



MGMT 3330.700 – Communicating in Business

Course Syllabus for Coursera (4346)

Summer 2026: 5W1; May 18 – June 19, 2026

Instructor Information

Dennis Nasco, PhD, SHRM-SCP (He, Him, His)

Lecturer: Department of Management, G. Brint Ryan College of Business

University of North Texas

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Phone Number: 940.565.2006

Virtual Office Hours: Via Zoom and/or Phone Tuesdays 9:30am to 11:30am (CST); or by appointment

Email: dennis.nasco@unt.edu **Please put MGMT 3330 in the Subject Line of emails**

Course TA: Menaka Lakhani (She, her)

TA Email: Menaka.Lakhani@unt.edu

***Canvas Technical Questions should be addressed to:** <https://techsupport.unt.edu/>

Please contact me directly through UNT email messaging:

My goal is to respond to you within 24-48 hours M-F, depending on your question or concern and whether I need to do additional research. If you do not receive a response from me after 48 hours, please re-send your message, email me, or call me and leave a voice message. I attempt to read all emails/messages, but sometimes I do not respond for some reason. If you have questions or concerns, **email me with “MGMT 3330” in the subject line** and identify your name, student ID, and clearly specify your question. Please review this link and tailor your communication to me (and others). Professional Business Communication is critical in the business world and it often starts with a simple, professional email or message. **If you need assistance with anything related to this course, please do not hesitate to contact me (My goal is to assist you).**

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

My Teaching Philosophy

One of the Department of Management’s core values is Students First! As your professor, my goal is to guide you through a learning process of acquisition and application of new “practical” knowledge and skills that you can use successfully in your future career. Please note that I try not to assign “busy work”. All readings, quizzes, assignments, etc. are structured in a way to maximize your potential, challenge you to grow, and make you more marketable in the workplace. To be successful, focus on application of the course materials; you must be able to apply and use effective Business Communication concepts in real life business situations.

Course Description

MGMT 3330: Communicating in Business is designed to provide students with information regarding communication skills that are valued by the U.S. business community as well as an appreciation for the impact good communication skills on organizations and business people's careers. The main goals of this course are to strengthen and expand on your business communication skills, knowledge, and attitudes in ways that will support your professional communications, job search efforts, professional relationships, and career goals.

Course Prerequisites or Other Restrictions

There is no prerequisite coursework for this course. However, entering this course with a solid command of writing mechanics (e.g., grammar rules, punctuation rules, etc.) will be helpful. You will find it beneficial if you have written emails, letters, memos and job search documents in advance of taking this course. Finally, you should relate and benefit more readily to portions of the course content if you come to the course having developed and given some presentations.

Course Structure

This is an online course that is delivered in a five-week term on Canvas. The course contains five modules; five of which are devoted to course content and the final exam. Thus, one of the five modules will be delivered each week of the five-week term.

Offering this course through Canvas creates new opportunities and challenges. Canvas offers you the convenience of an Internet based class meeting the standards set forth by the Ryan College of Business, the University of North Texas, the State of Texas, and the Association to Advance Collegiate Schools of Business (AACSB). Please do not suggest that an online class translates into an "Easy A". The keys are to:

- Stay up with the course schedule
- Read announcements
- Set aside time to study and analyze the material
- Reach out with questions

This course is offered 100% online via Canvas. You will need your EUID and AMS password—the same credentials you use to log in at your [Student Portal at UNT](https://my.unt.edu) (my.unt.edu). If you don't know your password or have trouble logging in, there is a link on the page to [reset your AMS password](https://ams.unt.edu) (ams.unt.edu).

For this method of instruction to work effectively, you must have read, viewed and thought about all assigned material. A good rule of thumb is to spend as much time analyzing and preparing the material as you do reading it. Although the structure of the course provides flexibility for students, please note that **this is NOT a self-paced, correspondence course**. Like any other course, there are specific requirements, activities and deliverables that must be completed and submitted at specific times (**with specific due dates**) throughout the semester. (**See course schedule at end of this syllabus**).

Course Objectives

By the end of this course, students will be able to:

- Describe the roles of communication, business etiquette, and interpersonal skills in organizations and how they are intertwined.
- Demonstrate the ability to produce professional-quality business documents.
- Write professional-quality electronic messages.

