

Submit originals and one copy and electronic copy to Governance/Faculty Senate Office  
 See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

**CHANGE COURSE (MINOR) and DROP COURSE PROPOSAL**

**SUBMITTED BY:**

Department	Applied Business, Paralegal, and Accounting	College/School	CRCO / UAF Community and Technical College
Prepared by	C. Dexter	Phone	907-455-2837
Email Contact	<u>Charlie.Dexter@alaska.edu</u>	Faculty Contact	<u>Charlie.Dexter@alaska.edu</u>

**1. COURSE IDENTIFICATION:**

Dept  Course #  No. of Credits

COURSE TITLE

**2. ACTION DESIRED:**

Change Course  If Change, indicate below what change. Drop Course

NUMBER	TITLE	DESCRIPTION	FREQUENCY OF OFFERING	COURSE CLASSIFICATION
<input type="text"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
<b>PREQUISITES</b>	<input type="text"/>			
<b>CREDITS (including credit distribution)</b>	<input type="text"/>			
<b>CROSS-LISTED</b>	Dept. <input type="text"/>	(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)		
<b>STACKED (400/600)</b>	Dept. <input type="text"/>	Course # <input type="text"/>		
<b>OTHER (please specify)</b>				

**3. COURSE FORMAT**

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check all that apply)  1  2  3  4  5  6 weeks to full semester

OTHER FORMAT (specify all that apply)

Mode of delivery (specify lecture, field trips, labs, etc)

**4. COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities  S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES  NO

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6 also submitted  W = Writing Intensive, Format 7 submitted  Natural Science, Format 8 submitted

**5. COURSE REPEATABILITY:**

Is this course repeatable for credit? YES  NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit?  TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?  CREDITS

6. **CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits**

ABUS F178 Business and Professional Presentations  
3 Credits Offered Spring  
Organizing a message, document design, visual presentations, analyzing audiences, communicating the message and presenting financial information. (3+0)

7. **COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES: (Underline new wording ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.) PLEASE SUBMIT NEW COURSE SYLLABUS. For stacked courses the syllabus must clearly indicate differences in required work and evaluation for students at different levels.**

ABUS F178 Business and Professionalism Presentations  
3 Credits Offered Spring as demand warrants  
Organizing a message, document design, visual presentations, analyzing audiences, communicating the message and presenting financial information. (3+0)

8. **IS THIS COURSE CURRENTLY CROSS-LISTED?**

YES/NO  No

If Yes, DEPT

NUMBER

(Requires written notification of each department and dean involved. Attach a copy of written notification.)

9. **GRADING SYSTEM: Specify only one**

LETTER:

PASS/FAIL:

10. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

None

11. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No  X Yes  N/A

12. **IMPACTS ON PROGRAMS/DEPTS:**

What programs/departments will be affected by this proposed action?  
Include information on the Programs/Departments contacted (e.g., email, memo)

None

13. **POSITIVE AND NEGATIVE IMPACTS**

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.


New course title better reflects course content and requirements.


**JUSTIFICATION FOR ACTION REQUESTED**

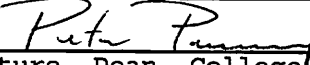
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

Current title implies that this course focus is similar to COMM 141X. New title better reflects scope and content of the course.

**APPROVALS:**

	Date	9/7/2010
Signature, Chair, Program/Department of: Applied Business, Paralegal and Accounting		

	Date	9-28-10
Signature, Chair, College/School Curriculum Council for: UAF Community and Technical College		
CTC		

	Date	9/30/10
Signature, Dean, College/School of: UAF Community and Technical College		
CRCD		

**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.**

  	Date	  
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		



Department of Applied Business and Accounting  
604 Barnette Street, Fairbanks, Alaska 99701  
(907) 455-2837

**ABUS 178**  
**Professionalism**  
**Fall Session 2010 - 3 credits**

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**Instructor:** Terri Babers M.A. Professional Communication,  
Email: [tcbabersmilliron@alaska.edu](mailto:tcbabersmilliron@alaska.edu)  
Phone: (907) 347-3737

**Dates, Times and Places:** This is a "hybrid" course that allows you to pick and choose your dates, times, and places. and online academics

- ♦ **The face-to-face experiential learning portion** will occur through attendance at 12 weekly meetings at local Toastmasters International Club on your choice of dates and times.
- ♦ **The academic portion** of your class will occur as you work your weekly assignments via Blackboard.

**Office Hours:** While I do not have a physical "office," I will meet with you whenever you want help via the internet, Blackboard, or the telephone.

**Required Texts:**

- ♦ Your first two required texts are part of your membership with Toastmasters International  
***Competent Leadership Manual***  
***Competent Communicator Manual***
- ♦ Anderson L., Bolt, Sandra B. (2011). ***Professionalism: Skills for Workplace Success, 2<sup>nd</sup> ed.***, Prentiss Hall, N.J.

