work, so it is best not to get into the habit of submitting it.***

**Communication:** Consider me your supervisor this semester and dialogue with me in an “upward” communication manner (see Chapter 1). Your writing to me should be formal and professional. In turn, I will give you the constructive feedback that a supervisor would to help you improve your writing throughout the term. Since this course is offered online, you should login to Falcon Online every 48 hours to check email, discussion posts, and Announcements and check your College e-mail regularly. I will send announcements via e-mail AND through postings in the “announcements” section. You can expect me to respond to emails and voice mails within two business days. The fastest way to receive a response, especially over the weekend, is to call or text my cell phone; I may not reply to e-mails over the weekend. I make every effort to grade your assignments within one week after they are submitted.

**Attendance Policy:** Attendance will be taken in class each week; those who come to class every single week will receive 10 bonus points towards your Company Profile Presentation score. Although missing a class doesn’t count against you grade-wise, students who regularly attend class typically perform better!
Interaction: Your classmates are professional colleagues in the academic setting, so please treat one another respectfully. In an online environment, carefully consider how your language and tone will be understood by the reader. This class is a space for discussion of ideas; please agree/disagree respectfully. You are encouraged to form study groups. Feel free to work together on the homework—BUT please, ultimately draft and submit your own homework! You will be assigned a group in this course to complete a group assignment. By the middle of the second week of the course, you will be able to view the “List of Groups” under the “Content” tab. You will have a discussion board viewable only to members of your team to help facilitate discussion. You can also e-mail group members anytime.

ASSIGNMENT TYPES: IN FALCON ONLINE- WEEKLY HOMEWORK: Each week, you will have different types of assignments to complete: traditional homework that you draft and submit via the “assignments” folder, discussion board postings, and/or quizzes. I don’t assign busy work; each assignment in the course is designed to build upon (or prepare you for) the larger assignments due in weeks four through seven of the term, where you will be drafting business correspondence = resumes, memos, e-mails, letters, and profiles.

Evaluation/Assessment Methods: I will guide you in an active learning environment, and you are expected to follow this guidance to influence other classmates in a positive manner. You will utilize all six of the following levels of learning:

1. Knowledge – recall and memorization
2. Comprehension – the ability to paraphrase and interpret information in your own words
3. Application – use knowledge in a new situation
4. Analysis – break down knowledge into parts and show interrelationships
5. Synthesis – bring together parts of knowledge to form a whole
6. Evaluation – make judgments based on given criteria

These six methods allow us to integrate real-world applications, life experience, and instructional materials into the course.

Grading Policies

Overall grades will be determined using the schema below:

<table>
<thead>
<tr>
<th>Grading Scale (%)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>87-89.9</td>
<td>B+</td>
</tr>
<tr>
<td>80-86.9</td>
<td>B</td>
</tr>
<tr>
<td>77-79.9</td>
<td>C+</td>
</tr>
<tr>
<td>70-76.9</td>
<td>C</td>
</tr>
<tr>
<td>67-69.9</td>
<td>D+</td>
</tr>
<tr>
<td>60-66.9</td>
<td>D</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

Scores will not be rounded. Students must earn a grade of C or better in all BAS courses to meet program completion requirements. The final grade for Business Writing is a combination of writing assignments, a resume and cover letter, a Company Profile, an Oral Presentation, and a team assignment weighted as follows:
<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percent of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Business Correspondence (Team)</td>
<td>15% (5% each) - worth 100 points each</td>
</tr>
<tr>
<td>Resume and Cover Letter</td>
<td>25% (10% each) - 100 points each</td>
</tr>
<tr>
<td>Weekly Assignments/Quizzes/ Discussions</td>
<td>30% - worth 20 points each</td>
</tr>
<tr>
<td>Company Profile Report</td>
<td>20% - worth 100 points</td>
</tr>
<tr>
<td>Company Profile ORAL Presentation</td>
<td>10% - worth 100 points</td>
</tr>
<tr>
<td>100%</td>
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</tbody>
</table>

Grading Standards:

- An “A” text is exceptional. This is the kind of document that might lead to a promotion in the workplace. It is professional and reflects the writer's careful consideration of audience and purpose. It contains all necessary information, is written in an appropriate and engaging style, is arranged in a logical manner, is memorable, and its delivery is visually appealing. It is free of mechanical errors.
- A text in the “B” range is strong. It would be considered acceptable in the workplace. It too is professional and reflects consideration of the rhetorical situation. It is above average in terms style, arrangement, and delivery, but falls short of excellence in one or more category. It is free of mechanical errors.
- A text in the “C” range is competent. It would probably be returned for revision in the workplace. It is generally average in terms of the major criteria listed above. It has few mechanical errors.
- Low C or D work is weak. It would probably get the writer into a bad situation in the workplace. It falls below average in terms of one or more of the major criteria.
- F work fails in terms of one or more of these criteria. One or more of these texts would probably get a writer fired in the workplace.

