

RUTGERS – CAMDEN, SCHOOL OF BUSINESS**SPRING 2018****Tuesday, January 16, 2018 – Monday, April 30, 2018**

Course: 52:135:250:90 *Business Communications* (Index #13406)

Lecturer: **Jennifer Araten-Castillo:** Business Communications, Social Media Marketing, Principles of Marketing and Public Speaking Professor; Corporate Trainer. Former director of marketing for Vonage; former TV broadcast journalist for Comcast, WHYY, NBC & FOX affiliates; print journalist.

Contact: Email with questions/concerns anytime:
Canvas email system (preferred) or
jaraten@camden.rutgers.edu
I will respond to all emails within 48 hours Mon-Fri, although usually sooner.

Online Course Schedule: Each Module begins on a Tuesday and ends on a Monday. Day 1 is Tuesday and Monday is Day 7. You will begin a new module (equivalent to one week), each Tuesday, Day 1, at 12am. **12am is the beginning of a day, not the end of one.** The module ends on Monday, Day 7, at 11:59pm. You are required to complete each module's assignments by Day 7, Monday by 11:59pm.

Course Objectives: This course is perhaps the most practical course you will have during your college career. Much of what you take and learn from this class will be applied in many different ways over the course of your career. **Our focus is to zero in on how to best communicate with others in your career through:**

- Creating well-planned, thought-out emails, reports, letters and other written business communications such as texts.
- Working in teams to research, draft, write, revise and proof-read written reports/assignments and prepare and present oral presentations and PowerPoint decks.
- Learning best practices on revising and proof-reading business communications.

- Preparing and learning how to best carry out an oral presentation and learning to combat fear and anxiety as you approach a presentation.
- Sharing and trouble-shooting real business world experiences.

Since there are many 'moving parts' and assignments in this class, this syllabus is a guideline. There will be schedule updates along the way. You will be notified via announcements and/or email.

Testbook + Mindtap – known as the "Bundle:"

REQUIRED- 9th edition textbook and Mindtap; do not use/purchase/rent any other edition of the textbook. You need at least the digital textbook + Mindtap.

Bundle: Guffey, M. E., ***Business Communication: Process & Product, 9th Edition*** + Mindtap (online homework program that aligns with textbook chapters)

DO NOT buy a used textbook- **BOOK BUYER/RENTER BEWARE:** Every semester, students try to save money and end up wasting money when they find out their Guffey textbook does NOT include Mindtap. Then they have to spend more to register for Mindtap.

NOTE: *You may wait until the first week of class to purchase your book and/or register; you will have online access to the textbook while your hard copy is delivered. You WILL be responsible for all class material and reading starting with the first day of class! A hard copy of the textbook is available in RESERVES at the Rutgers-Camden library.*

The most cost-effective way is to purchase the bundle directly from Cengage, the publisher, where a SPECIAL discounted price has been arranged for Mindtap alone (with e-textbook) or Mindtap with e-book and a hard copy.

Follow these instructions:

- **Login to Canvas by going to <https://onlinelearning.rutgers.edu/>**
- **Click on students and then Canvas**
- **Log in with your NetID**

- Click on our **Business Communications class**
- Then click on **assignments**
- Scroll down and click on any **Mindtap assignment**
- Click on the gray bar: **Load Assignment**
- This will prompt you to create an account in Cengage (If you have ever used a Cengage product before, you do not need to create a new account. Simply login with your old username and password.)
- Then follow the prompts and make your product selection. You can defer payment for 14 days from the start of the semester if choose. **Note:** *Your 'grace period' for payment ends 11:59 PM 14 days from the semester start date. If you do not pay by that date, you will lose access to Mindtap. It will save your work up to that point and you will regain access once you pay.*
- You can access the ebook through Mindtap. There are no page numbers in an ebook because it can be customized with font size.
- You can search by activity number in the ebook or by looking at the table of contents and clicking on **Activities**.

Click on the microsite to see you text material choices:

<http://services.cengagebrain.com/course/site.html?id=2357699>

Note: If you want the loose-leaf hardcopy of the textbook, you will get a discounted price through the microsite. If you go through Canvas and click on an assignment, the hardcopy text version price will be higher. If you only want the digital version of the text material, going through the microsite or Canvas will yield the same pricing.