- Describe the role of effective listening in organizations as well as ways to communicate more effectively with intercultural communication partners.
- Describe communication techniques that contribute to effective business teams and effective business meetings.
- Describe how to develop and deliver effective business presentations as well as conduct effective question-and-answer (Q&A) sessions.
- Apply effective job application skills and describe effective career management techniques.

Materials

- All Materials used in the course are **FREE** and available to you through the UNT Library online, accessible directly through the course in Canvas, or **FREE** at <https://mcom320.net/>
- *Management Communication* eText, Lisa Thomas, Julia Haupt & Andy Spackman; Marriot School of Business, Brigham Young University, available for FREE at: <https://mcom320.net/>
- The *Management Communication* eText is available FREE online.
- The Course text is only available online or in PDF: <https://mcom320.net/pdf/> , there is **no hard copy version** of the text!

Teaching Philosophy

One of the Department of Management's core values is Students First! I want to provide you with a high level of customer service so that you know you are not alone in cyber space. If you need assistance with anything related to the course, please email me at Dennis.Nasco@unt.edu

As your professor, my goal is to guide you through a learning process of acquisition and application of new "practical" knowledge and skills that you can use successfully in your future career. Please note that I do not assign "busy work". All readings, quizzes, assignments, etc. are structured in a way to maximize your potential, challenge you to grow, and make you more marketable in the workplace. You will not be successful if you simply memorize facts; you must be able to apply and evaluate organizational behavior concepts to real life business situations.

If I have not heard from you for a while and you have not completed the assigned work, I will be contacting you. Another university representative may also contact you depending on the circumstances. Keeping me informed of your progress and any issues that may arise is critical, especially in an online environment. The University of North Texas has [many resources available](#) to ensure you are making appropriate progress toward the attainment of your educational and personal goals. You are not alone.

Course Technology & Skills

Minimum Technology Requirements

List of the minimum technology requirements for students:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins

- Microsoft Office Suite or equivalent

Computer Skills & Digital Literacy

List of course-specific technical skills learners must have to succeed in the course:

- Using and navigating Canvas
- Using email with attachments
- Downloading and installing software
- Using MS Office Suite (Word, Excel, & PowerPoint)
- Using presentation and graphics programs

Technical Issues with Canvas

Please immediately report ALL Canvas Technical problems by using the “Help Dropdown Menu” in the upper right-hand corner of all Canvas pages. If you are not able to access Canvas you may also follow-up with the UNT helpdesk at 940.565.2324. Be sure to ask for a ticket number and then email the ticket number to me along with the report from the Canvas helpdesk. Without a ticket number, I can’t follow up on the technical issue. Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and can advise me of the outcome.

Success in an Online Course

Here is additional information on how to be successful in an online class: [How to Succeed as an Online Student](https://clear.unt.edu/teaching-resources/online-teaching/succeed-online) (<https://clear.unt.edu/teaching-resources/online-teaching/succeed-online>).

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

Course Requirements

Grading Breakdown

Each student will be responsible for completing all work independently. Your grade in this class will be calculated by **adding the total points earned** during the semester. You will **earn** a grade based on successful completion of the following:

Assignments	Total Points Possible	Weighted Percentage of Final Grade
Intro Discussion Board	10 points	1.25%
APA Quiz	10 points	1.25%
Ethics/Integrity Quiz	10 points	1.25%
Syllabus Quiz	10 points	1.25%
Concept Quizzes (17 total; lowest 1 dropped)	160 points	20%
eText Quizzes (10 total)	100 points	12.5%
Writing Assignments (2)	50 points	6.25%
Discussion Boards (2)	50 points	6.25%
Midterm Exam (1)	200 points	25%
Final Exam (1)	200 points	25%
Total	800 points	100%*

Grading Scheme

Your course letter grade is determined by percentage as follows:

A = 90% or greater

B = 80% or greater. Lower than 90%

C = 70% or greater. Lower than 80%

D = 60% or greater. Lower than 70%

F = Less than 60%

NOTES:

- As the Instructor, I reserve the right to curve exam grades if deemed appropriate after analyzing the results.
- Final grades will be calculated based on total points earned – no rounding!
- Make an effort from the FIRST day of class to do your best on all assigned items. No deals will be given because it would be unethical of me to give you points that have not been available to all.
- The Department of Management has high standards for its junior and senior level courses that will be enforced by holding you accountable for mastering the material.
- Departmental standards will be enforced during all sessions. Hit the ground running!
- No make-ups will be granted for missed or late assessments, quizzes, assignments, or exams.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

This semester, UNT will administer course evaluations online (the "SPOT" – Student Evaluation of Teaching). The evaluations are used to evaluate faculty performance and provide guidance on what can be improved (also tell us what you like!). These are very important to me as *you* are the reason I'm here. I truly value your feedback and very much appreciate you taking the time to complete the evaluations which will be administered towards the end of the semester. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey was submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email spot@unt.edu.

