

Summer 5wk1 – MGMT 3660 - Speaking, Writing, and Presenting in a Global Environment
Summer, 2026 - Syllabus May 18 - June 19
Class: 100% Online asynchronous class held inside the UNT Canvas classroom

Professor: Roxy Verrelli
Email: roxanne.verrelli@unt.edu
Canvas Canvas inbox me anytime
Teaching Assistant: Bailey Underbrink

Materials

Required Textbook: Shwom, B. and Snyder, L. G. (2019). *Business communication: Polishing your professional presence* (4th ed.). New York, NY: Pearson.

For questions, please email me directly at the UNT address above and include "MGMT 3660 online" in the Subject Line.

NOTE: Email is checked on a regular basis Mon-Fri. I do not respond to emails from 5:00pm Friday to 8:00am Monday. If you email me during these times, I will respond on Monday after 8:00 am.

NOTE: This section is asynchronous - an online class with no scheduled meetings in person or online. I am available by appointment via Canvas conferences or Conference Call if you need assistance, and always by email or Canvas inbox.

Please note that the structure of the class provides flexibility but it is not self-paced. It has a set schedule of weekly assignments and deadlines that must be met. In addition, it has a standardized process that must be followed - with scheduled times and defined availability windows for taking exams.

Please check the course Announcements page every couple days to ensure you do not miss important updates and information.

Use Canvas

You are responsible for checking Canvas for class **announcements**, assignments, and postings. Contact the university [IT help desk](#) [Links to an external site.](#) immediately if you encounter a technical difficulty. Be sure to ask for a ticket number. After you email me the ticket number and an official report of the incident, I will determine whether or not you can submit an assignment at a later date based on the report and university policies.

- **Notifications:** be sure to set up your Canvas notifications so you get an email for any announcement posted in the course. You can adjust these settings in the Account area of Canvas (under your picture).

Each week you will work from the top of that week's module down through the content and materials. Each module is important and you should not skip any of them. It is also recommended that you take advantage of the practice quizzes built into the course. Keep in mind that all modules will lock at 11:59pm on the due date and will not be unlocked. Do get your work by the deadline to earn points.

Succeed as an online student

The course will take place 100 percent online. This online course is not easier than the in-person course format. It requires strong time management skills, excellent reading comprehension, an openness to technology and learning new technologies, and independent learning skills.

Manage your time

This is a super fast paced summer course. You can expect several assignments due on the same day on multiple days a week. The course includes 10 modules spread over 5 weeks. Although the structure of the course provides flexibility, the course is not self-paced. You must meet a set schedule of weekly assignments and deadlines and follow a standardized process.

Practice business communication skills in your interactions with the members of the course

Be professional in all your communication, and practice the skills you are learning. If you send me an email that does not follow the principles of business writing, I will ask you to rewrite it before I respond to your inquiry. Here are some general guidelines on how to interact with your classmates and me:

- Treat everyone with respect in email and any other communication.
- If you send an unprofessional email, I will not respond.
- Use correct spelling, grammar, and punctuation.
- Call me Professor Verrelli or Mrs. Verrelli.
- Avoid slang terms and abbreviations.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and others’).
- Give people the benefit of the doubt. Though there may be a computer between you, there are people on the other side of the screen.

See [Engagement Guidelines](#) for more information.

Earn points and seek help

Your performance on written and oral assignments, exercises, discussions, quizzes, and the final exam will determine your grade in this course.

Assignment	Points Possible
Employment Communication	Assignment 1 – Thank you note 100 points
	Assignment 2 – Big Interview 100 points
Professional Communication	Assignment 3 – Virtual Presentation 100 points
	Assignment 4 – Negative-news Letter 100 points
Intercultural Communication	Assignment 5 – Virtual Presentation 100 points
	Assignment 6 – Email (Final Exam) 100 points
Assessments	10 practical assessment at 30 points each 300 points
	1 discussion contributions per week at 20 points each 100 points
Total Points Possible	1000 points

Instructors will assess students’ performance with the following methods of evaluation:

Written Assignments 30%
Oral Assignments 30%
Exercises and Quizzes 30%
Discussion Board 10%

Grading Scale

A 1,000-900 points
B 899-800 points
C 799-700 points
D 699-600 points
F 599-0 points

Know assignment due dates and test dates. These are available in the course schedule and on Canvas. All times stated in this course will conform to US Central Standard Time (CST) and Texas state daylight savings time adjustments.

Seek feedback. I am here to help you. Make an appointment to speak with me on Canvas conferences if you are confused about class material or an assignment.

Note: The practice quizzes are optional and not required. They are in the class to help better prepare you and it is recommended to do them, but they are not worth points and are optional.

Meet all deadlines. Discussion posts and graded module exercises submitted after the due date will receive a grade of zero unless you have a university-excused absence and provide documentation within 48 hours of the missed deadline. The same policy applies to the quizzes, the exam, and Assignment 6.

Late Work Policy:

Follow the dates listed in Canvas to know when to turn in your assignments. **No late work will be taken** unless you have prior approval from me (Prof. Mitchell), or a university excused absence. If you have a special circumstance or are an OSD student you should discuss any challenges with me **prior to an assignment due date**, and you must have documented extenuating circumstances related to university events or the observance of a recognized holy day. Start on your work early each week. It is your responsibility to turn in your work on time. Computer-related or Internet related excuses will not be accepted as per the above technology requirements.