Make your choice:
a. **\$97.00**



LMS Integrated MindTap® Business Communication; 1 term (6 months) Instant Access; 9th Edition

AUTHORS: Guffey/Loewy - ©2018

ISBN-10: 1-337-09566-4

ISBN-13: 978-1-337-09566-2

[View Product Information](#) ↕

Details: This access code will provide you with seamless access to your LMS Integrated MindTap® Business Communication resources from within your campus Learning Management System. You will be prompted to enter this access code the first time that you click on a link in your course that includes Cengage content.

b. **\$98.00**



Printed Text; Loose-Leaf Version; 9th + LMS Integrated MindTap® Business Communication; 1 term (6 months) Instant Access; 9th Edition

AUTHORS: Guffey/Loewy - ©2018

ISBN-10: 1-337-59195-5

ISBN-13: 978-1-337-59195-9

[View Product Information](#) ↕

Details: This ePack which includes Guffey/Loewy's Business Communication: Process & Product; Loose-Leaf Version; 9th Edition; and access to LMS Integrated MindTap® resources from within your campus Learning Management System. You will be prompted to enter this access code the first time that you click on a link in your course that includes Cengage content. The online product included the MindTap e-reader as well as self-assessments; additional readings; cases; and chapter quizzes.

c. **\$130.35** - Rutgers Bookstore Option

BUSINESS COMMUNICATION(LL)-W/LMS ACCESS | Edition: 9TH 18

Author: GUFFEY

ISBN: 9781337584791

Publication Date: -

Publisher: CENGAGE L

Details: This is the Loose-leaf version of the textbook with the Mindtap Printed Access Code that you will need.

This access code will provide you with seamless access to your LMS Integrated MindTap® Business Communication resources from within your campus Learning Management System. You will be prompted to enter this access code the first time that you click on a link in your course that includes Cengage content.

***Note: Special support URL for Rutgers-Camden students:**

<http://support.cengage.com/magellan/ClassLandingPage.aspx?OptyId=1474020>

What is MINDTAP?

Located within Mindtap: Online assignment/assessment

program: In just 10 years, more than one billion answers have been submitted through Mindtap, the premier online assignment solution. Millions of students use Mindtap to better prepare for class and for their exams.

Mindtap™ is an online learning solution that ensures you study and understand course concepts through interactive, automatically graded assignments, as well as giving you the opportunity to review grammar and writing fundamentals. Founded by a professor to enhance his own courses, Mindtap provides automatically graded homework with detailed, immediate feedback on every question, and innovative teaching materials. The Mindtap assignments match the language, style, and structure of your textbook, allowing you to apply what you learn in the text directly to your homework.

On-Going Online Homework Assignments:

- **Mindtap** assignments are completed & graded online and are due **on or before the due dates**. You have the advantage of being able to *work ahead of schedule*—though assignments correlate with textbook chapters. Take advantage of that – READ ahead-WORK ahead! WITH **RARE** EXCEPTIONS, there will be NO MINDTAP DEADLINE EXTENSIONS.
- **Mindtap deadlines:** You should schedule your Mindtap assignments and textbook reading so you stay up-to-date; Mindtap assignments are geared to the chapter that is being studied. Some Mindtap assignments take longer than others. In most cases, Mindtap deadlines are consistent; assignments are due the same day of week and at 11:59 p.m. on that day. Whether an assignment is complete or not, be sure you submit your work before logging out – or you risk losing your work. You may submit your work or log out of Mindtap and return to the assignment as long as the due date/time has not passed.
- Any technical problems YOU have with Mindtap should be directed to Mindtap support (available online). **The instructor cannot “fix”**

Mindtap! Do not expect to come to class and ask for an extension because you had a technical problem with Mindtap.