Grade communication: Grades will be posted electronically via the gradebook as soon as assignments are scored. Please keep track of your grades and notify me if you see a discrepancy.

An incomplete grade will NOT be given UNLESS the following criteria are met:
- A request in writing is submitted to the instructor prior to last three weeks of class,
- All assignments, term paper, and quizzes were completed at that point in time,
- The student has a grade C or higher at that point in time.

Class Withdrawal Process: Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but please discuss the situation with me prior to withdrawing. Many times issues and concerns can be resolved with communication. Please review Refund/Repayment Policy in the current college catalog and also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility. The last day to Withdraw if September 29. Dropping a Class: go to >>> [https://daytonastate.edu/help/dropclass.html](https://daytonastate.edu/help/dropclass.html)

Student Self-Service Help: Go to [http://daytonastate.edu/help](http://daytonastate.edu/help) to find help with registering, adding/dropping courses, student accounts, financial aid, pulling your degree plan, etc.
Important Dates this Term:
Classes Begin    August 28  (CLASS MEETS MONDAYS at 6:00 p.m., Bldg 200/Rm 411)
Financial Aid Census Date  September 8
Attendance Verification  September 11
Last Day to Withdraw   September 29
This Class Ends (final Assignments due) October 16

Course Schedule

Do not panic… the schedule listed below is detailed thoroughly to show what is due and when.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Schedule and Assignments</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>Assignments due MONDAY, SEPTEMBER 11, 2017 at 6:00 p.m.</td>
</tr>
<tr>
<td><strong>Class Meeting</strong> 8/28/17</td>
<td>***Discussion due MONDAY, SEPTEMBER 4, 2017 by 6:00 p.m. (attendance)</td>
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<tr>
<td><strong>Read Ch 1-2</strong></td>
<td>1. Read chapters 1 and 2</td>
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<td>2. There is a fundamental difference between the type of writing you have done in the past (term papers, creative pieces) and professional writing. Business writing must be <strong>clear, correct, and brief</strong>. That means using simple, plain language. <strong>Spend about 30 minutes reviewing the following sites</strong></td>
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<tr>
<td></td>
<td><a href="http://www.plainlanguage.gov/whatisPL/index.cfm">http://www.plainlanguage.gov/whatisPL/index.cfm</a></td>
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<tr>
<td></td>
<td><a href="http://www.plainlanguage.gov/examples/before_after/wordiness.cfm">http://www.plainlanguage.gov/examples/before_after/wordiness.cfm</a></td>
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<tr>
<td></td>
<td><a href="http://www.plainlanguage.gov/examples/award_winning/nogobbledygook.cfm">http://www.plainlanguage.gov/examples/award_winning/nogobbledygook.cfm</a></td>
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<td>3. *<strong>DISCUSSIONS - INTRODUCTION/EXPECTATIONS POST</strong>: After reading through the Web sites listed above, find the “Student Introductions /Expectations” Discussion board under the Discussions tab. <strong>Compose</strong> a post: (a) <strong>FIRST</strong>, INTRODUCE YOURSELF.  (b) THEN, IN THE NEXT PARAGRAPH, <strong>based on this week’s assigned readings</strong>, explain how writing for a business (and thus writing for THIS class) will be different than writing for your other academic courses.</td>
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<td>4. <strong>QUIZ ON THE SYLLABUS</strong>: Look under the “Quizzes” tab and take the “Syllabus / FAQ Quiz” which will help you learn answers to this course’s Frequently Asked Questions. You MUST read the whole syllabus before taking the quiz. 15 questions, 30 minutes allowed, 2 attempts (highest grade will be taken).</td>
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<td>5. <strong>CHAPTER APPLICATION ASSIGNMENT-WEEK ONE: ASSIGNMENTS TAB</strong> (guidelines explaining these assignments under the “Content” tab in the online class). <strong>Choose ONE</strong> exercise to complete and make sure that you follow the submission guidelines published in the syllabus. <strong>SUBMIT VIA THE “WEEK ONE” ASSIGNMENT FOLDER</strong>.</td>
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<td>6. Practice the <strong>Punctuation Reminder Worksheet</strong> available under the “content” tab (course documents folder). Most students lose points on assignments because of misuse of commas and punctuation. <strong>You do NOT need to turn this worksheet in</strong>, just refresh your grammar for this course. There is also a Punctuation Review PowerPoint under the “content” tab).</td>
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<tr>
<td>Week 2</td>
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<tr>
<td>Class Meeting</td>
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<tr>
<td>9/11/17</td>
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<tr>
<td>Read Ch 3, 4, &amp; 8</td>
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<tr>
<td><strong>Assignments due MONDAY, SEPTEMBER 18, 2017 at 6:00 p.m.</strong></td>
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1. Read Chapters 3, 4, and 8.