**Course Description**

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**Professionalism** is designed to help you develop and present a positive persona in business and professional environments. Despite the course title, this "hybrid course" is not just about making speeches in business settings. You will develop personal effectiveness as a leader and as a speaker in the workplace and your community. Perhaps more importantly, you will learn to effectively lead yourself.

**Academics:** Through the readings, discussions, and exercises on Blackboard, you will learn...

- ♦ what it takes to create personal effectiveness in the business and professional world
- ♦ what makes a person not only appear to be professional, but also to feel that way
- ♦ what enhances or detracts from a positive professional image

**Toastmasters International Membership:** Book knowledge isn't enough when it comes to personal effectiveness in the professional world! You become effective by putting knowledge into practice. Through weekly participation in Toastmaster International (the world's premier training ground for personal effectiveness, leadership, and professional presentation) you will go beyond knowledge acquisition to become

- ♦ a purposeful and confident leader of yourself and others
- ♦ an effective presenter in business and professional settings
- ♦ skilled and well practiced in the arts of oral communication: speaking, listening, and thinking

## Course Outcomes and Goals

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**This is a personal effectiveness and skills development course.** By the end of this course you should have committed to ongoing self-development including personal effectiveness and professional presentation and be able to ...

1. Enhance your oral presentation and written communication skills for business and professional settings
2. Develop leadership skills that enable you to influence yourself and others with confidence.
3. Learn and practice how to enhance your interpersonal communication and leadership skills so you can effectively listen, think critically, plan, organize, manage, facilitate, motivate, mentor, build a team and participate as a team member.
4. Understand and practice effective professional business protocol
5. Assess and establish your values, goals, and attitudes
6. Establish and enhance your professional reputation
7. Build and maintain a professional network

## Course Requirements:

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**Attend Toastmaster International meetings.** A substantial part of your personal effectiveness development, your professional presentation of yourself, (and your grade) depends upon your active participation in Toastmaster meetings. It is important that you

- ♦ **Select a club and a mentor a.s.a.p.** Find a club that fits your schedule, join immediately, and meet with the VP Education in that club to request a mentor.
  - Ensure that your mentor and I have contact information for each other. Take responsibility to follow up on our contacts.
  - Strategically schedule your roles for future meetings so that you can
    - Complete all the roles for Projects 1, 2, and 5 from the Competent Leadership Manual
    - Complete at least 3 Speech Projects from the Competent Communicator Manual. One of these speeches is part of Project 5.
- ♦ **Attend and participate in a minimum of 12 meetings** which may include visits to other Toastmaster Clubs in your area.
  - **Work with your assigned mentor** to ensure that you receive feedback for each role.
  - Your Evaluator can be someone other than your mentor in many of your roles
  - **Reflect and report** to the Weekly Discussion Board on each meeting including your impressions of the meeting itself, the roles you participated in, and the way that your academic readings enhances and meshes with what you learn in the meetings.

**Complete Reading Assignments** which will be assigned in the Anderson and Bolt text book, in the Toastmasters International Manuals, and in "handouts" and power point lectures you will find on Blackboard.

**Complete the Weekly Online Quiz** on the reading assignments each week. The quiz consists of multiple choice, multiple answer, and true/false type questions. You may use the books and manuals for reference and you may take the quizzes as many times during the assigned week as you like, but do not expect to pass the quiz without reading the chapters.

**Reflection Report and Project Writing Guidelines:** Oral communication is an obvious skill to develop for a course entitled "Business or Professional Presentation." Written Communication is equally important! Your written assignments should be high quality, professional looking documents. The following are requirements for all homework assignments

- ♦ Typed and formatted in Word format.
- ♦ Contain a header with your name, the course number and the date
- ♦ Carefully edited for excellent use of language, grammar, spelling, and punctuation
- ♦ Prepared with plenty of white space for a professional look and feel.
- ♦ Submitted electronically to me through Blackboard. Any other format of the work (on floppy, CD, or flash drive) will NOT be accepted
- ♦ The file name must include 1) your first or last name, and 2) an identifier for the assignment

**Extra Credit:** You have the chance to gain 10% of your grade through the following Extra Credit Opportunities

- ♦ **The Writing Center:** Take advantage of the help you can get on your writing including; your organization, editing for grammar, spelling, and a professional, business-like look and feel. You are required to consult with the Writing Center for your project and you will get extra credit for documented visits for your other written assignments. This can be accomplished electronically.
- ♦ **The Speaking Center:** You can get help from your mentor and others in Toastmaster Clubs, but you will get extra credit if you also go to the Speaking Center for help with your 3 Toastmaster Speeches. This can be accomplished via telephone, Video Skype and electronically.
- ♦ **Attendance at non-Toastmaster, Public Meetings, and Professional Events.** These must be pre-approved by me and must be followed up with a Reflection Report.

## Course Policies

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The following are general guidelines for student attendance, participation, class work, and behavior in class:

### Attendance and Participation

Please be on time to Toastmaster International meetings. If you cannot attend your "home group" you can do make-ups by visiting other area clubs.