- ****MINDTAP WebEx training for students:** to help you get acquainted with Mindtap, please view the getting started with Mindtap video.
<http://www.cengage.com/training/mindtap?terms=&pageSize=300&pageNumber=1&sortBy=cengage:sequenceNumber&audience=Student&platform=MindTap>

****Note on Mindtap grades:** each assignment shows a “raw” score and an “assignment” score; the “assignment average score” earned will determine your Mindtap average for the semester, which is figured into your final grade as listed below. **(Tests given online in Mindtap will be excluded from your Mindtap homework average. Test/long-form answers will be graded subjectively and recorded by the instructor.)**

Teaching Style and Student Participation:

This course is perhaps the most practical course you will have during your college career. Much of what you take and learn from this class will be applied in many different ways over the course of your career. Therefore, while the course is instructor-facilitated, both the instructor and students share business and other real-world experiences in relation to the course material. Students are required to contribute to these discussions by sharing information gained from assigned readings/exercises as well as from business experiences.

This class is an engaging learning experience. You will be actively involved in class discussions, team activities, and a team-generated project. Accordingly, you must prepare for each class by reviewing/doing all assigned work. *Your participation each week is critical.*

Course Work is FRONTLOADED: Textbook, online homework and writing/presentation assignments come fast and furious during the first weeks of this class. This material will help you do the best possible work on tests as well as your team project and final writing assignment. Stay on TOP of your assignments and the class schedule!

Writing/presentation assignments; NOT Mindtap: *please upload WORD documents ONLY in the correct assignment in Canvas.***

Since this is a business communications class, much of the focus is on the written word. You can expect at least one writing assignment per week; some assignments may be done individually or in teams.

Writing/presentation assignments will be individually critiqued by me where possible to enhance your progress and improvement. You should follow all assignment instructions and then upload/submit assignments in the proper ASSIGNMENT listed in the Business Communications Canvas site.

**Hard deadlines will be given to complete writing assignments submitted in Canvas and homework in Mindtap; no extensions will be granted. If you do not participate in team assignments, they cannot be made up individually. Tests are not scored on a curve.*

Special note: Canvas is used in managing class material, announcements/updates, assignments, team projects, resources, etc. Please familiarize yourself with Canvas:
<https://onlinelearning.rutgers.edu/canvas>

Whenever anything is added to the Business Communications Canvas site, you are notified by email. It is your responsibility to check your email regularly for any updates you may receive. NOTE: The email you have supplied to Rutgers-Camden is the email where you will receive notifications about this class.

How You Earn Your Final Grade:

- **Test #1 + Test #2 = 20% (10% each- NOT averaged)**
- **Writing/Exercises/Presentation Assignments-10%**
- **Mindtap: 15% - average overall score.**
- **Team oral presentation project + team PPT: present as team; 15% your presentation grade; 10% PPT + required team documents/team grade-includes assessment of PPT and documents.**

- **Final writing assignment (mandatory) 10%.**
- **Discussion Threads: 20%**

Grading Methodology: [100-90 = A; 89-86 = B+; 85-80 = B; etc.]

The following table displays an even distribution of point values (and grade percentages) based on a 200-point (20%) total for the discussions.

Module #	Discussions	Title/Subject	Points
1	Discussion 1: Qs. 1, 3	Chapter 1	10 (1%)
	Discussion 2: 2x questions	Syllabus review	10 (1%)
2	Discussion 1: Q. 3	Chapter 2	10 (1%)
	Discussion 2: Q. 1	Chapter 3	10 (1%)
3	Discussion 1: Qs. 2, 4	Chapter 4	10 (1%)
	Discussion 2: Qs. 2, 4	Chapter 5	10 (1%)
4	Discussion 1: Qs. 1, 3	Chapter 6	10 (1%)
5	Discussion 1: Qs. 1, 2	Chapter 11	10 (1%)
	Discussion 2: Qs. 1, 4	Chapter 12	10 (1%)
6	Discussion 1: Q. 4	Chapter 7	10 (1%)
	Discussion 2: Qs. 1, 3	Chapter 8	10 (1%)
7	Discussion 1: Q. 2	Chapter 9	10 (1%)
	Discussion 2: Q. 2	Chapter 10	10 (1%)
	Discussion 1: Qs. 1, 2, 3	Chapter 13	15 (1.5%)
8	Discussion 1: Qs. 1, 3, 4	Chapter 14	15 (1.5%)
9	Discussion 1: Q. 1, 3, 4	Chapter 15	15 (1.5%)
10	Discussion 1: Q. 2, Chapter Review Q. 4	Chapter 16	10 (1%)
	Discussion 2: 3x questions	Mock Interview MultiMedia piece	15 (1.5%)
11	None.		
Total:			200 Points (20%)