2. Review the grammar rules provided in Appendix B from pages 659-677. You will be expected to understand the fundamentals of grammar and basic expectations of business writing. Three modules within the Composition 3.0 assignment, within the McGraw-Hill publisher website, focus on grammar, punctuation, and word usage.

3. **GRAMMAR QUIZ:** (a) Review the Punctuation Review Worksheet and Punctuation PowerPoint under the “content” tab. (b) Look under the “Quizzes” tab and take the Grammar Quiz. 20 questions, 60 minutes allowed, 2 attempts (highest grade will be taken).

4. **DISCUSSIONS- TEAM GREETING POST:** **FIRST:** The List of Groups showing the names on each team will be viewable by Wednesday of this week under the Content tab- See List of Groups. Under the appropriate “Group Discussion Board” tab, POST a message to team members providing: (1) at least one way to contact you [an e-mail you actually check or a phone #], (2) what hours you are available to talk to classmates, and (3) what your writing strengths are.

**SECOND:** Review the Group Assignment Guidelines: Basic Business Correspondence in the Content area of the course. You should begin communicating with your team about your plans for the assignment. (My suggestion is to determine how your team will divide the work, to actually divide the work and assign roles, and to begin creating drafts this week!)

5. **“PREP FOR THE PROFILE”-GET STARTED:** (1) Start thinking about a possible company in your local area that you would like to learn more. During Week 6, you will complete a Company Profile Report and a corresponding PowerPoint exploring salaries, job opportunities, positions available, company benefits offered, education levels required, etc. Click on the Content tab to view the “Company Profile Guidelines & Rubric” instructions. (2) Then, start researching online to see what kinds of information you can find out about the Company you choose like: available positions, company benefits, company accomplishments, mission statements, company values, and sometimes the salaries offered.
<table>
<thead>
<tr>
<th>Week 3</th>
<th>Class Meeting 9/18/16</th>
<th>Ch 5, 6 &amp; Appendix A</th>
<th>Assignments due MONDAY, SEPTEMBER 25, 2017 at 6:00 p.m.</th>
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<td></td>
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<td>1. Read chapters 5, 6 (p. 159-173), and Appendix A</td>
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<td>2. GROUP ASSIGNMENT- BASIC BUSINESS CORRESPONDENCE: Keep working with your teammates on the group assignments (guidelines under the “content” section). You should have determined who is completing what part by now and have begun drafting the documents. This week, my suggestion is to finalize drafts and submit them to each other to review, revise, and approve. (Although I know that you may be working via e-mail to draft your documents within teams, please do post your drafts within your group’s discussion board which evidences your work on this project).</td>
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<td>3. BUSINESS CORRESPONDENCE QUIZ: (a) after reading Chapters 5 and 6 in our textbook, look at Appendix A to review sample documents describing the common features of business correspondence (such as e-mail and letters). Also review the “Memo Formatting” handout under the “content” tab, course documents folder. (b) Then, look at pages 671-677 again regarding “confused words.” Your quiz will come from the Chapter 5-6, word usage, and the sample documents in Appendix A. (c) Look under the “Quizzes” tab and take the Business Correspondence Quiz. 30 questions, 90 minutes allowed, 2 attempts (highest grade will be taken).</td>
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<table>
<thead>
<tr>
<th>Week 4</th>
<th>Class Meeting 9/25/16</th>
<th>Glance through Ch 9, 10, &amp; 11 in order to complete your Group Project</th>
<th>Assignments due MONDAY, OCTOBER 2, 2017 at 6:00 p.m.</th>
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<tbody>
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<td>1. Scan through Chapters 9, 10, &amp; 11 to understand expectations in drafting routine, good news, bad news, and persuasive messages before you finalize your group project.</td>
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<td>2. BASIC BUSINESS CORRESPONDENCE- GROUP PROJECT= Due to the GROUP DROPBOX. Group Documents: AS A TEAM, finalize your e-mail/letter/memo and Collaboration Memo documents and select ONE PERSON to SUBMIT THEM VIA THE APPROPRIATE TEAM DROPBOX. Be sure to submit all team documents as ONE document PER TEAM containing the e-mail, memo, letter, and collaboration memo.</td>
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<td>3. “PREP FOR THE PROFILE” DISCUSSION POST-NAME YOUR COMPANY: This week you will “lock in” your decision on which company you will profile. (a) “Compose” a discussion post stating which company you plan to research to draft your Company Profile and corresponding PowerPoint. (b) Then, continue researching online to see what kinds of information you can find out about the Company you choose. Most companies list on their Web pages the following types of info: available positions, company benefits, company accomplishments, mission statements, company values, and sometimes the salaries offered.</td>
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</table>
**Week 5**

