



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

**BCOM 3304-609 (WI), Business Communication**

Fall 2024, CRN: 12361

Department of Management and Marketing, College of Business

**Course Syllabus**

<b>Class Modality:</b>	<b>Online - Asynchronous</b>
<b>Class Meeting Time and Place:</b>	<b>Thursdays (Class assignments are due by 11:59 PM.)</b>
<b>Class Duration:</b>	Online - Asynchronous
<b>Instructor:</b>	Halbert Brown Email: <a href="mailto:hbrown@tamusa.edu">hbrown@tamusa.edu</a> Phone: (210) 391-0819 Student emails will receive a reply within two business days.
<b>Course Website:</b>	<a href="https://tamusa.blackboard.com/">https://tamusa.blackboard.com/</a>
<b>Office Hours:</b>	None; Student may schedule meeting on Webex or on campus on a case-by-case basis.

**This course is delivered in an online asynchronous tool with mandatory assignments on the Blackboard platform! Each week we will have mandatory recorded lectures (chapter overview) and online chapter discussions.**

**Important Notice:**

- This is an online asynchronous course. (We will not have any in-person classes!)
- Online Assignments and Classroom Discussions are Required Each Week (at least 30% of total grade)!

**Catalog Course Description:** Students investigate best practices in business communication by writing effective letters, memos, emails, and reports. They learn the importance of oral communication and practice delivering presentations. During the course, students explore how to use artificial intelligence (AI) responsibly to improve their research and writing skills.

**Course Objectives:** The students in this course will be able to construct multiple types of resumes, learn techniques of effective job-application approaches, write effective reports, and investigate communication dynamics within the corporate structure and its public presence and mission. Students will gain an understanding of public speech and presentation competency. They will also explore how AI tools can be used to improve their writing and research skills.

**Prerequisites:** Prerequisites: ENGL 1301 and ENGL 1302.

**Student Learning Outcomes:** After successful completion of this course, students will be able to:

- Integrate proper writing mechanics and syntax in business communication.

- Demonstrate effective oral skills in business presentations.
- Apply the business writing process to common professional communication.
- Use artificial intelligence (AI) tools to improve business communication.
- Describe the importance of ethical business communication.
- Create a research report about a current business communication topic.

### **AACSB Assessment:**

The College of Business received AACSB accreditation in Spring 2023. As part of that ongoing process, students will be assessed on program level outcomes based on course outcomes from various courses. The materials from this course may be used for assessing such program level outcomes, and hence students must follow the necessary rigor to ensure mastery and retention of the above course outcomes.

**Writing Across the Curriculum.** This Writing Intensive (WI) course is an outreach of a writing program activated in universities throughout the world. The intent of this course and its training is to seriously engage students in the development of rhetoric and meaning in their writing. The focus in this course will be a Research Paper, worth 20% of the final grade that proceeds through the following stages: thesis production, rough draft, and final paper. The topic and thesis approach are submitted for review and critique, as well as a rough draft of the paper. The intent of the review is to ensure that critical writing techniques govern the formation of ideas appearing in linking paragraphs that support and promote the guiding thesis. The student is responsible for the final paper.

- Written assignments must be edited and proofread for error-free grammar, punctuation, and mechanics. Seek the Writing Center for help with this issue.
- Outside sources used in compiling information sought in the assignments must follow APA in-text and reference sheet citation formats.
- The student is the author, and the writing is original. Undisclosed partial or total plagiarizing of an outside source is prohibited under University policy.

### **Required Materials:**

- **Textbook:** *Essentials of Business Communication, 12<sup>th</sup> Edition*, by Guffy, M. E., & Loewy, D. (2023). Cengage Learning. Boston, MA. ISBN: 978-0-357-71497-3  
This book is available as an e-book and must be purchased by the student. (See Follett Discover)  
Contact the TAMUSA Bookstore for assistance with this process.
- **Blackboard:** Connect to <http://tamusa.blackboard.com>. You will have a list of all the readings, video, assignment descriptions, grading rubrics, PPT lectures, and other supplementary materials in Blackboard. To maximize your scores, review all of the material before completing your assignments.
- **Software:** You will be required to use Microsoft to complete various assignments. These products are available in the computer labs on campus. You will also be able to download the installation software from the Microsoft software center. You will receive your login name and password at your Jaguar email address.
- **Computer Hardware:** You will need a computer with an internet connection, a microphone and speakers/headphones.
- **Time:** You are expected to spend 4-8 hours per week for the course. Based on the background, some students may require more time. Time spent may be longer when assignment/exams are due.