Course Policies

Canvas Announcements

I will share quick news and course updates with the class using the Announcements feature in Canvas. Announcements can be accessed via the left-hand navigation menu. **To best keep up with the class you should plan to check Announcements at least twice a week!**

Attendance Policy

The INET version of this course has no face-to-face meeting times, but you should plan on checking Canvas at least twice per week to see if there are new announcements and make sure you are current with all assignments, discussions, quizzes and exams.

All of you are at the age where life happens and may require time away from class. University policy states the conditions and remedies for school and personal related absences. These include, but are not limited to school sanctioned activities, illness, civic duty, military service, caregiver leave, and religious observances (to include funerals). In order to treat everyone equally under the law (Federal and State), some form of official documentation is required as to why-when-where.

This is not intended to be an invasion of privacy but will allow me to accommodate you during this unusual period of time. Please inform me of the situation and discuss documentation at Dennis.Nasco@unt.edu. You can locate the UNT Attendance Policy at [University of North Texas' Attendance Policy](http://policy.unt.edu/policy/15-2-) (<http://policy.unt.edu/policy/15-2->)

Class Participation

Every assignment that requires active participation in Canvas will have information regarding the number and substance of your responses. Please read all instructions in Canvas and the Syllabus to make sure you are meeting the criteria stated in the assignment.

Late Work

Generally speaking, late work is not accepted. It is not fair to other students to allow a student/team to submit late work and earn credit. An exception to the above may be made on a case-by-case basis if you provide documentation substantiating a valid personal emergency. If you are overwhelmed or feeling

behind, please contact me before the assignment is due (not after). **If a late work exception is agreed upon, there generally will be a late work penalty applied of 10% per day late on assignment submittal.**

Early submission of assignments is welcome. You should not have an expectation that I will clarify assignment questions the day the assignment is due (assignments are designed to span over at least one week).

Sundown Rule

NOTE: You have one (1) week (from the date the grade is released) to inquire about your grade on an exam, quiz, discussion post, or any other assignment. The exception to this is the last round of assignments, the Final Exam, and your Final Letter Grade when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar. **The purpose is to resolve any issue during the term and not wait until the last week of the term.** Check your grades every week!

Event Timing

All times stated in this course will conform to **US Central Standard Time (CST)** and Texas state daylight savings time adjustments.

Assignment Policy

Students are required to log into the on-line class to check class announcements, check grades, and complete assignments at least twice a week (more often during summer sessions).

NOTE: For specific due dates and exam times, please see the Course Schedule at the end of this syllabus and in Canvas.

Please note that Canvas relies heavily on electronic technologies for online courses, and technology is not 100% reliable. It is each student's responsibility to take exams in a location with a reliable computer and internet connection.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Assignment Submission Policy

You will submit all assignments through the respective tab on Canvas (unless instructed differently by me). **I will not accept assignments sent via e-mail or other messaging.** If you upload the wrong document in error, you must contact me ASAP and resubmit the correct document. You are responsible for ensuring that you upload/submit all required documents via the correct assignment tab by the due date. Every assignment must include student name, course number, and assignment title.

All Assignments, Discussions, Quizzes and Tests are due by 11:59 pm Central Time on the dates listed in the Course Schedule.

Instructor Responsibilities and Feedback

Review the assignment and the assignment requirements as many times as necessary to ensure you

understand what is required/expected. If you do not follow the requirements closely, I will deduct points for missing components. **I encourage you to ask questions and ask for clarification prior to submitting your assignments.** My goal is to respond to you on all course related issues within 24 to 48 hours.