For example, I had a technical problem,” “My Internet was down,” and “My connection was slow, so it took a long time to upload the assignment” are not excuses. If you encounter a problem, contact the IT help desk and ask for ticket number. Canvas issues? Students may contact the UIT Helpdesk by phone at **940-565-2324** or by email at helpdesk@unt.edu. Hours of operation are posted on the UIT Helpdesk website at <http://it.unt.edu/helpdesk> If you miss a test or submit an assignment after deadline and don't have proper documentation, you will receive a grade of zero.

Communication is KEY to your success in this online course.

- **You are expected to check the Announcements Section of Canvas at least every 24/36 hours for updates** from me (your professor). Because this is an online course it is important that we establish a good method of communication. The Announcement's section of this course is the main mode of communication from the instructor to the student. **Failure to check these announcements will result in missed information**, which will likely impact your overall grade in this course. Note: be sure to set up your Canvas account (top left under your picture area) to receive notifications for announcements via text, email, etc... You can decide which option.

Check your grades every week. You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect you to review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, send me an email to set up a meeting (I am not allowed to discuss grades over email). In your email, explain why I should reconsider your grade and submit any supporting documentation. You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute.

Be ethical. Please do not ask to extend deadlines for assignments and quizzes because you missed the deadline. Granting such a request would be unfair to other students, so you will not receive additional time to complete assignments or take exams. Likewise, please do not ask for a higher grade at the end of the semester. It is unethical to ask for a higher grade at the end of the semester when you didn't earn it. I will not curve or round up grades, nor will I provide additional exercises at the end of the semester so that you can improve your grades.

Be sure and take advantage of our **free subscription to the [Wall Street Journal](#)** .

Last day to drop a class –

Complete all assignments

The course components described below will make up your total grade. More information about the assignments and grading rubrics is available in the course modules. You will need to submit the written assignments as PDF files. Save your file as follows: Lastname_Firstname_Assignment Number 9e.g., Perez_Emily_Assignment 1).

1. **Assignment 1: Interview**

You will participate in a mock interview -Big Interview accessed through careercenter.unt.edu

Assignment 2: Thank you Letter for interview

You will write a thank you letter tailored to your mock interview

1. **Assignment 3: New Product/Service Virtual Meeting**

You will research an upcoming product and determine how it will impact your company from a financial, marketing, human resources, logistics, or accounting perspective. You will conduct a 4-minute meeting and record, create a Youtube video to present your findings to your team. [How to do a Youtube video.](#)

1. **Assignment 4: Negative-news Letter**

You will first read a short case. Then you will write a letter refusing a request. You will submit your assignment to Turnitin to check for plagiarism.

1. **Assignment 5: International Communication Virtual Training**

You will research the best business practices of a country and deliver a virtual presentation explaining how executives in your company should conduct business meetings in that country.

1. **Assignment 6: International Communication Email**

This assignment is paired with Assignment 5. You will research the communication preferences of business professionals in a country and write an email to the executives in your company describing your findings. You will submit your assignment to Turnitin to check for plagiarism. Assignment 6 will be your final exam.

1. **Assessments**

Practical exercises will help you improve your writing competency. They will also help you prepare for the major assignments. Each graded practical exercise will be worth 30 points. You will be unable to obtain a good grade if you don't study the module learning materials and the relevant textbook chapters.

1. **Discussion Boards**

You will be required to contribute to several discussion boards on the module learning materials. You will need to both post and respond to other students' posts.

1. **Extra Credit**

You will have the following opportunities to earn extra credit:

- [Tips for Writing Emails](#)

You will receive 10 bonus points if you watch a LinkedIn Learning course on emails, write a paragraph, and submit the course certificate.

- [Delivery Tips for Speaking in Public](#)

You will receive 10 bonus points if you watch a LinkedIn Learning Course on presentation skills, write a paragraph, and submit the course certificate.

Extra-credit points can make a difference in a course letter grade, so take advantage of these opportunities to earn additional points.

Ryan College of Business - 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 quizzes. 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.

ChatGPT and other AI assistance

Students may not use ChatGPT or other AI software to complete their work. Students may use this kind of technology for brainstorming or early drafting, but nothing else. Canvas will scan each written assignment for an AI likability score. If a student is discovered to have used AI to generate their entire (or near entire) work, that student will receive a zero on the assignment.

What is the accuracy of Turnitin’s AI writing indicator?

Turnitin only flag something as AI-written when we are 98% sure it is written by AI. This is because we want to make sure we don’t falsely flag something as AI-generated that isn’t. This means, however, that we will likely miss up to 15% of text written by AI, with a less than 1% false positive rate (incorrectly identifying fully human-written text as AI-generated).

For example, if we identify that 50% of a document is written by AI, we are 98% sure that at least 50% is written by AI with a less than 1% false positive rate, but it could contain as much as 65% AI writing.

What is the difference between the Similarity score and the AI writing detection percentage?

Are the two completely separate or do they influence each other?

The Similarity score and the AI writing detection percentage are completely independent and do not influence each other. The Similarity score indicates the percentage of matching-text found in the submitted document when compared to Turnitin's comprehensive collection of content for similarity checking. The AI writing detection percentage, on the other hand, shows the overall percentage of text in a submission that Turnitin's AI writing detection model predicts was generated by AI writing tools.

Class Attendance

Attendance (**logging in**) is expected in this online class. You are required to log in 3 to 5 days a week minimum. Please contact me through university email if you are ill, or unable to log into class due to a related issues. It is important that you communicate with me **prior to missing an assignment or discussion** so I may make a decision about accommodating your request to be excused from class.

The instructor reserves the right to make changes to this syllabus if needed. Notices will be delivered electronically via Canvas Announcements.