10-Point Discussion Rubric

Criteria	F	D	C	B	A
Initial Reply (5 pts)	Initial response is not posted, or is extremely short with minimal effort present within the posting. (0 pts)	Initial response does not meet minimum word count expectations (<150 words), and/or does not provide sufficient opportunities for peers to respond and build upon initial discussion. (3 pts)	Initial response meets minimum word count expectations (150 words), and provides an opportunity (1+) for peers to respond and build upon initial discussion. (3.5 pts)	Initial response meets maximum word count expectations (200 words), incorporates critical thinking, and provides multiple opportunities (2+) for peers to respond and build upon initial discussion. (4 pts)	Initial response exceeds word count expectations (201+ words), incorporates critical thinking, and provides numerous opportunities (3+) for peers to respond and build upon initial discussion. (5 pts)
Peer Reply #1 (2.5 pts)	Peer reply is not posted, or is extremely short with minimal effort	Peer reply does not meet minimum word count expectations (<50	Peer reply meets minimum word count expectations (50 words), and adds to the	Peer reply meets maximum word count expectations (100 words), incorporates critical thinking,	Peer reply exceeds word count expectations (101+ words), incorporates

	<p>present within the posting.</p> <p>(0 pts)</p>	<p>words), and/or does not add sufficiently to the conversation at hand.</p> <p>(1.5 pts)</p>	<p>conversation at hand.</p> <p>(1.75 pts)</p>	<p>and adds to the conversation at hand with multiple additional opportunities for continued discussion or debate.</p> <p>(2 pts)</p>	<p>es critical thinking, and adds to the conversation at hand with numerous additional opportunities for continued discussion or debate.</p> <p>(2.5 pts)</p>
<p>Peer Reply #2 (2.5 pts)</p>	<p>Peer reply is not posted, or is extremely short with minimal effort present within the posting.</p> <p>(0 pts)</p>	<p>Peer reply does not meet minimum word count expectations (<50 words), and/or does not add sufficiently to the conversation at hand.</p> <p>(1.5 pts)</p>	<p>Peer reply meets minimum word count expectations (50 words), and adds to the conversation at hand.</p> <p>(1.75 pts)</p>	<p>Peer reply meets maximum word count expectations (100 words), incorporates critical thinking, and adds to the conversation at hand with multiple additional opportunities for continued discussion or debate.</p> <p>(2 pts)</p>	<p>Peer reply exceeds word count expectations (101+ words), incorporates critical thinking, and adds to the conversation at hand with numerous additional opportunities for continued discussion or debate.</p>

					(2.5 pts)
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15-Point Discussion Rubric

Criteria	F	D	C	B	A
Initial Reply (10 pts)	Initial response is not posted , or is extremely short with minimal effort present within the posting. (0 pts)	Initial response does not meet minimum word count expectations (<150 words), and/or does not provide sufficient opportunities for peers to respond and build upon initial discussion. (6.5 pts)	Initial response meets minimum word count expectations (150 words), and provides an opportunity (1+) for peers to respond and build upon initial discussion. (7.5 pts)	Initial response meets maximum word count expectations (200 words), incorporates critical thinking, and provides multiple opportunities (2+) for peers to respond and build upon initial discussion. (8.5 pts)	Initial response exceeds word count expectations (201+ words), incorporates critical thinking, and provides numerous opportunities (3+) for peers to respond and build upon initial discussion. (10 pts)
Peer Reply #1 (2.5 pts)	Peer reply is not posted, or is extremely short with	Peer reply does not meet minimum word count	Peer reply meets minimum word count expectations (50 words), a	Peer reply meets maximum word count expectations (100 words),	Peer reply exceeds word count expectations (101+