**Other Recommended / Reading Materials:** Additional reading materials are available on the course website as recommended by the instructor.

**Course Requirements every student must fulfill in order to succeed in course:**

1. Students should check the Course Calendar, Announcements, and Messages (e-mail) systems in Blackboard on a regular basis.
2. Students should keep current with all course assignments, quizzes, and examinations.
3. If the course uses remote proctoring for exams, students must schedule their exam early in the semester.
4. Students should ask questions and communicate with the instructor either in class, online, off-line or during office hours.
5. For all classwork, exams, quizzes etc., if a student is completing it off-campus, then they are responsible for availability of internet connectivity. Extensions will **not** be granted for lack of availability of internet connections.
6. Students should remember that hybrid and online courses assume greater responsibility and independent learning skills by the student for their own learning outcomes.
7. For online-asynchronous courses (OLC-A), students should keep current on class recordings. For online-synchronous (OLC-S) courses, students are expected to attend virtually during the class meeting time.
  - a. For OLC-A courses, students are not required to come to class. Students are expected to read the announcements and view the assignment recordings for understanding.
  - b. For OLC-S courses, there will be online class sessions as indicated. Students are expected to attend the online session at the given time. If a student is unable to attend a session, the instructor will make the recording of the session available for the student to view. All materials will be made available through Blackboard or through online links.
  - c. **Grading Policy:** The final course grade will be based on your performance on the exams and assignments using the following weights:

Weekly Discussions/Participation	10%	(Roll taken by participation)
Weekly Quizzes & Oral assignments	10%	(Mandatory assignments/quizzes!)
Assignments (Written Semester Papers)	20%	
Mid-term Exam	20%	
Final Exam (as per University Schedule)	20%	
Research Paper (one)	20%	(Team/Group)
Total	100%	

The final letter grades will be assigned as follows: Above 90%  $\Rightarrow$  A; 80 – 89%  $\Rightarrow$  B; 70 – 79%  $\Rightarrow$  C; 60 – 69%  $\Rightarrow$  D; Below 60%  $\Rightarrow$  F.

**Examinations:** There will be a mandatory mid-term exam and a mandatory final exam (as per university schedule). Being absent for an exam will result in a grade of zero for that exam and may result in a failing grade in the course. The exams will be administered online and consist of a series of true false, multiple-choice, and/or short answer questions. The exams will be based on the textbook and lectures. Questions will emphasize understanding and applications of concepts and topics covered in the course.

**Proctored Exams:** In order to ensure course integrity, students enrolled in this course may use a Remote test-Proctoring software for the administration of exams, if allowed and is set up by the instructor.

### **Assignments/ Research papers:**

Individual assignment descriptions and due dates will be posted through Blackboard. Students are expected to read all assignment instructions carefully before attempting the assignment. Grading rubrics for all assignments are located at the end of the syllabus.

### **Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission**

There are situations and contexts within this course where you may be asked to use artificial intelligence (AI) tools to explore how they can be used. Outside of those circumstances, you should not use AI tools to generate content (text, video, audio, images) that will end up in any student work (assignments, activities, discussion responses, etc.) that is part of your evaluation in this course. Any student work submitted using AI tools should clearly indicate with attribution what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, students should reach out to their instructor for clarification before submitting work for grading. Use of AI-generated content without the instructor's permission and/or proper attribution in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

**NOTE:** Guidance for how to cite AI-generators, like ChatGPT, can be found here <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

### **Online Individual Activities:**

- Weekly BCOM 3304-chapter quizzes will be available online (MindTap).

### **IMPORTANT POLICIES AND RESOURCES**

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at [dss@tamusa.edu](mailto:dss@tamusa.edu). Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

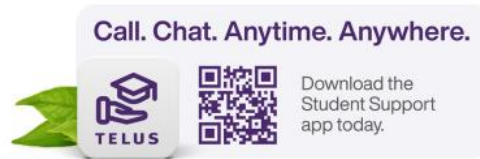
Academic Learning Center: The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu), calling (210) 784-1307, or visiting the Central Academic Building, room 202.

