

## Course Syllabus

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# Business Discourse for the 21st Century Professional CSUCI Martin V. Smith School of Business and Economics

“The only place where success comes before work is in the dictionary” ~ Vidal Sassoon



## Welcome to Business 310!

I look forward to working with you as you prepare for your professional life!

Advances in communications and information technologies in the 21<sup>st</sup> century have had an impact on how business conversations are carried on in the professional world. Contemporary business discourse makes written and oral communications a necessity on various platforms to carry out daily tasks and provide informative, analytic, and persuasive content to support business decision-making.

This course is designed to help you explore and practice face-to-face and various online communications to convey technical, analytical, and business-related information in written or oral formats that best fit the appropriate medium.

Total units: 3 Prerequisites: Junior or Senior standing in the Business major.

## Your Instructor



**Sheryl Leonard, MVS Business Lecturer**

[LinkedIn Profile](http://www.linkedin.com/in/sherylleonard) [↗](http://www.linkedin.com/in/sherylleonard) (<http://www.linkedin.com/in/sherylleonard>)

[shery.leonard@csuci.edu](mailto:shery.leonard@csuci.edu) (<mailto:shery.leonard@csuci.edu>)

[cell / text] 805.340.3512

## Office Hours

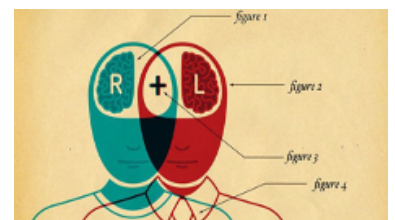
*MVS Hall 2174* and Virtual Office Hours: Wednesdays: 3:30 - 5:30 pm and by appointment during the week. I'm happy to meet with you in my office, on Zoom or on a phone call. Send me an email or a text to let me know your availability.

**Zoom Café and Virtual Office:** [Zoom Link / Password Zebra](https://csuci.zoom.us/j/7695763790) [↗](https://csuci.zoom.us/j/7695763790) (<https://csuci.zoom.us/j/7695763790>)

## Student Learning Outcomes

With the successful completion of this course, you will be able to do the following:

- Distinguish and implement critical characteristics of advanced, effective business communication, including written and verbal.
- Plan and create impactful internal and external business documents, such as letters, emails, reports, and
- Convey analytical results relevant to organizational decision-making in written and oral reports.
- Determine the appropriate voice and style for various professional communication
- Differentiate purposes and audiences in business writing.
- Use correct writing mechanics in all written work.
- Effectively revise written work.
- Design and deliver professional oral presentations.



## Course Requirements

- Junior or Senior standing in the Business major.
- Access to a reliable computer and internet connection, a computer or cellphone camera and microphone.
- Access to your CSUCI Google Drive, MS Word or Google Docs, and PowerPoint or Google Slides.



- Work ahead if you anticipate a change in your schedule.
- Email or text me immediately if Canvas or your internet isn't working. Attach the assignment or share a link in your email if possible.
- **IMPORTANT** If you are using Google Docs, change the share settings so I can view and comment. Work that is not shared is missing and/or late. Late penalty will apply. Here's a link that describes [How to share Google Docs](https://support.google.com/docs/answer/2494822?co=GENIE.Platform%3DDesktop&hl=en) [↗](https://support.google.com/docs/answer/2494822?co=GENIE.Platform%3DDesktop&hl=en) (https://support.google.com/docs/answer/2494822?co=GENIE.Platform%3DDesktop&hl=en).

## A typical schedule for completing work in this course:

### Sunday and Monday

- Read the Module "Study Plans" and do the "Self Check."
- Review assignments and begin preparing them.
- Attend Tutor's Review Session and/or Bootcamp

### Tuesday through Friday

- Attend Tutor's Review Session and/or Bootcamp
- Review Study Plan and Self Checks.
- Post Quizzes and Discussions.
- You have two attempts to take the Quiz. Quizzes close at midnight. Do your first attempt early so you have time to review the material before the final attempt.)
- Come to Class. Give Peer Feedback (in-class).

### Saturday

- Submit Final Drafts

**Note: Quizzes and Assignments are due before midnight (11:59 PM). Discussion Posts are due before 10:00 PM**

## Using Rubrics to Meet Assignment Goals

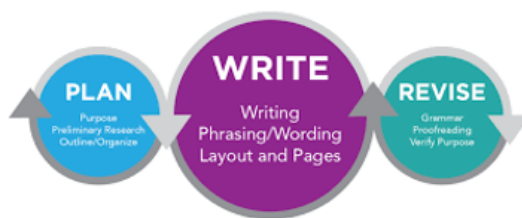
All assignments will have a rubric attached. Use criteria in the rubrics to guide the quality of your work and the depth of your engagement in discussions, writing exercises, peer responses, and visual and oral presentations.

- Before you begin an assignment, check out the rubric. Which criteria will you focus on in developing your assignment?
- When you've completed a draft or are preparing your finished assignment, recheck the rubric. Reflect on the progress of your work and make adjustments as needed.