	<p>minimal effort present within the posting.</p> <p>(0 pts)</p>	<p>expectations (<50 words), and/or does not add sufficiently to the conversation at hand.</p> <p>(1.5 pts)</p>	<p>and adds to the conversation at hand.</p> <p>(1.75 pts)</p>	<p>incorporates critical thinking, and adds to the conversation at hand with multiple additional opportunities for continued discussion or debate.</p> <p>(2 pts)</p>	<p>words), incorporates critical thinking, and adds to the conversation at hand with numerous additional opportunities for continued discussion or debate.</p> <p>(2.5 pts)</p>
<p>Peer Reply #2 (2.5 pts)</p>	<p>Peer reply is not posted, or is extremely short with minimal effort present within the posting.</p> <p>(0 pts)</p>	<p>Peer reply does not meet minimum word count expectations (<150 words), and/or does not add sufficiently to the conversation at hand.</p> <p>(1.5 pts)</p>	<p>Peer reply meets minimum word count expectations (150 words), and adds to the conversation at hand.</p> <p>(1.75 pts)</p>	<p>Peer reply meets maximum word count expectations (200 words), incorporates critical thinking, and adds to the conversation at hand with multiple additional opportunities for continued discussion or debate.</p> <p>(2 pts)</p>	<p>Peer reply exceeds word count expectations (201+ words), incorporates critical thinking, and adds to the conversation at hand with numerous additional opportunities for continued discussion or</p>

					debate. (2.5 pts)
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The following rubric is used to determine your oral presentation grade for your group project

ORAL PRESENTATION RUBRIC (undergraduate and MBA)				
Trait	Below expectations (1 Point)	Meet expectations (2 Points)	Exceeds expectations (3 Points)	POINTS
Preparedness	Trouble with responding to most questions even with notes at hand.	Can address most questions with correct information and some use of notes.	Fully prepared presentations with complete knowledge of material, minimal use of notes and ability to answer impromptu questions.	_____
Confidence	Lack of confidence as evidenced by excessive nervousness and/or distracting mannerisms such as shifting feet and/or bad	Makes minor errors but recovers quickly from them with little or no tension displayed.	Exudes confidence when presenting. Shows command of topic and comfort in presentation.	_____

	posture.			
Appearance	Does not meet minimum standards for business attire.	Meets minimally acceptable dress standards.	Appropriate dress relative to quality, style, and color choice for a working professional.	_____
Eye contact	Makes little or no eye contact.	Maintains eye contact most of the time with part of the audience.	Maintains eye contact with everyone in the audience.	_____
Tone, Pace, and Enunciation	Noticeable amount of the following: hard to understand, monotone, erratic pace, little excitement or enthusiasm projected, mumbling, too fast, too slow, too loud, too soft.	Maintains an understandable and appropriate pace and Maintains an understandable and appropriate pace and volume. Mostly clear and natural in presentation style.	Excellent delivery. Conversational where appropriate, modulates voice and projects enthusiasm and interest.	_____
Completeness relative to supporting materials	Sloppy and/or unprofessional visual aids. May be difficult to read or interpret. Noticeable lapses in presentation content and focus on audience.	Adequate use of supporting materials with minimal inconsistencies or relevance in their use and application.	Uses resources and visual aids effectively while focusing on audience and not the visual aids themselves.	_____
Transition and	No opening statement or	Offers opening statement with	Clear opening statement with	

Organization	one that is irrelevant. Choppy and uncertain switching from point to point. Questionable organization.	adequate outline of intentions. Mostly logical sequencing of material. A few minor points may be confusing.	overview and total focus. Smooth, logical and interesting transitions from point to point (and to the next speaker- if applicable).	_____
Presence in front of an audience	Unprofessional in word choice and interactive style with audience.	Content and/or style are occasionally inappropriate.	Maintains a professional relationship with the audience regarding style and content of presentation.	_____
			TOTAL:	_____
Comments				

WRITTEN COMMUNICATION RUBRIC (undergraduate)

