

Business Communications Syllabus

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Course Objectives:

The primary goal is to help you develop your ability to communicate in a variety of business settings whether it is writing business correspondence, talking to customers over the phone, or even giving a presentation.

Textbook & Materials:

Market Leader Intermediate 3rd Edition

Other course materials may include handouts for writing exercises and practice. You must also **keep a notebook** for in-class writing and homework assignments. You may receive important handouts from time to time, so you may want to **keep a folder or clear file** for this class.

Evaluation:

25%	Homework/Assignments
15%	Participation & Attendance
15%	Quizzes
20%	Midterm
25%	Final Exam

- **All grades are final.** Changes in grades will only occur if the instructor has made a calculation error.
- SKKU's relative grading system is in effect, that is, a maximum of **90%** of students in this class **may** receive **A/B** grades and a minimum of **10%** **will** receive **C/D/F** grades.
- Attendance is an important part of your participation grade; if you do not attend class, you will lose participation points and may fail the class. **Sleeping, talking about topics unrelated to the lesson, and playing on your smartphones/tablets/laptops** are not considered as participating. Points will be deducted for this improper behavior in class.
- SKKU policy says **2** unexcused absences result in automatic failure; **1** absence results in a warning. Please note arriving **30 minutes** late will be considered an absence, and being late (more than 15 minutes) **twice** will equal **one** absence. **Sleeping** in class will also result in an absence. If you are absent or late, talk with me either in class or through email.
- **Plagiarism** (copying, borrowing or stealing another person's work without saying where it came from) is a serious offense and will result in an **F** grade.
- Finally, students are responsible for obtaining missed homework assignments. Being absent is not an excuse for missed work. Late work may be accepted, and make-up quizzes may be given for absences but not for full credit.

Class Rules:

- Be on time.
- Always do your own work.
- Electronic devices may be used for classwork only.
- Be prepared to learn, practice, and participate actively.
- Be polite and courteous during lectures, presentations, and seminars.

Procedures for the Beginning of Class:

1. When you come to class, please look at the whiteboard.
2. There will be an assignment or task for you to do.
3. Please complete the task quietly.

Procedures for Absences:

4. Notify me immediately through email or edu2.0.
5. Check iCampus for any missed lectures.
6. Check edu2.0 for missed assignments. (Work received late is late regardless of you being absent.)
7. For excused absences, bring a document verifying your whereabouts the next time you come to class. (Severe illness, military training/physical check-ups, and deaths are the only real reasons for missing class.)

Procedures for Make-up Assignments and Quizzes:

8. Late assignments will be accepted regardless if you have an excused or unexcused absence. Of course, points will be deducted.
9. However, only students with an excused absence can make-up a quiz within a day of returning to class, again not for full points.

Procedures for Electronic Devices:

10. I have and use many electronic devices, and they are wonderful, but I cannot allow them to be abused for personal reasons in class.
11. You may bring your electronic devices and use them in class when deemed necessary and appropriate. (i.e. You need your dictionary or you want to research something quickly for class.)
12. If you abuse this privilege, I will ask you to leave the class.

Procedures for Meeting Outside of Class:

13. I have office hours through the week which I will announce in class. However, since students rarely visit me, it may be best to make an appointment.
14. To make an appointment, contact me through email or edu2.0.

Procedures for Grade Grievances:

15. I do not change grades unless I have made a mistake.
16. If you believe I have erred, please let me know.
17. Do not beg me to change your grade because of your personal situation. (i.e. I need to keep my scholarship.)

성적평가 관련 규정:

- 성적평가는 분반단위가 아닌 교수단위로 상대평가가 이루어지며, 동일교수의 수강생 90%까지 B 이상의 성적을 받을 수 있으며, 최대 50%까지 A를 받을 수 있음
- 2회 이상 무단결석 시, 무조건 F 성적 부여함. 수업시작 후 30분 이상 지각하면 결석으로 처리되며, 지각 2번은 결석 1번으로 처리됨.
- 남의 글을 도용, 표절 시, 해당 과제/시험은 0점 처리되며, 제적처리 될 수도 있음.