

Peer Revision of Short Writing Assignments	8%	80 points
Individual Oral Presentation	10%	100 points
Oral Presentation Peer Critique	6%	60 points
Group Chapter Presentation 1	5%	50 points
Group Chapter Presentation 2	5%	50 points
Lead Case Study Discussion	5%	50 points
Participation in Case Study Discussions	6%	60 points
Diversity Interview	5%	50 points
Final Formal Business Report	20%	200 points
Peer Revision on Formal Business Report	<u>10%</u>	<u>100 points</u>
	100%	1000 points

According to the university's policy, this course is graded on an A, B, C, D, and F basis.

A = 1000 - 900 points

B = 899 - 800 points

C = 799 - 700 points

D = 699 - 600 points

F = 599 and below

Format of Submitted Papers: All papers are to be typed in a readable font. I suggest Times Roman 12 point font. Papers should be in the correct format for the assignment. For example, memos should be in memo format and letters should be in letter format. Examples of format can be found in *The Gregg's Reference Manual*.

Late or Make-Up Assignments: Assignments should be submitted in class in person. Assignments are due when class starts at 1800. Any assignments submitted later the same evening will be considered late. If, for some reason, you cannot attend class, you may submit your assignment by fax at least four hours before class starts (in other words by 1400). A lot of the work in this class is done by participating in discussions, critiquing others' work, and working in groups. If you do not attend class, you cannot make up this experience or the points earned by participating in class exercises. If you do submit an assignment late, I will accept it. However, the assignment will only be worth half of the points available.

Email: Assignments that are emailed will not be read. Students must submit assignments in a hard-copy form during class.

Rewrites: All written assignments except for the final formal business report can be rewritten up to a B grade. A rewrite must be submitted no later than two weeks after you received the graded paper.

Peer Revision and Critique: Writing is a skill like throwing a baseball. It is difficult to learn this skill by lecture. The only way to learn to write is to write. The only way to learn to write well is to write a lot. The more you write, the better your writing will become. The more you read others' writing and help to revise it, the better your writing will become. The peer revision sections of this course are very important to both the person whose paper you revise and to you. Remember, every time you revise someone else's paper, you are learning something that you can apply to your future writing. Public speaking is like writing and throwing a baseball. The more you do it, the better you will be. Watching others give both good and bad presentations will also help you learn. When critiquing others' work, whether it is speaking or writing, remember that

praising mediocre or bad work will not help the person improve. You will only help the person improve if you honestly tell what is good and what can be improved. False praise will give people an inflated sense of their abilities and will not motivate them to improve. Honest praise and helpful and honest criticism will help the person and motivate improvement.

Academic Success: The following are hints to help you succeed at the graduate level.

1. **Attend Every Class** – Making school your priority will help insure your success. Every time that you miss class you not only miss important information, but also you waste your money. To figure out how much money you lose every time that you miss class, fill out the form attached to the back page of the syllabus.
2. **Don't Assume You Know Everything** – The information presented in this class is from research done by experts in the fields of communication, psychology, teamwork, marketing, management, international business, and English. If your company does something different than what is presented in class, then do the assignment the way the book and the instructor explain. You might be able to contribute something useful to your company.
3. **Learn from Your Mistakes and the Mistakes of Others** – If your papers are being marked with the same continual mistake, take the initiative and find out what you are doing wrong and how to fix it. Your instructor is always happy to help students who want to learn and improve. On days when the class has student presentations, pay attention and learn from their strong points and mistakes. This way you will know what works and what doesn't work in different communication environments.
4. **Be Courteous to Other Students During Their Presentations** – You want people to listen when you speak. You need to listen when others speak. Do not read the newspaper, our textbook, other textbooks, or anything at all during presentation. Do not play with your phone, palm pilot, or laptop. You should sit still and look interested and focused. Pretend that you are at work and your boss is speaking. How would you act in that situation?
5. **Come to Class Prepared** – Do the reading assignments listed in the syllabus for the day they are assigned. If you have read the chapter before class, the lecture will make more sense and you will be able to ask informed questions. Most people learn best if they read and then hear the same basic information. Do yourself a favor and do the assigned reading.
6. **Submit Your Assignments on Time** – A good way to get fired from a job is to not have important reports done well by the deadline. Think of this class as a work situation. The more work you submit late or not at all, the more likely you will not pass the class.
7. **Study 3 Hours a Week for Every Hour in Class** – At the university level, classes are constructed with the understanding that students will need to study at least 3 hours outside of class for every hour in class. This class has 2½ hours of in-class time each week. This means that you should plan to study approximately another 7½ hours outside of class each week. This time should include reading, taking notes, rereading, reviewing notes from class and the reading, writing and rewriting assignments. If you do not study these extra hours, you are wasting your time and money.
8. **Don't Suffer Silently** – If you are having problems with an assignment, a reading assignment, a presentation, or another student, discuss this with the instructor. Don't wait until the last few weeks of class to voice a concern. Problems that are solved early in the semester will alleviate stress later in the semester.

Academic Honesty: If you cheat or plagiarize in this course, you will be given a 0 for the assignment, quiz, paper, exam, or oral presentation. You will also be referred to the Vice President for Student Affairs Office for disciplinary action. In other words, don't cheat or plagiarize. Remember. You are probably smarter than the person you are copying. The research paper for the class will be submitted in both hard-copy and on-line format because it will be run through software to check for plagiarizing off the Web.

The academic integrity statement from the Office of Judicial Affairs reads as follows.

Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University's Academic Integrity Policy, requires you to be honest in all your academic course work. Faculty are required to report all infractions to the Office of Judicial Affairs. This policy on academic integrity can be found at <http://www2.sjsu.edu/senate/S04-12.pdf>

Students with Disabilities: Campus policy is in compliance with the Americans with Disabilities Act. Campus policy, which will be followed in this course, states the following.