Trait	Below expectations (1 Point)	Meets expectations (2 Points)	Exceeds expectations (3 Points)	Points
Organization	Unclear, uneven, or missing Introduction/overview of paper; Unclear or missing objectives and/or Conclusions. Uneven and ineffective overall organization.	Adequate introduction/overview and statement of objectives with minor weaknesses. Mostly organized and coherent ideas, but with possible illogical and/or unrelated aspects of the paper presentation. Adequate conclusions and summary with minor shortcomings.	Clear, effective introduction/overview of paper, clearly stated objectives; consistent and thoughtful conclusions and summary.	----- --
Development Of Ideas	Most ideas are presented without the application of theoretical concepts or other forms of documented evidence.	Support of ideas with some use of theoretical concepts, as well as mostly effective use of examples and details. May have some inconsistencies in presenting support for ideas or reasoning.	Explores ideas thoroughly; supports points with accurate application and balance of theoretical concepts and subjective and objective evidence.	----- --
Spelling & Grammar	Numerous errors in spelling and grammar which interfere with comprehension. Lack of editing throughout paper.	Some errors, mostly minor in nature may present. There is evidence of attempts at proofreading.	The writing is essentially error free in terms of spelling and grammar.	----- --
Documentation & Formatting	Fewer sources than required are utilized. Variety of	Includes and integrates the number and type	Includes and integrates more sources and a	

	sources is lacking. Bibliographic references are missing or not completed in acceptable style. Writing lacks necessary documentation. Formatting is consistent or absent.	of sources required for the assignment. Bibliographic references are mostly correctly presented. Content within the paper is mostly cited correctly and adequately. Formatting is logical and consistent in most places in the paper.	greater variety of sources than is required. Bibliographic references are correctly presented. Content within the paper is cited correctly and adequately. Formatting is consistent and logical throughout the paper.	----- --
COMMENTS			TOTAL:	

Course Calendar: Refer to Canvas Course Calendar**Academic Integrity**

Rutgers and I take your academic integrity very seriously. Please familiarize yourself with the official Rutgers University – Camden policy below.

The [Policy on Academic Integrity](#) defines academic dishonesty, types of violations and the process which each school takes to resolve them. Academic Integrity offenses are broken into two categories: separable and non-separable. The difference between these is that separable offenses are means for expulsion or suspension from the university, while non-separable offenses are not. Each school on the Camden campus has their own facilitators who start the judicial process of a suspected violation.

Types of violations can include, but are not limited to:

- Plagiarism
- Cheating
- Forgery
- Fabrication
- Impersonation during exams and classroom activities

Policy against Discrimination, Harrassment, Assault, Title IX.

<http://studentconduct.rutgers.edu/disciplinary-processes/sex-discrimination-harrassment-and-assault-and-titl/>

Miscellaneous Information:

The following are items that need to be *explicitly stated* so everyone knows up front what my policies are and there is no confusion. Other points relate to university information you need to have on hand for reference.

KEY DATES SPRING Semester 2018:

SPRING SEMESTER 2018

Registration for Spring Term Classes Begins	Monday, November 6
Diploma Application Period for May Graduation	Tuesday, January 2 - Sunday, April 1
Last day to DROP ALL CLASSES and receive 100% refund	Friday, January 12
Martin Luther King, Jr. Day—All University Offices Closed—No	Monday, January 15
Diploma Conferral Date for January Graduates	Monday, January 15
Spring Semester Begins	Tuesday, January 16
Last Day to ADD or DROP a class(es) WITHOUT a W grade	Tuesday, January 23
Undergraduates—Deadline for completing Incomplete grades from Fall or Winter before being converted to "F" grade	Thursday, February 1
Registration for Summer Session Classes Begins	Monday, February 19
Last day to withdraw from ALL classes in order to receive tuition refund. For all Refund Policy Information, please see: http://www.studentabc.rutgers.edu/withdrawals	TBD
Academic Warning Grades Submitted	Monday, February 26 - Friday, March 9
Spring Recess—University Offices Open—No Classes	Saturday, March 10 - Sunday, March 18
Diploma Application Period for May Graduation Ends	Sunday, April 1
Last day to WITHDRAW from a class, or all classes, with a W grade. Deadline 5:00 p.m	Monday, April 2
Registration for Fall Term Classes Begins	Monday, April 2
Fall "TZ" and "NG" Grades Automatically Converted to "F" after 5:00 p.m	Tuesday, May 1
Regular Classes End	Monday, April 30
Reading Days	Tuesday, May 1 & Wednesday, May 2
Final Exam Period	Thursday, May 3 - Wednesday, May 9
Degree Conferral Date for May Graduates	Sunday, May 13
Rutgers University-Camden Commencement and Convocation Ceremonies	Wednesday, May 16 & Thursday, May 17
Last Day to Register for First Term Summer Session classes without late fee	Friday, May 18
Memorial Day—All University Offices Closed—No Classes	Monday, May 28
Undergraduates—Deadline for completing Incomplete grades from Spring before being converted to "F" grade	Friday, June 1

