

Course Assignments for Professional Communication 318

COMMUNICATION 318
PROFESSIONAL COMMUNICATION
FALL 2002

ASSIGNMENT DESCRIPTIONS

Please read the contents of the syllabus as well as the individual forms constructed by the instructor for more descriptive guidelines concerning assignments. Note: Proof read all assignments submitted to the instructor. Points will be subtracted for spelling and grammatical errors.

Reflection Defined: Thoughts, feelings, past/present experiences, group interactions and communication, connection between in-class material and the actual service-learning agency. A key component of service-learning is REFLECTION which is implemented throughout your assignments and course.

Informative Power Point Professional Presentation: You are to give an informative presentation (see text and forms) on the organization you provided service to, what you learned, selected contents of the final project, reflect on several business communication skills that impacted your team project. Professional attire will also be part of the group grade. You have 30 minutes to present therefore be sure that it is well organized and thought. I will evaluate you all as a group, not individually. Consult chapters 10-14 regarding how to present but implement other key chapters in your analysis. See professor in advance to discuss final project presentation. Students are required to invite their community partner to the final presentation. Inform the organization contact person during your initial face to face meeting. This meeting is one of the most important meetings of the quarter. Please dress professionally for your agency meetings. ** Be sure to submit your individual service-learning team evaluation and individual log sheet on the day of your presentation.

Each group will be expected to function autonomously to complete the task given by the organization. As a group, you are expected to set-up an initial meeting with your group's organizational contact, establish clear parameters, expectations regarding the service, and work together as a team. This activity is to allow each group member to increase his or her business communication skills as an effective participant in a non-academic setting, and to be able to apply in-class readings/concepts.

All students will serve 10 hours minimum; arrange out-of-class time. After the first initial meeting, teams can arrange to visit the agency in smaller teams. We will discuss preference for non-profit organizations and other direct service opportunities.

Hours Described: Minimum of 10 hours required PER PERSON

1-hour minimum: 1st initial meeting at the agency

2 hours: One (2-hour) workshop or two (1-hour) workshops- see contact

7 hours: Preparation and development time (eg. group meetings)

Hours per week: At least 1.5 hours a week

It is your responsibility to manage your time accordingly and to develop professional business workshops within the time frame provided. Keep in mind that every meeting is important and must be well organized in advance.

Instructor will be in contact with the S.L.C. & organization contact throughout the quarter.

Note: Service-learning group projects MUST be fully completed with the designated organization by the due date provided. Also submit an individual log sheet at the end of the quarter with the community partner's signature (be sure to have log sheets signed at each visit). Incomplete projects as well as inaccurate log sheets will receive an 'F' for the class. The community partner or the CSLC will notify the instructor of groups who have completed the project.

Team Member Problems: Teams are responsible to adjust to group issues just as you would in any job but if a particular member(s) continues to be a problem and social loafer please notify the professor immediately. If the problem continues after the issue has been brought to his/her attention, teams may fire a nonproductive member, state the reasons in writing, conduct a meeting

with the member and instructor. The fired member will still need to complete a service-learning project ok by the instructor and agency. This may result in an entirely different project and the student may run the risk of failing the course.

Service-Learning Reflection 'Oral' Progress Report: A group report will be given during the quarter (see form). Each group will be given 15 minutes to update the class on the progress of their direct service-learning project. The report must be presented in a professional and organized fashion. For the update, groups must submit a detailed outline responding to EACH question in full. A copy must be given to the instructor before presenting. Feel free to use an overhead or other forms of presentational materials. The key purpose of the progress report is to REVIEW the project's purpose, discuss the CURRENT STATUS of the project, IDENTIFY issues and problems, and to describe your next "MILESTONE". This report will also prepare you for your final group service presentation at the end of the quarter as well as update the class and instructor of your progress. Students will frequently be asked to relate their S.L. experience and professional communication skills learned along with frustrations. Each will be given the opportunity to strategize in order to make their organization a more effective place to work. Semi-professional attire required (no suit). (See form)

Discussion Leaders (DLs): Students (depending on class size) will be responsible for presenting an organized discussion based on the chapter/article read. In other words, you are responsible for including the class in a discussion. Each leader should discuss how the chapter or article best relates to you, service-learning experience, questions regarding the chapter, three aspects of the chapter that were most interesting, and implement a brief exercise (5-7min). Be sure to clearly identify the purpose of your presentation, discuss text terms and concepts, include introduction and conclusion. Notify the instructor ahead of time of your format if uncertain. DO NOT WAIT UNTIL THE DAY BEFORE TO MEET ME. The DLs will be responsible for providing the instructor with a minimum of a 1 pg typed outline and the graded evaluation form (as a pair please submit one outline and two evaluation forms). Students will not be permitted to present without the correct forms. The DLs are REQUIRED to give classmates a copy of the outline. Have a professional outfit for discussion leader presentation except suits (see class required materials). Presentations MUST be professional. Students will plan a 25-30 minute discussion. You are permitted to bring outside sources that relate to the chapter and be creative J . The instructor and teaching assistant will guide your discussion, pose questions, and go over key points. Semi-professional attire required. (See form)

Mock Interview: Define a job that you and a peer would like to apply for. You and your peer must agree on an organization, the same position, and the articles to be submitted to the group. Research the job thoroughly and locate written information on the specific organization chosen. You should be familiar with the organization's mission, organizational structure, and what specifically they are looking for in a new employee. Professional attire is required including matching suits, pants, skirts etc. (see required materials)

Format: Six person groups to conduct three- 12 min interviews with pairs. Two students will be interviewed for 12 minutes by four interviewers. It will take a total of 36 minutes. Seven- person groups will have a total of 42 minutes. (See form)

Service- Learning Individual Team Evaluation: Each individual team member will assign a point value for each team member as well as yourself. Evaluate yourself and team on the following categories throughout the quarter: attendance, individual interest of the project, participation, performance in the development of the SL project, creativity (each category is worth four points). The number of points will be an average of the number of points assigned to you. Submit a brief written evaluation of each member and yourself supporting your chosen point value based on the criteria above. The evaluation write up should be no longer than one page including all group members. This is to be handed in on the day of your Informative PowerPoint Professional Workshop. Keep in mind the group goal and the effort it took to complete the final goal. The evaluations will be kept in confidentiality.

Participation: Students are expected to participate daily...in class discussions, group projects, feedback to discussion leaders, past & personal experiences, exercises & activities assigned, role plays, skills, and most importantly...professionally present yourself daily etc. Due to the nature of this class punctual attendance is important both in and out-of-class meetings. Five points, per class will be deducted after the first initial free absent is used. Two points will be subtracted if you are continuously late. (See form)

Workshop Package: Each team will be responsible for developing a professional communication workshop or two, depending on the agency. The workshops will be heavily graded therefore be sure to submit your best work to the instructor by the due date.

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