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit [tamusa.edu/studentcounseling](http://tamusa.edu/studentcounseling)

*Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2').*

Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer to peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/emergency-management/>.

Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics/>.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral (<https://www.tamusa.edu/university-policies/Student->

[Rights-and-Responsibilities/file-a-report.html](#)) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at [military.va@tamusa.edu](mailto:military.va@tamusa.edu) or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units. Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator ([titleix@tamusa.edu](mailto:titleix@tamusa.edu), 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative

program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status ([titleix@tamusa.edu](mailto:titleix@tamusa.edu); 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

#### *Students' Rights*

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

#### *Students' Responsibilities*

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.

- A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>)

### ***Fall 2024 BCOM 3304-609 Class Schedule***

The provisions and information set forth in the schedule below are intended to be informational and not contractual in nature. The instructor reserves the right to amend, alter, change, delete or modify the provisions of the schedule.

<b>Week</b>	<b>Dates</b>	<b>Chapter and Topic: To take responsibility for your own learning, you MUST read the assigned chapters and complete all assignments for the course!</b>	<b>Writing Assignments Due: Thursdays, 11:59 PM. Quizzes due Thursdays at 11:59 PM!</b>
1	Aug 26 – Sep 01 (08/29)	Prior to Class: Read Chapters 13 & 14. Course Introduction, Syllabus, Group Assignments, & Current Events Directions. <b>Writing Assignments are due NLT 11:59 PM (Thursdays).</b>	<b>Note: Weekly Quizzes Due on (THUR) by 11:59 PM.</b> In-Class Lecture: Syllabus & Course Overview <b>Writing Assignments are due NLT 11:59 PM (THUR)</b>
2	Sep 02 – Sep 08 (09/05)	Chapter #13, The Job Search and Cover Messages Chapter #13 Quiz due by 11:59 PM Week 2 AI Introduction/Demonstration	Read chapters #13 & #14. Lecture: CH #13
3	Sep 09 – Sep 15 (09/12)	Chapter #14, Interviewing and Follow Up Chapter 14 Quiz due by 11:59 PM <b>Cover Letter &amp; Resume due 11:59 PM.</b> <b>Note: Bring Journal Assignment (2) to class (Editing exercise)</b> <b>Week 3 AI Exercise (Mandatory)</b> <b>- Use AI to formulate a Thesis Statement (30 minutes)</b>	<b>Cover Letter and Resume due 11:59 PM.</b> Read chapter #14 Lecture: CH #14
4	Sep 16 – Sep 22 (09/19)	Chapter #1, Business Communication in the Digital Age Chapter 1 Quiz due by 11:59 PM <b>Post Research Paper Outline to Blackboard by 11:59 PM.</b> <b>Week 4 AI Exercise (Mandatory)</b> <b>- Use AI in a Brainstorming Exercise (30 minutes)</b>	Read chapter #1. Lecture: Chapter 1 <b>Outline Research Project</b>
5	Sep 23 – Sep 29	Chapter #2, Planning Business Messages Chapter 2 Quiz due by 11:59 PM <b>Week 5 AI Exercise (Mandatory)</b>	Read chapter #2. Lecture: CH #2