**Class Meeting**

10/2/16

**Ch 12, 13, & 14**

**Assignments due MONDAY, OCTOBER 9, 2017 at 6:00 p.m.**

1. **Read Chapters 12 & 13 and scan Chapter 14**
2. **SUGGESTED RESUME/LETTER PREP:**
   a) Explore a few Websites that provide information to help build resumes /cover letters (some will even provide templates formatting the resume for you); (b) Look under the “NEWS” tab on the Course Home page to find examples of good resumes and cover letters submitted by students.
3. **COVER LETTER:** **Draft a Cover Letter** describing why the employer should grant you an interview. (See the “Resume/Cover Letter Guidelines” under the Content page). This could be in response to an actual job posting, or you can make up a job post. NOTE: **MAKE SURE THAT YOUR LETTER HAS A HEADING WHICH LOOKS LIKE YOUR RESUME HEADING**- (looks more professional).
4. **RESUME:** **Draft a Resume** to accompany your cover letter. This is your chance to list your achievements and skills, using YOUR current information. Remember that resumes needs to be visually appealing, concise, and CORRECT. Use numbers and statistics where possible to highlight your accomplishments: exs. {increased sales 10%, generated 22% more revenue, managed 35 employees, generated 300 monthly reports, etc}. **DROPBOX:** Once you have utilized feedback from your Peer Reviews (see below), **PUT BOTH your Resume AND Cover Letter INTO ONE continuous DOCUMENT and upload into the “WEEK 5 RESUME/LETTER DROPBOX.”**
5. **SUGGESTED PEER REVIEW:** (OPTIONAL) Post a draft of your resume and cover letter to the “Resume/Letter Peer Review” Discussion Board for feedback before submitting them to me for a grade. Reviewing one another’s work will help you improve your professional documents. [See “Suggested Rough Draft Review Instructions” under the Content section for details on how to provide feedback]. **For planning purposes, try to do this by Thursday, in order to get feedback from your teammates and revise before final submission on Monday.**
1. Read Chapters 15 & 17. Scan Chapters 16 & 18 to understand Research and Writing Proposals and Reports, Managing Data/Graphics, and Analyzing Information.

2. **“PREP FOR THE PROFILE” - Suggested Prep:** After researching your Company online for info you can find out on your own, develop questions to ask a company executive that you might not be able to otherwise find out. (a) Draft a list of 5 questions that you would like to ask. For example education requirements, opportunity for advancement, teamwork, work expectations, etc.; (b) Determine how you will conduct an interview with a local or national executive or manager; (c) Then, conduct the interview. **{There is NOTHING TO SUBMIT- just prep work towards drafting your Profile Report due this week}**

3. **SUGGESTED ROUGH DRAFT REVIEW: (OPTIONAL) Submissions are typically better after you’ve received initial feedback from someone else; therefore, I suggest that you submit a rough draft of your Profile Report within the Week 6 Discussion Board for review by Thursday.**

4. **ASSIGNMENTS = COMPANY PROFILE REPORT:** Write a 2-4 page (double-spaced) summary report of the information gathered on YOUR PART of the Profile. You can use tables, graphs, charts, pictures, logos, etc. to enhance the visual effect of the written report you’ll be turning in. Content should provide a good overview of your company. [See the “Company Profile and PowerPoint Guidelines” handout under the Content tab again for details AND review model student examples under the “news” postings]. SUBMIT VIA THE “PROFILE REPORT” VIA ASSIGNMENTS.