I usually try to grade assignments within three (3) to five (5) days of submission deadline. Please consider my feedback open-mindedly. My goal is to assist you to better understand course materials & concepts, AND clarify any content & assignment misunderstandings. If I have deducted a few points, attempt to see the reasoning instead of becoming upset about not receiving the maximum points for the assignment. **I dedicate a lot of time to grade your submissions and provide you meaningful feedback so that you can succeed in this course, other courses, and ultimately the workplace.** In addition, I cannot address every possible error, I expect you to review your assignments to pinpoint any deficiencies and focus on improving your future submissions. **Keep in mind, I am evaluating your work (output), not you as an individual.** The goal is to grow, improve and be prepared for your future, which requires candid/honest feedback on your assignment work (output).

Additionally, I am human and may make a mistake while grading assignments or inputting grades. If you notice an error, **please understand it was a mistake (I am not out to get you! I truly want you to succeed!).** Respectfully notify me and I will adjust score(s) accordingly if an error has occurred. **Errors in your favor will remain and you do NOT need to notify me!**

Writing Skills Expectation

Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas coherently. Submissions must have complete sentences, correct punctuation, and capitalization. Avoid using abbreviations and acronyms without appropriate clarification. Cite your sources and include a list of references. If the idea or thought is not originally yours, it should be cited and referenced in your assignment.

Syllabus Quiz

("Start Here" Module in Canvas)

Each student will complete an online syllabus quiz by the due date in the Course Schedule. This will familiarize you with how to navigate the course in Canvas and ensure that you understand the respective course and university policies as well as the course structure and my expectations. **Syllabus Quiz will close per the assigned due dates in the course schedule at 11:59 PM CT.**

Ethics Statement/Integrity Quiz

("Start Here" Module in Canvas)

Each student will complete a review of and agree to the Ethics Statement and take the Integrity Quiz by the due date in the Course Schedule. By completing this assignment, you agree and understand that assignments should be completed individually. **Ethics Statement/Integrity Quiz assignment will close per the assigned due dates in the course schedule at 11:59 PM CT.**

APA Citation and Reference List Quiz

("Start Here" Module in Canvas)

Each student will complete a review of APA Lesson and take the APA Quiz by the due date in the Course Schedule. By completing this lesson and quiz you agree and understand that all assignments should be

completed using proper APA citation and reference lists. **APA Quiz assignment will close per the assigned due dates in the course schedule at 11:59 PM CT.**

Discussion Board Policy and Grading

STUDENT INTRODUCTIONS Discussion Board

("Start Here" Module in Canvas)

To kick off the semester, all students will introduce themselves on the Discussion Board. Be sure to respond to all questions (name, major, etc.). **The Discussion requires you to post an Original Response to one (1) of my question(s) and to Reply to at least one (1) of your classmates.** 10 Max Possible Pts. **Student Introductions will close per the assigned due dates in the course schedule at 11:59 PM CT.**

ASSIGNMENT Discussions Boards

(Available in Canvas in the corresponding Modules)

The Chapter Discussions are intended to promote the exchange of ideas and resources related to course content. Your prompt posts and meaningful responses are critical to creating and maintaining an effective online learning environment. There are two (3) discussion board assignments during the course. Each discussion board post is possible 25 points for a total of 50 possible points.

- The Discussions require you to post an **Original Post** to one (1) of my questions and to **Reply (Response Post)** to **one (1)** of your classmates' discussion posts that **addressed a different question topic** than the one you selected for your original entry.
- **You must interact with a different student for each Discussion Assignment.**
- Each student will have to post at least **two (2)** discussion entries during the discussion week.
- All Chapter Discussion postings are time sensitive as indicated in the Course Schedule. **Please post your original entry by Thursday** of the discussion week and respond to a classmate by returning to the discussion on a different date before the due date.

Discussion boards will close per the assigned due dates in the course schedule at 11:59 PM CT.

Respect each other's time by posting well researched posts that contribute to our discussion topics. You should read a chapter and the corresponding materials before going to the Discussion Board and posting an answer or response. Chapter Discussions are designed to provide a different performance evaluation opportunity. You are free to share any additional resources and suggested readings that will further enhance our understanding and knowledge of a topic. I am also particularly interested in how you can apply the content discussed in the modules and textbook.

Discussion Board Posting Requirements

Your posts **MUST** demonstrate that you have read the textbook and additional resources. **Each discussion post must contain at least five (5) complete sentences and/or 125+ words.** Post a professional and thoughtful response that cites course material (in-text APA citation) and/or outside resources you have sourced. Also, provide a "resource" list at the end of each post.