### Email

Maintain a UAF email account, and check your messages on a regular basis. If you do not use the alaska.edu account as your primary email account, you must prepare you settings so that messages are forwarded to your preferred account. Much class information and all announcements be distributed through email sent from Blackboard Announcement system.

**Subject Line of Emails:** You must put 1) your first or last name, 2) the course number, and 3) a brief but clearly stated subject for each email you send. *Every eMail you send in the professional (or academic) world is a business or professional presentation of yourself. Writing effective subject lines is a vital skill!*

### Due Dates and Late Work

Since this is an asynchronous, online class, you must be sure to complete and turn in assignments and quizzes on time. The Blackboard system shows exactly what time you turn in or upload all assignments and, in the case of quizzes, removes them from your view at the deadline. If you have extenuating circumstances, please notify me and we will make alternate arrangements.

### Time Management

To succeed in any asynchronous, online course, you must be prepared to do a lot of reading, writing, and reflecting ~ and you must learn the material independently because you are not in class 3 hours each week! Traditional lectures are pretty much non-existent for this class. In order to cover the course material, it is important that you keep up with the reading assignments, and use your time wisely.

- ♦ In my experience, students spend an average 5 to 6 hours in addition to class time on similar, traditional courses to get an "A." Translation? Expect to spend nearly 10 hours a week on this class.
- ♦ Part of your "class" time is the face-to-face component of Toastmasters International meetings for 1 to 2 hours per week.

While it is true that you can "pick and choose" the times for Toastmaster Attendance and the time of day you choose to work on your weekly assignments, there are carefully planned deadlines to help you manage your time. If assignments are not turned in on time, you will forfeit the points unless prior arrangements have been made.

A tentative schedule is included at the end of this syllabus.

- ♦ This schedule is subject to change at any given time if specific needs of the class demand it.
- ♦ Any changes in the schedule will show up on the Google Calendar and will be announced through the Blackboard Announcement System. Those changes will take priority over the published schedule.
- ♦ It is your responsibility to keep up-to-date on any schedule changes the instructor makes.

## Honor Code

High ethical standards are expected in this class. They are key to establishing trust and credibility in the business and professional world and in your private, personal world. The standards in this class adhere to the UAF Student Code of Conduct:

1. Students will not collaborate on any quizzes, in-class exams, or take-home exams that contribute to their grade in a course, unless the course instructor grants permission. Only those materials permitted by the instructor may be used to assist in quizzes and examinations.
2. Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in compositions, theses, and other reports.
3. No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors.

Alleged violations of the Code of Conduct will be reviewed in accordance with procedures specified in regents' policy, university regulations and UAF rules and procedures. For additional information and details about the Student Code of Conduct, contact the dean of student affairs, visit [www.alaska.edu/bor/](http://www.alaska.edu/bor/) or refer to the student handbook that is printed in the back of the class schedule for each semester. Students are encouraged to review the entire code.

I place a strict emphasis on students creating original work. Cheating and plagiarism are unacceptable. Any student found cheating or to have plagiarized work, will receive an automatic "F" grade for the course, and will no longer be welcome in class. If you are not sure what cheating or plagiarism means, please ask me to clarify them.

**Use unbiased, respectful language** in all your communication in Blackboard, email, and in the Toastmaster Meetings. You are encouraged to share your opinions, ideas, and experiences with the class, as long as you respect our classmates as well. Treat your classmates as you would like, and expect, to be treated

## Course Grading

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This is a graded course. Below is a breakdown of the assignments.

### Graded Assignments:

♦ Attendance at Toastmaster International Meetings 12 meetings w/ Reflection Reports x 40 points = 480 points	480 pts
♦ Reading Quizzes 9 quizzes x 30 points = 270 points	270 pts.
♦ Assignments, Discussions, and eMail 6 topics x 20 points = 120 points	120 pts
♦ Special Project – 1 project x 110 points = 110 points	130 pts
Total	<u>1000 points</u>

### Extra Credit

♦ Attendance at non-Toastmaster International Meetings Maximum of 2 w/ Reflection Report X 10 points	20 pts
♦ Coaching from UAF Speaking Center Maximum of 4 documented visits X 10 points	40 pts
♦ Coaching from UAF Writing Center Maximum of 4 document visits X 10 points	40 pts
Total	<u>100 points</u>

## Other Information

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**Special Considerations and Accommodations**– Any student requiring special accommodations for learning and/or physical disabilities or situational difficulties that may affect class performance should discuss the situation or issue with me.

The University of Alaska Fairbanks is committed to equal opportunity for students with disabilities. The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. I will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodations to students with disabilities. Students with disabilities will have to have documentation from the Office of Disabilities Services, showing the need for specific accommodations. Please contact me during the first few weeks of the semester, so we can talk about your particular situation. Early attention to specific accommodation needs provides enough time for any necessary planning or preparation.