

Spring 2-1-2018

## BMGT 444.02: Management Communications

Kristen Govertsen

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**Course: BMGT444 Management Communication (UG 3 Cr)\_ Section 02**  
**Spring Semester 2018 CRN: 37940**  
**Meeting Time: Monday and Wednesday 11:00am-12:20pm**  
**Meeting Location: GBB 201**

**Instructor:** Kristi Govertsen

**Email:** [kristi.govertsen@mso.umt.edu](mailto:kristi.govertsen@mso.umt.edu) ← Please note that govertsen is spelled “govertsEn”

**Office Location:** GBB 348-4

**Office Hours:** Monday and Wednesday 12:30pm-1:30pm (walk-in); or by appointment as needed

**Prerequisites:**

Must be listed as a major or minor in business, have at least junior standing with all lower core courses completed, and successfully completed BMGT 340.

**Required Textbooks & Materials**

You will be choosing and/or assigned various books, articles, video, and other media throughout the semester. While there is no one book or piece of media that will be assigned across the entire class, you will still be to required to acquire various materials/books/media throughout the semester to achieve the desired course objectives—please budget as you would for a class that does have required textbooks.

Parameters for these assignments (and associated materials/books/media) will be provided to you throughout the semester.

**Course Assignments and Evaluation: total 100 points**

*Students must earn a C- or better to pass the course for academic degrees from Business School.*

A	94 and above	B +	87 to 89	C +	77 to 79
A –	90 to 93	B	83 to 86	C	73 to 76
		B –	80 to 82	C –	70 to 72

**How Your Final Course Grade Is Calculated:**

<b>In-class Participation</b>	<b>12%</b>
(Attendance, in-class assignments, and activities—make ups are not allowed)	
<b>Essay (Due 1/29)</b>	<b>12%</b>
<b>Individual, In-class Presentation (Make ups are not allowed)</b>	<b>12%</b>
<b>Press Release (Due date TBD)</b>	<b>12%</b>
<b>Negotiation Activity (Make ups are not allowed)</b>	<b>12%</b>
<b>Group Project (Make ups are not allowed)</b>	<b>12%</b>
<b>The Conversation</b>	<b>12%</b>
<b>Portfolio (Due 5/2) &amp; Final (Thursday, 5/10, 10:10am-12:10am, Location TBD)</b>	<b>16%</b>
(Make ups are not allowed)	

*Instructor reserves the right to adjust scheduling and adding/dropping contents based on course progress*

**Course Objectives:**

- Co-create an environment of professional communication.
- Demonstrate mastery of written and oral communication skills.
- Develop individual and collaborative communication skills.
- Begin mastering skills related to external and internal communications, including but not limited to: communication of innovation, public relations, negotiations, and communications with leadership, peers, and as a leader.

## **Mission Statements and Assurance of Learning:**

The University of Montana's College of Business enhances lives and benefits society by providing a world-class business education in a supportive, collegial environment. We accomplish this mission by acting on our shared core values of creating significant experiences, building relationships, teaching and researching relevant topics, behaving ethically, and inspiring individuals to thrive. As part of our assessment process and assurance-of-learning standards, the College of Business has adopted the following learning goals for our undergraduate students:

1. COB graduates will possess fundamental business knowledge.
2. COB graduates will be able to integrate business knowledge.
3. COB graduates will be effective communicators.
4. COB graduates will possess problem solving skills.
5. COB graduates will have an ethical awareness.
6. COB graduates will be proficient users of technology.
7. COB graduates will understand the global business environment in which they operate.

## **Behavior Expectations Professionalism**

Students are preparing to become business professionals, and professional behavior is expected at all times. Students are expected to abide by the [COB Code of Professional Conduct](http://www.business.umt.edu/ethics/professional-conduct-code.php) (found online at <http://www.business.umt.edu/ethics/professional-conduct-code.php>). Treat class sessions like business meetings. Failure to adhere to these expectations may result in being asked to leave the classroom. In addition, students will:

- Remain in the class for the duration of class time (no in and out or leaving early)
- Bring all materials needed for class, including the books.
- Refrain from using any technology, including cell phones, not required for the class conduct at that time

## **Emergency Procedures:**

In the event of a campus emergency during class, please follow instructions provided by your instructor or the UM emergency alert system. Failure to do so could hamper efforts to resolve the emergency situation in a safe, timely manner.

## **Disability Services for Students:**

Students with disabilities will receive reasonable modifications in this course. The student's responsibilities are to request them from me with sufficient advance notice and to be prepared to provide official verification of disability and its impact from Disability Services for Students. Please speak with me after class or during my office hours to discuss the details. For more information, visit the website for the office of [Disability Services for Students](http://www.umt.edu/dss/) (found online at <http://www.umt.edu/dss/>).

## **Grievance Procedures**

The formal means by which course and instructor quality are evaluated is through the written evaluation procedure at the end of the semester. The instructor and department chair receive copies of the summary evaluation metrics and all written comments sometime *after* course grading is concluded. Students with concerns or complaints during the semester should first communicate these to the instructor. This step almost always resolves the issue. If the student feels that the conflict cannot be resolved after meeting with the instructor, the student should contact the department head. If, after speaking with the department head and the instructor, the student still feels that the conflict has not been resolved, contact the Associate Dean of the College of Business.

## **Academic Misconduct:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. The University of Montana Student Conduct Code specifies definitions and adjudication processes for academic misconduct and states, "Students at the

University of Montana are expected to practice academic honesty at all times.” **IMPORTANT: It is the student’s responsibility to be familiar with the [Student Conduct Code](http://www.umt.edu/vpsa/policies/student_conduct.php), including definitions of academic misconduct.** (found online at [http://www.umt.edu/vpsa/policies/student\\_conduct.php](http://www.umt.edu/vpsa/policies/student_conduct.php)).

The School of Business Administration endorses academic honesty as a pillar of integrity crucial to the academic institution. Academic honesty is an important step towards developing an ethical backbone needed in a professional career. Failure to practice academic honesty is considered academic misconduct. Academic misconduct will be penalized to the fullest extent. Students are expected to:

- Be knowledgeable of activities that are considered academic misconduct, as defined in section V.A. of the UM Student Conduct Code,
- Practice academic honesty on all exams, quizzes, homework, in-class assignments, and all other activities that are part of the academic component of a course,
- Encourage other students to do the same.

Confusion may arise in what is and is not academic misconduct. Students should ask if they are unsure if a behavior will be viewed as academic misconduct. A good rule of thumb is that any credit-earning activity in a course should represent the true skills and ability of the person receiving the credit. A partial list of situations that are considered academic misconduct is in the [COB Professional Code of Conduct](http://www.business.umt.edu/ethics/professional-conduct-code.php) (found online at <http://www.business.umt.edu/ethics/professional-conduct-code.php>). If at any point a student is unsure if working with another student is permissible, that student should contact the instructor before doing so.