Keep in mind that:

- **Full credit is not guaranteed**
- Excessive spelling and/or grammatical errors will result in 0 points
- Use proper capitalization and punctuation along with complete sentences
- All discussion posts require APA citation and a reference list of sources

Each discussion "response" post must also include at least five (5) complete sentences and/or 125+ words! Responses **ONLY** containing "I agree", "I disagree", "Great post!", etc., will not earn any credit.

When responding to classmates, explain how you can relate to (or possibly disagree) with their perspective. Back your responses with course content! The more you invest in making your responses engaging for your classmates, the more everyone will benefit from the discussions AND, most likely, the more points you will earn for your discussion assignments. Response posts are expected to be substantive, professional and thoughtful citing course material (in-text APA citation) and/or outside resources you have sourced. A “resource” list at the end of each post should also be included.

Concept & Chapter Quizzes Policy and Grading

(Available in the corresponding Canvas chapter modules). You will complete (17) Concept Quizzes & (10) Chapter Quizzes over the semester. They cover the material discussed in the lessons and the textbook. You will have 15 minutes to answer 5 questions. Each quiz is worth 10 points total (2 points per question). **You will be able to take each quiz only ONCE.** Once you complete the quiz, your score will show up under “Grades”. All quizzes are open book, open notes. Complete the quizzes independently as you work through each corresponding module. **You will earn a zero if you do not complete a quiz by its due date.** Quizzes may be available early in case you want to work ahead.

Quizzes will close per the assigned due dates in the course schedule at 11:59PM CST.

Exam Policy and Grading

(Available in Canvas in the corresponding Modules 3 & 5)

The mandatory Exams are “knowledge-acquisition-application” oriented. It is designed to “quickly” test your course knowledge. The questions cover content from the lessons, textbook, videos, & discussion boards. **Exams are closed note/closed book and require the use of the Respondus Lockdown Browser. The exams will be available for no less than 36 hours – refer to the course schedule for availability dates.**

You will have **75 minutes** to answer **50** multiple choice and/or true/false questions.

You must complete the exam **independently** in **one sitting** during the exam availability window. I strongly recommend you complete your exam EARLY during the Open/Access Window to allow plenty of time to resolve any issues that may occur. You need to know the material, assigned readings, videos and Canvas modules to do well. There are no study guides in upper division courses. You may not be able to view your exam score until I have completed a post-exam analysis.

Should you lose Internet connection during the exam, you would need to contact the Student Helpdesk and document the remedy ticket number before contacting me.

NOTE: Exam taking windows are available for usually 48 hours. Therefore, I do not anticipate scheduling issues, but if you have a conflict, you must contact me prior to the exam, and the request must comply with University policy.

Final exams can be rescheduled if you have multiple exams on the same day, but you must provide your class schedule as documentation when requesting an alternative testing time. Contact me at @unt.edu with “MGMT 3330 Exam Conflict” in the subject line, and include your name, student ID number, and detailed reason for request (and class schedule for alternate final time). No make-up exams will be granted for “missed exams” after the exam due date/time.

EXAM ACADEMIC INTEGRITY: Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during a test and the test taking window. Talking to other students, soliciting or giving help is NOT allowed and forbidden by the Student Conduct Code. Copying, photographing, or disseminating the questions in any form is prohibited. Exam questions are randomized so you will NOT have the same as your classmates nor will the questions be in the same order as your classmates.

ACADEMIC INTEGRITY

According to UNT Policy 06.003, Student Academic Integrity, (<https://policy.unt.edu/policy/06-003>) academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. All violations of the Student Academic Integrity policy will be reported. Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during an exam or quiz. Talking to other students, soliciting or giving help is not allowed.

Copying, photographing, or disseminating the questions in any form is prohibited. Remember, the exam questions are randomized so you will not see the same questions in the same order as your classmates. Be advised, you will submit your work to an electronic plagiarism monitoring service such as www.Turnitin.com.

RCOB Syllabus Statement on Academic Honesty

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams.

Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

Generative AI Prohibited Use Policy

In this course, I want you to engage deeply with the materials and develop your own critical thinking and writing skills. For this reason, the use of Generative AI (GenAI) tools like Claude, ChatGPT, and Gemini are NOT permitted. While these tools can be helpful in some contexts, they do not align with our goal of fostering the development of your independent thinking. Using GenAI to complete any part of an assignment, exam, or coursework will be considered a violation of academic integrity, as it prevents the development of your own skills, and will be addressed according to the [Student Academic Integrity policy](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>).

Syllabus Change Policy

This syllabus, course schedule, Assignments and due dates are subject to change. Whenever a change is made, I will post an announcement to Canvas informing you.

Intellectual Property

State common law and federal copyright law protect my posted web material. It is my own original work. Whereas you are authorized to take notes, thereby creating a derivative work from my material, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to make any commercial use of your notes without express prior permission from me. Moreover, I will not use your work without your permission.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of

academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages, on-line chat tools, Group-Me Chats; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university; (4) dual submission of a paper, discussion post, or project, or resubmission of a paper or project to a different class without express permission from the instructor; or (5) any other act designed to give a student an unfair advantage on an academic assignment.

The term “plagiarism” includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Instructors have primary responsibility for academic assessment. In instances of academic dishonesty, instructors may impose an education assignment if it is determined that the student did not intend to harm another or gain advantage. A finding by an instructor that academic dishonesty occurred may be considered grounds for more serious academic penalties, up to and including failure in the course. Instructors will report all instances of academic dishonesty to the Academic Integrity Database.

This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. [Student Academic Integrity Policy](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>).

Turnitin or similar software may be used for online course submissions to maintain academic integrity of student work.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. **Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation.** Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. Students will have an opportunity to evaluate the course material and how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (http://spot.unt.edu/) or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal

laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Class Recordings & Student Likenesses

Any Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT EUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)

Summer 5W1 2026 Important Dates Per the UNT Registrar

- **May 18, Monday:** Classes Begin
- **June 11, Friday:** Last Day to drop the course or withdraw from the semester.
- **June 18, Thursday:** Last Regular Class Day
- **June 19, Friday:** Last Day of Term, **Final Exams must be completed by 11:59pm CT**

Course Schedule MGMT 3330: Communicating in Business Summer 5W1 2026

Week	Date	Topic	Reading/Assignment
Week 1 Module 1	5/18 – 5/24	<ul style="list-style-type: none"> ▪ Getting Started Module ▪ Introduction to Org. Communication’ ▪ Org. Communication Strategies and Technologies ▪ Improving Org. Communication ▪ Interpersonal Skills – Business Etiquette ▪ Empower: Why Communication Matters 	<ul style="list-style-type: none"> ▪ Review the Getting Started Module ▪ Read the Syllabus ▪ Intro to Org. Communications Readings & Video ▪ Org. Communication Strategies and Technologies Readings ▪ Improving Org. Communications Readings ▪ Interpersonal Skills – Business Etiquette Readings ▪ eTextbook Chapter Readings <p>The following assignments are DUE by 11:59 pm CT, Sunday, 5/24:</p> <p>GETTING STARTED</p> <ul style="list-style-type: none"> ▪ Quiz: Syllabus ▪ Quiz: Ethics & Academic Integrity ▪ Quiz: APA Formatting ▪ Discussion Board: Student Introductions <p>LESSON ONE</p> <ul style="list-style-type: none"> ▪ Quiz: Org. Comm. Strategies & Technologies ▪ Quiz: Improving Org. Communication ▪ Quiz: Interpersonal Skills – Business Etiquette ▪ eTextbook Quiz: Into: Empower: Why Communication Matters