If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities register with DRC to establish a record of their disability.

College of Business Policies and Procedures: To ensure that every student, current and future, who takes courses in the Boccardo Business Center (BBC), has the opportunity to experience an environment that is safe, attractive, and otherwise conducive to learning, the College of Business at San Jose State has established the following policies:

Eating: Eating and drinking (except water) are prohibited in the BBC. Students with food will be asked to leave the building. Students who disrupt the course by eating and do not leave the building will be referred to the Judicial Affairs Officer of the University.

Cell Phones: Students will turn their cell phones off or put them on vibrate mode while in class. They will not answer their phones in class. Students whose phones disrupt the course and do not stop when requested by the instructor will be referred to the Judicial Affairs Officer of the University.

Computer Use: In the classroom, faculty allows students to use computers only for class-related activities. These include activities such as taking notes on the lecture underway, following the lecture on Web-based PowerPoint slides that the instructor has posted, and finding Web sites to which the instructor directs students at the time of the lecture. Students who use their computers for other activities or who abuse the equipment in any way, at a minimum, will be asked to leave the class and will lose participation points for the day, and, at a maximum will be referred to the Judicial Affairs Officer of the University for disrupting the course. (Such a referral can lead to suspension from the University.) Students are urged to report to their instructors computer use that they regard as inappropriate.

Mission Statement of the College of Business: The College of Business is the institution of

opportunity, providing innovative business education and applied research for the Silicon Valley region.

Please check the url at: http://www.cob.sjsu.edu/cob/5_Student%SERVICES/cobpolicy.htm

STANDARDS FOR GRADED PAPERS

Qualities of an “A” Paper

Content and Organization

- § Fulfills all requirements of the assignment
- § Presents accurate information with generalizations supported by facts, examples, or analysis
- § Argues logically
- § Displays original thought
- § Has a recognizable subject
- § Is clearly organized
- § Contains unified paragraphs that support recognizable topic sentences
- § Has an effective introduction and conclusion if appropriate
- § Contains effective transitions
- § Uses the appropriate format for the document

Clarity and Correctness

- § Uses sentences that are easy to understand on a first reading
- § Includes a variety of sentence constructions that are appropriate for the subject, reader, and type of paper
- § Has no serious errors of diction, syntax, grammar, punctuation, or spelling
- § Shows evidence of careful proofreading and editing

Qualities of a “B” Paper

Content and Organization

- § Fulfills all requirements of the assignment
- § Presents accurate information with generalizations supported by facts, examples, or analysis
- § Argues logically
- § Has a recognizable subject
- § Is clearly organized
- § Contains unified paragraphs that support recognizable topic sentences
- § Has an introduction and conclusion if appropriate

- § Contains transitions
- § Uses the appropriate format for the document

Clarity and Correctness

- § Uses sentences that are easy to understand on a first reading
- § Includes a variety of sentence constructions that are appropriate for the subject, reader, and type of paper
- § Has no more than one serious error of diction, syntax, grammar, punctuation, or spelling (The error does not prevent comprehension)

- § Shows evidence of careful proofreading and editing
- § Does not repeat an error marked on a previous paper

Qualities of a “C” Paper

Content and Organization

- § Fulfills the main requirements of the assignment
- § Presents supports generalizations supported with some detail
- § Argues logically
- § Has a recognizable subject
- § Is clearly organized
- § Contains unified paragraphs that support recognizable topic sentences
- § Has an introduction and conclusion if appropriate
- § Uses the appropriate format for the document

Clarity and Correctness

- § Uses sentences that are understandable
- § Shows a variety in sentence construction
- § Has no more than two serious errors of diction, syntax, grammar, punctuation, or spelling
(The error does not prevent comprehension)
- § Shows an understanding of the conventions of written English
- § Does not repeat an error marked on a previous paper

Qualities of a “D” or “F” Paper

- § Uses an approach that indicates inadequate understanding of the assignment
- § Presents information that may be inaccurate, irrelevant, or incomplete
- § Has inadequate support for generalizations
- § Contains logical flaws or plagiarized ideas or words
- § Has an ambiguous or vague subject
- § Is not clearly organized
- § Contains paragraphs without easily understood topic sentences
- § Contains sentences that are not understandable or are not really sentences
- § Has more than two serious errors of diction, syntax, grammar, punctuation, or spelling
- § Repeats errors marked on a previous paper
- § Does not use the appropriate format for the document

Serious Errors of Diction, Syntax, Grammar, Punctuation, or Spelling include but are not limited to:

- § Misspelling a word
- § Using the wrong word
- § Misusing of commas, semi-colons, colons, and apostrophes
- § Not having complete sentences
- § Not having subject-verb agreement
- § Not having pronouns agree with the nouns they represent in number and gender

Appendix:

- § You are responsible for understanding the policies and procedures about adds/drops, academic renewal, withdrawal, etc., found at <http://www2.sjsu.edu/senate/S04-12.pdf>
- § For expectations about classroom behavior, see Academic Senate Policy S90-5 on Student Rights and Responsibilities.
- § As appropriate to your particular class, a definition of plagiarism, such as that found on the Judicial Affairs website at <http://www2.sjsu.edu/senate/plagarismpolicies.htm>
- § “If you would like to include in your paper any material you have submitted, or plan to submit, for another class, please note that SJSU’s Academic Integrity policy S04-12 requires approval by instructors.”
- § Evacuation Plan for the Classroom – See <http://www2.sjsu.edu/police/multimedia/ep/ep-docs/2005/sjsu-ep.doc>
- § Our Library Contact is Diana Wu, Phone (408)808-2087 or Email Diana.Wu@sjsu.edu