5. **COMPANY TEAM PRESENTATION PREPARATION:** As a TEAM, you will present a six-ten minute presentation discussing highlights of your Company Profile. Split the presentation up so that EACH of you talks approximately two minutes. Your Team can draft a PowerPoint/Prezi Presentation consisting of 5-10 slides containing pertinent information, but you are NOT required to use PowerPoint. Your Team IS required to use at least TWO Visual Aids. Once your team has determined who will present what, practice so that you feel comfortable. **Your Team will present on Monday, October 16, 2017**

6. **RESUME/LETTER Revisions (OPTIONAL):** Revise Resumes and/or Cover Letter for up to an additional 10 possible points per document. Save this file as your name and “REVISION”... such as DoeJohnREVISION. SUBMIT in the “WEEK 6-RESUME/LETTER REVISIONS” Assignment folder under the “Assignments” tab.

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**Week 7**

Assignments Due during our Last Class Meeting on OCTOBER 16, 2017:

1. **Company Profile Report (2-4 Pages on your portion)** via Assignments
2. **Company Profile Team Presentation** (10 mins per team max)
3. **Revisions** Resumes/Letters (Optional) via Revisions Assignments Folder

***Late work will NOT be accepted after 10/16/16***
Student Policies

**Student Rights & Responsibilities:** Students are responsible for reading and following all college policies outlined in the Student Handbook. Some of the most important are summarized below. The Handbook can be accessed at [http://www.daytonastate.edu/academics.html](http://www.daytonastate.edu/academics.html) under “Student Resources.”

**Academic Integrity:** In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework actually produced and submitted by you. Cases of suspected academic dishonesty may be reported to the Judicial Affairs Office for resolution.

*Honor Pledge:* I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another’s work as my own, nor will I tolerate anyone who does. For more information on academic integrity, view [Honor Code](http://www.daytonastate.edu/academics.html).

**Students with Disabilities:** The Student Disability Services (SDS) Office provides tools and resources to students with documented disabilities. Students who self-disclose a documented disability and provide the required documentation to the SDS Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the SDS Office at (386) 506-3238. To call Florida Relay dial 7-1-1, or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice). You can also find more information at [http://www.daytonastate.edu/sds](http://www.daytonastate.edu/sds).

**Veterans:** If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Lenholt Student Center (Bldg. 130, room 124) for any assistance or phone 386.506.3065. Please visit [https://www.daytonastate.edu/admsvet/](https://www.daytonastate.edu/admsvet/)

The Division of Library and Academic Support provides the following unlimited services to students via tuition and fees at the time of registration.

**Academic Support Center:** The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. For more information please go to [http://www.daytonastate.edu/asc/](http://www.daytonastate.edu/asc/) or email ASC@DaytonaState.edu.

**Writing Center:** For assistance with all stages of the writing process please visit the Writing Center (appointments recommended) [www.daytonastate.edu/cwc](http://www.daytonastate.edu/cwc)

**Library and Research Services:** The Daytona State Library offers many types of resources to support your research materials and assistance. [http://library.daytonastate.edu/index](http://library.daytonastate.edu/index)

**Technical Support** is available for FalconMail, printing, web usage, Faclon Online, and more. Students may call 386-506-4AID (4243) or e-mail FalconAid@Daytonastate.edu.

**Safety on Campus:** Check your FalconMail after you register for information on accessing and updating your free Daytona State College Rave Alert account. You can also visit [https://www.getrave.com/login/daytonastate](https://www.getrave.com/login/daytonastate).

**Student Self-Service Help:** Go to [http://daytonastate.edu/help](http://daytonastate.edu/help) to find help with registering, student accounts, financial aid, pulling your degree plan, etc.