



## **BUS 205 Management Communication**

**Semester:**  
202330

**Instructor:**  
Paul Sinclair

**Sections:**  
397, 398

**Class meetings:**  
None. Course is asynchronous.

**Zoom Contact:**  
[https://uregina-  
ca.zoom.us/j/94995124369](https://uregina-ca.zoom.us/j/94995124369)

**Contact:**  
e-mail: paul.sinclair@uregina.ca  
Phone: 585-5635 (M – F, 9 – 5 pm)  
Appointments via Zoom or phone arranged  
by email.

### **Course Objectives**

At the end of the course, students should be able to:

- Understand importance of effective written and oral communications in a professional/management setting;
- Grasp changes currently underway in our professional communication environment;
- Plan and implement strategic communications;
- Understand barriers to internal and external organizational communication;
- Critique communication strategies in diverse organizations.

### **URCourses**

The course is centered on URCourses content. Students will be expected to be familiar with all the material left in the folders on URCourses.

Evaluation on resume/cover letter assignments uses Turnitin software. I leave recorded feedback on your assignments; please look for and listen carefully to those.

## **Textbook**

### ***Communicating for Results (5e)***

By: Carolyn Meyer

Publisher: Oxford University Press Canada

eText ISBN: 9780190161149, 0190161140 Edition: 5th

Very important: **We will be using the eText version of the textbook**; instructor leaves important information for students in each chapter. A hard copy of the text is available for \$89.99, but it must be purchased in addition to the eText. If you want a hard copy of the text but worry about cost, you may also consider purchasing a second-hand version of a previous edition.

You can find access to the eText [here](#) or buy it through the university bookstore.

## **Cheating and Plagiarism**

Plagiarism includes missing references, in-text citations, and quotation marks. Students who plagiarize unintentionally most often do so by failing to include all necessary in-text citations. In-text citations must be included for any and all information located through research. This includes anything that was not from your own previous knowledge or your own personal analysis of the research, even if the information is paraphrased, a direct quotation, a fact, a number, a statistic, someone else's opinion, or was found through multiple sources. Remember, cite the ideas, not just the words. Instructor uses Turnitin on your assignments to ensure academic integrity.

The use of remote learning technologies offers additional opportunities for academic misconduct on tests. Instructor works closely with faculty administration to proctor exams. Any suspected cases of cheating are simply forwarded to the Associate Dean's office.

Use of generative artificial intelligence to do assignments is considered academic misconduct.

## **Evaluation**

<b>Mid Term</b>	15%
<b>Final Exam (Comprehensive)</b>	25%

### **Individual Written Work**

Weekly Online Quizzes	20%
Cover Letter	10%
Business Report	15%
Powerpoint assignment	10%
Case	5%

Late assignments are subject to a penalty of 20% per day.

Students who do not complete an assignment will receive no grade for that assignment. **Quizzes will not be re-opened after they close. Quiz material is not difficult, but the quizzes require your attention every week.**

Please note that final marks are confirmed by the Faculty of Business Administration.

Students must attain a passing grade on the final exam to receive a passing grade for the course.

## **Written Course Deliverables**

<b>Assignment</b>	<b>Dates</b>
Resume and cover letter	September 28
Weekly quizzes (total of ten weeks)	Ongoing; first quiz due September 7
Case assignment	October 26
Midterm	October 19
Business report	November 23
Powerpoint (Screencast) assignment	December 5
Final exam	December 13, 2023 Time: 1900