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**VAST Department Northwest College**

**COMG 1040 Enhanced Workplace Communication**

**Spring 2019**

Spring Branch Campus-Room 218 9:00am-10:30am or 10:30-12:00pm Tuesday/Thursday

3 hour/week lecture course / 13 weeks

**January 24, 2019 – April 30, 2019**

**Instructor: Ruth Wilson**

**Instructor Contact Information:** ruth.wilson1@hccs.edu

 Office Phone: 713-718-8672

*Please feel free to contact me concerning any problems that you are experiencing in*

*this course. You do not need to wait until you have received a poor grade before asking for my assistance*. *Your performance in my class is very important to me. I am*

*available to hear your concerns and just to discuss course topics. Feel free to come by my office anytime during these hours*.

**Office location and hours: Spring Branch Campus, SL5**

**1:00pm - 3:30pm (M-Th Friday by appointment)**

**COURSE OBJECTIVE**

This course addresses essential listening, speaking, reading, writing and computational skills requires by business and industry. Improvement of essential communication skills related to successful job performance.

**GOALS/LEARNING OUTCOMES**

Upon completion of this program, the student should successfully:

1. Demonstrate listening, reading, and writing skills required by business and industry.
2. Identify word meanings using context clues
3. Determine meanings from charts and graphs
4. Apply reading strategies to gain information

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**PREQUISITE**: Students must be at a 2nd grade level on the (TABE)

**REQUIRED TEXTBOOKS**:

University Course Pack

**SUPPLIES:**

1 ½ inch binder (same one may be used for all classes)

Dividers with pockets

Pencils

Pens

Highlighters

**Instructional Methods:**

It is my responsibility to provide you with appropriate communication skills which are relevant to the field of work, model good teaching strategies, lessons, practice, and activities that allow you to connect and apply the learned information in the class to the real world of work and/or your quest to pursue credited classes.

As a student, it is your responsibility to be prepared for class, practice exercises/activities routinely, and keep an organized notebook with daily assignments, homework, handouts, etc. ready for presentation.

**Course Requirements and Expectations Instructor Requirements**

As your Instructor, it is my responsibility to**:**

* Provide the grading scale explaining how student grades are to be derived
* Facilitate an effective learning environment through class activities, discussions, and lectures
* Description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness and make- up
* Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student’s responsibility to**:**

* Attend class and participate in class discussions and activities
* Read and comprehend the textbook
* Complete the required assignments and exams on time
* Ask for help when there is a question or problem
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments
* Give oral presentations
* **Access and use HCC email daily**

Enhanced Workplace Communication Skills is a 3 hour per week course guided by an instructor. Students will complete assignments in class and if necessary use one of the many computer labs on campus to practice and improve skills. All course notes and assignments are to be filed in a three-ring notebook, where work will be checked for completion.

 **STUDENT EVALUATION & REQUIREMENTS:**

Midterm Exam

Final Exam

Papers

Projects

Students will be graded on class participation, class work, homework, notebook organization, quizzes, tests, and attendance. Progress reports will be given on the last day of class.

**GRADING SCALE:**

90 – 100 = A Shows mastery with little or no assistance

80 – 89 = B Continues to need practice

70 - 79 = C Continues to need practices and assistance

69 - 60 = D Continues to need one-on-one instruction

59 & less = I Five days of absence will result in an incomplete

**Late Work Policy:**

Homework is due the following class period after it is assigned. No late homework will be accepted. If you are absent your classwork and homework can be made up and is due the following class period. It is your responsibility to request the work you missed from your teacher.

All class assignments are due the day they are assigned before the end of the class period.

All major projects and papers are due on the date specified as the due date by the teacher. The student will lose a letter grade for every class period that the assignment is late.

All students are required to keep a notebook and maintain a homework sheet for each class they attend. Teachers will initial the homework sheet daily.

**HCC Policy Statement - ADA**

Services to Students with Disabilities
Any student with a documented disability (e.g. physical, learning,

psychiatric, vision, hearing, etc.) who needs to arrange reasonable

accommodations must contact the Disability Services Office at the

respective college at the beginning of each semester. Faculty is authorized

to provide only the accommodations requested by the Disability Support

Services Office.

For questions, please contact ADA at 713.718.5165 or the Disability

Counselor at your college. To visit the ADA Web site, please visit

www.hccs.edu then click Future students, scroll down the page and click on

the words Disability Information.

District ADA Coordinator – Sabrina Lewis Jones – 713.718.5165

Central ADA Counselors – Jaime Torres - 713.718.6164

                                 Martha Scribner – 713.718.6164

Northeast ADA Counselor- Kim Ingram – 713.718.8420

Northwest ADA Counselor – Lisa Parkinson – 713.718.5667

Southeast ADA Counselor – Jette Lott - 713.718.7218

Southwest ADA Counselor – Dr. Becky Hauri – 713.718.7910

Coleman ADA Counselor – Dr. Raj Gupta – 713.718.7631

**HCC Policy Statement: Academic Honesty**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

* Copying from another students’ test paper;
* Using materials not authorized by the person giving the test;
* Collaborating with another student during a test without authorization;
* Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
* Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

**HCC Policy Statements**

*Class Attendance - It is important that you come to class!*Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. *You are responsible for materials covered during your absences.* Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have “lost” the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

Class attendance equals class success.

**HCC Course Withdrawal Policy**If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. \*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. ***Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.***  If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

**Repeat Course Fee**The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

**Classroom Behavior**As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

**Use of Camera and/or Recording Devices**As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

**Evaluation for Greater Learning Student Survey System –EGLS3**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the EGLS3 as part of the Houston Community College Student System online near the end of the term.

**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.**

 Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence.

Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity.  Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities.  If you require an accommodation due to pregnancy please contact an Abilities Services Counselor.  The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator.  All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

Houston, TX 77266-7517 or Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

 **CAMPUS CARRY**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at http://www.hccs.edu/district/departments/police/campus-carry/.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC.
Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to [www.edurisksolutions.org](https://outlook.office365.com/owa/redir.aspx?REF=9w-Fpz2NExIi6H-7XQT-N6zblSUZAMDAQ-FN36Z2ECXljWFLUiPTCAFodHRwOi8vd3d3LmVkdXJpc2tzb2x1dGlvbnMub3Jn). Sign in using your HCC student email account, then go to the button at the top right that says LOGIN and enter your student number.