<p>Week 2 Module 2</p>	<p>5/25 – 5/31</p>	<ul style="list-style-type: none"> ▪ Intro to Business Writing ▪ Elements of Business Writing ▪ Listening Skills ▪ Intercultural Communication ▪ Write: Look Smart in Print-Understanding Grammar Rules ▪ Plan: Think First ▪ Communication Technologies ▪ Electronic Communications ▪ Social Media ▪ Discussion Board #1 	<ul style="list-style-type: none"> ▪ Intro to Business Writing Reading and Video(s) ▪ Elements of Business Writing Readings ▪ Listening Readings ▪ Intercultural Communication Readings ▪ Communication Technologies Readings ▪ Electronic Communications Readings ▪ Social Media Readings ▪ eTextbook Chapter Readings ▪ The following assignments are DUE by 11:59 pm CT, Sunday, 5/31: <ul style="list-style-type: none"> ▪ Quiz: Elements of Business Writing ▪ Quiz: Listening ▪ Quiz: Intercultural Communication ▪ Quiz: Communication Technologies ▪ Quiz: Electronic Communication ▪ Quiz: Social Media ▪ eTextbook Quiz: Appendix: Write ▪ eTextbook Quiz: CH 1: Plan ▪ Discussion Board #1: How Communication Affects a Business
<p>Week 3 Module 3</p>	<p>6/1 – 6/7</p>	<ul style="list-style-type: none"> ▪ Concise Sentences ▪ Clear Paragraphs ▪ Business Letters – Components and Strategies ▪ Business Reports ▪ Persuade with Purpose ▪ Know your Audience ▪ Choose a Strategy ▪ Deliver Bad News ▪ Inspire Others ▪ Written Assignment #1: Write a Persuasive Business Letter ▪ MIDTERM EXAM 	<ul style="list-style-type: none"> ▪ Intro Module 3 Readings and Video(s) ▪ Business Letters Readings ▪ Business Reports Readings ▪ eTextbook Chapter Readings ▪ The following assignments are DUE by 11:59 PM CT, Sunday, 6/7: <ul style="list-style-type: none"> ▪ Quiz: Business Letters ▪ Quiz: Business Reports ▪ eTextbook Quiz: CH 8: Persuade ▪ eTextbook Quiz: CH 3: Build ▪ Writing Assignment: Write a Persuasive Business Letter ▪ Midterm Exam: Available from 12:01am, Saturday, 6/7 until Sunday, 6/8 11:59pm CT. <ul style="list-style-type: none"> ▪ <i>NOTE: Once you access the Midterm Exam, you will have one attempt of 50 mins to complete questions.</i>

<p>Week 4 Module 4</p>	<p>6/8 – 6/14</p>	<ul style="list-style-type: none"> ▪ Communicating in Teams ▪ Communicating in Meetings ▪ Workplace Collaboration Tools ▪ Effective Emails ▪ Business Presentation Skills ▪ Conducting Research for Reports & Presentations ▪ Evaluating & Citing Sources ▪ Question and Answer Sessions ▪ Discussion Board #2 	<ul style="list-style-type: none"> ▪ Intro Module 4 Readings and Video(s) ▪ Communicating in Teams Readings ▪ Communicating in Meetings Readings ▪ Business Presentations Readings ▪ Question and Answer Sessions Readings ▪ eTextbook Chapter Readings ▪ The following assignments are DUE by 11:59 PM CT, Sunday, 6/14: <ul style="list-style-type: none"> ▪ Quiz: Communicating in Teams ▪ Quiz: Communicating in Meetings ▪ Quiz: Business Presentations ▪ Quiz: Question and Answer Sessions ▪ eTextbook Quiz: CH 7: Team Up ▪ eTextbook Quiz: CH 4: Research ▪ eTextbook Quiz: CH 10: Present ▪ Discussion Board #2: Best Practices for Business Presentations
<p>Week 5 Module 5</p>	<p>6/15 – 6/19 Semester ends Friday, 6/19</p>	<ul style="list-style-type: none"> ▪ Employment Communication ▪ Career Management ▪ Online Presence ▪ Elevator Pitches ▪ Job Search ▪ Resumes, Cover Letters, Interviewing & Follow Up ▪ Written Assignment #2: Professional Attributes ▪ FINAL EXAM 	<ul style="list-style-type: none"> • Intro Module 5 Readings and Video(s) • Employment Communication Readings • Career Management Readings • eTextbook Chapter Readings • The following assignments are DUE by 11:59 PM CT, Friday, 6/19: <ul style="list-style-type: none"> • Quiz: Employment Communication • Quiz: Career Management • eTextbook Quiz: CH 11: Brand • eTextbook Quiz: CH 12: Work ▪ Written Assignment: Professional Attributes • Final Exam: Available from 12:01am, Thursday, 6/18 until Friday, 6/19 11:59pm CT. <p><i>NOTE: Once you access the Final Exam, you will have one attempt of 50 mins to complete 25 questions.</i></p> <p><i>Good luck on the MGMT 3330 Final and any other Final exams!!</i></p>