	(09/26)	- Use an AI Assistant to formulate in-text citations (only 3 paragraphs of the research paper)	AI generated in-text citations
6	Sep 30 – Oct 06 (10/03)	Chapter #3, Organizing and Drafting Business Messages <b>Note: Turn in Complete Journal Assignment (5) by 11:59 PM.</b> Chapter 3 Quiz due by 11:59 PM Week 6 AI Exercise (in-class) - Use AI to format APA 7th edition references (Create a Reference Page with at least 5 resources.)	Read chapter #3. Lecture: CH #3 <b>Turn in Journal Assignment</b>  AI generated APA 7 References Page
7	Oct 07 – Oct 13 (10/10)	Chapter #4, Revising Business Messages Chapter 4 Quiz due by 11:59 PM Mid-term Grading Period <b>Mid-term Examination due NLT. (20%) (Password Protected) Exam open 10/10/24 at 12:01 AM until 10/12/24, 11:59 PM.</b> Week 7 AI Exercise (Mandatory) - Use AI to improve fluency in writing	Read chapter #4. Lecture: CH #4  <b>Mid-term Examination due. (20%) Complete by 10/12/24</b>
8	Oct 14 – Oct 20 (10/17)	Chapter #12, Business Presentations Chapter 12 Quiz due by 10/16/24 at 11:59 PM	Read chapter #12. Lecture: CH #12
9	Oct 21 - Oct 27 (10/24)	Chapter #5, Short Workplace Messages and Digital Media Chapter 5 Quiz due by 11:59 PM <b>Job Analysis Report Due by 11:59 PM.</b> Week 9 AI Exercise (Mandatory) - Use AI to overcome writer's block	Read chapter #5. <b>Job Analysis Report Due.</b> Lecture: CH #5
10	Oct 28 – Nov 03 (10/31)	Chapter #6, Positive and Neutral Messages Chapter 6 Quiz due by 11:59 PM Week 10 AI Exercise (Mandatory) - Use AI to Generate Feedback about your writing	Read chapter #6. Lecture: CH #6 AI generated feedback
11	Nov 04 – Nov 10 (11/07)	Chapter #7, Negative Messages Chapter 7 Quiz due by 11:59 PM Week 11 AI Exercise (Mandatory) - Use AI to create a Letter of Intent to submit a proposal for a grant	Read chapter #7. Lecture: CH #7 AI generated Letter of Intent to Submit a grant
12	Nov 11 – Nov 17 (11/14)	Chapter #8, Persuasive Messages <b>Note: Turn in first draft of Research Paper by 11:59 PM. (Comments – Time Permitting)</b> Chapter 8 Quiz due by 11:59 PM	Read chapter #8. Lecture: CH #8
13	Nov 18 – Nov 24 (11/21)	Chapter #9, Informal Reports Chapter 9 Quiz due by 11:59 PM	Read chapter #9. Lecture: CH #9
14	Nov 25 – Dec 01 (11/28)	Chapter #10, Proposals and Formal Reports <b>Research Project Due by 11:59 PM. (20%)</b> Chapter 10 Quiz due by 11:59 PM	<b>Research Project Due (20%)</b> Read chapter #10. Lecture: CH #10
15	Dec 02 – Dec 08 (12/04)	Chapter 11, Professionalism at Work: Business Etiquette, Ethics, Teamwork, and Meetings Chapter 11 Quiz due by 11:59 PM <b>Final Exam – As per University Schedule</b>	Read chapter #11 Lecture: CH #11 <b>Final Exam: (20%)</b>
16	Dec 09 – Dec 15 (12/12)	Complete the Final Exam by 12/06/24, 11:59 PM. <b>Oral Presentations: Course Take-Aways (in-class)</b>	
****	<b>Grades</b>	<b>Grades completed by noon on 12/16/24</b>	<b>Grades</b>

AI in-class exercises are in green. End-of-course AI summation assessments are in blue.

**Key Dates for Fall 2024 Semester:** The complete academic calendar is available online:  
<http://www.tamusa.edu/provost/academicresources/FallSpringSummerCalendars/spring.html>

Fall Semester (16-Week) 2024

Date	Day	Event
March 25	Monday	Registration opens
August 19	Monday	Tuition & fee payment deadline
August 22	Thursday	Drop for non-payment
August 23	Friday	Last day for students withdrawing to receive 100% refund (0% responsibility) for tuition
August 26	Monday	First class day
September 2	Monday	Labor Day Holiday - No classes
September 3	Tuesday	Last day to register
September 11	Wednesday	Census Date
September 12	Thursday	Drop for non-payment
October 7-October 18	Monday- Friday	Midterm grading period
November 11	Monday	Last day to drop with an automatic grade of "W"
November 19	Tuesday	Last day to withdraw from the university
November 27	Wednesday	Study Day - No classes
November 28-November 30	Thursday- Saturday	Thanksgiving Holiday - No classes
December 5	Thursday	Last day of scheduled classes for weekday classes
December 6	Friday	Study Day - No classes
December 7-December 13	Saturday- Friday	Final examinations
December 13	Friday	End of term
December 16	Monday	All grades due by noon
December 17	Tuesday	Commencement
December 19	Thursday	Grades available in JagWire
December 24-January 1	Tuesday- Wednesday	Winter Break

The complete academic calendar is available online: <https://www.tamusa.edu/academics/academic-calendar/index.html>