Since this class does not cover basic writing skills, students who need one-on-one assistance can receive – at no charge – tutoring through the Rutgers Camden Learning Center (RCLC); information and online appointments available; some VIRTUAL tutoring is also available for writing skills: <http://learn.camden.rutgers.edu/>

Location:

231 Armitage Hall (The RCLC is inside of the Center for Learning and Student Success which is to the right as you face the second floor elevators.)

- As business professionals, you are expected to conduct yourself with professional courtesy to your classmates and to your instructor. Rutgers classroom behavior policies can be found at: <https://tmac.camden.rutgers.edu/resources/classroom-management/rutgers-policy-on-classroom-conduct/>
 - **As of July 1, 2014 students cannot be reached via email addresses that end in @clam.rutgers.edu or @camden.rutgers.edu.** There are only two valid naming conventions for student email across the entire university - **@rutgers.edu or @scarletmail.rutgers.edu.**

Students who report not receiving messages from your class mailing list should visit <https://netid.rutgers.edu>, click on "Manage Email Addresses", and make sure that they have their ScarletMail account set as a delivery address and a <some name>@rutgers.edu address set as their officially advertised Rutgers email address.

Academic Integrity:

Throughout this course you are encouraged to study together and assist each other in many ways. However, the individual writing assignments and exams must clearly demonstrate individual achievement. Rutgers affirms that: *"Academic integrity is essential to the success of the educational enterprise and breaches of academic integrity constitute serious offenses against the academic community. Every member of that community bears a responsibility for ensuring that the highest standards of academic integrity are upheld.... Individual faculty members are...responsible for informing students of the particular expectations regarding academic integrity within individual courses.... Students are responsible for understanding the principles of academic integrity fully and abiding by them in all their work at the University."* (<http://academicintegrity.rutgers.edu/>). Cheating, plagiarism, or any other violation of academic integrity will result in a zero on the assignment and could result in a failing grade in the course. Instances of academic dishonesty will be reported to the University and also could result in suspension. The University's policies regarding academic integrity are available at: <http://academicintegrity.rutgers.edu/>.

Please note that Sakai uses the functions of turnitin.com, which checks for inappropriate "overlap" with other materials including the content from the Internet. So, for example, do not "cut and paste" material for your team

project or any writing assignment that requires research. That is one example of a violation of academic integrity. In addition, please provide citations/references according to the instructions given for the team report and presentation.

Exam Make-up Policy:

If for a university approved reason, you cannot take an exam at the scheduled time, you must provide written notice *at least one week in advance* so other arrangements can be made. If the situation does not allow for advance notice (e.g. sudden illness), notice must be provided soon as possible before or after a missed exam. ***Make-up exams for non-university approved reasons are not guaranteed.*** The instructor reserves the right to request written documentation to support your absence (such as a doctor's note, an obituary, military orders, supervisor's letter indicating you had to work overtime, etc.).

Military Activation of Students:

Rutgers has a specific policy for handling situations in which students are called up for duty in support of military activities both at home and overseas. It is not up to the discretion of the instructor and there are multiple options available, depending on how much of the semester has transpired when the situation arises. If you are faced with this (or see impending likelihood), please check on the policy and complete a "military activation election statement."

Disabilities Services:

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>.

If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registration-form>.

Rutgers-Camden Disability Services:

Rutgers-Camden Learning Center

Armitage Hall, Room 240

311 North Fifth Street

Camden, NJ 08102-1405

Web page: <http://learn.camden.rutgers.edu/disability-services>

Phone: 856.225.6442

Fax: 856.225.6443

E-mail: tpure@camden.rutgers.edu