The Business 310 Writing Rubric is an essential and universal guide to use in assessing the effectiveness of your written work. [The Course Writing Rubric is Linked Here and Posted in Canvas](https://www.dropbox.com/s/dghejydu0wx8kn/BUSINESS%20WRITING%20RUBRIC.docx?dl=0) [↗](https://www.dropbox.com/s/dghejydu0wx8kn/BUSINESS%20WRITING%20RUBRIC.docx?dl=0) (https://www.dropbox.com/s/dghejydu0wx8kn/BUSINESS%20WRITING%20RUBRIC.docx?dl=0).

**We think, mistakenly, that success is the result of the amount of time we put in at work, instead of the quality of time we put in. ~ Ariana Huffington**

## Planning, Writing, and Revising



Review the "[Revising Written Work \(https://cilearn.csuci.edu/courses/25637/modules/214852\)](https://cilearn.csuci.edu/courses/25637/modules/214852)" Module for details.

The writing you do in this course is sequential and necessary for you to understand how good business writing is developed. Planning, writing, and revising your work are part of the sequence. You'll want my feedback and your peers' insights to guide your revisions. Therefore, you must complete and submit your assignments on time to pass the course.

Your peers and I will give you feedback on your initial drafts to help you develop your writing. When you receive our feedback, incorporate it into your final draft. No additional points will be given if revisions are not incorporated.

Please submit your work in the relevant assignment folder or discussion post in Canvas before *or on the due date*. All work is due before midnight. Save your work on a flash drive, in Google Docs, or send in an email to yourself.

## Grade Definition Policy

- Grade Definition Policy - [Senate Policy 12-007](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D001i0DJ-zp8dC1o8nY3zSelx4RR_J8VP4AARFff16oZ19vSjQ09mrl0590axxy-vSm8YyE4V7_6wkAH09ZIMELsKLIHoFsaz3dgfyqWtpUOIh4Jr8_hgDdc59pNlo1bvtC_fij2WPSDo_BZfzHikz0IAWRW4BY8acX-ibf5BK-GIQiBWoEaQo1Q%3D%3D%26c%3DE750roMix0WfxfSg7D4ZZD1vuch94qj2fgAwik1q13heVz3MSvqVQ%3D%3D%26ch%3DaMIXprjRj_trNyrz_r1AJhwvRnGkjg1zhdGb1VPo14heKtJszaj) [↗](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D001i0DJ-zp8dC1o8nY3zSelx4RR_J8VP4AARFff16oZ19vSjQ09mrl0590axxy-vSm8YyE4V7_6wkAH09ZIMELsKLIHoFsaz3dgfyqWtpUOIh4Jr8_hgDdc59pNlo1bvtC_fij2WPSDo_BZfzHikz0IAWRW4BY8acX-ibf5BK-GIQiBWoEaQo1Q%3D%3D%26c%3DE750roMix0WfxfSg7D4ZZD1vuch94qj2fgAwik1q13heVz3MSvqVQ%3D%3D%26ch%3DaMIXprjRj_trNyrz_r1AJhwvRnGkjg1zhdGb1VPo14heKtJszaj) (https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D001i0DJ-zp8dC1o8nY3zSelx4RR\_J8VP4AARFff16oZ19vSjQ09mrl0590axxy-vSm8YyE4V7\_6wkAH09ZIMELsKLIHoFsaz3dgfyqWtpUOIh4Jr8\_hgDdc59pNlo1bvtC\_fij2WPSDo\_BZfzHikz0IAWRW4BY8acX-ibf5BK-GIQiBWoEaQo1Q%3D%3D%26c%3DE750roMix0WfxfSg7D4ZZD1vuch94qj2fgAwik1q13heVz3MSvqVQ%3D%3D%26ch%3DaMIXprjRj\_trNyrz\_r1AJhwvRnGkjg1zhdGb1VPo14heKtJszaj) clarifies the level of performance that each letter grade represents, and all MVS School faculty are encouraged to ensure awarded grades match a student's given level of performance. **I will assess your work using the +/- system and the following CSUCI'S grading criteria:**

- "A": Student performance is outstanding and indicates an **exceptional degree of academic achievement** in meeting learning outcomes and course requirements.
- "B": Student performance is at a high level and indicates **solid academic achievement** in meeting learning outcomes and course requirements.
- "C": Student performance is adequate and indicates **satisfactory academic achievement** in meeting learning outcomes and course requirements.
- "D": Student performance is **less than adequate** and indicates deficiencies in meeting the learning outcomes and/or course requirements.
- "F": Student performance is **unacceptable** and indicates a failure to meet the learning outcomes and/or course requirements.

## Grade Weights

- 20% - Study Plans & Participation Activities

- 15% - Quizzes
- 30% - Discussions & Drafts (includes peer reviews)
- 35% - Final Submission of Writing Assignments

*"Inaction breeds doubt and fear. Action breeds confidence and courage.*

*If you want to conquer fear, do not sit home and think about it. Go out and get busy." ~ Dale Carnegie*

## Participation

Your success in this course is linked to your engagement with the work and your willingness to share ideas. Engaging in online class discussions and peer reviews will advance your learning and give you opportunities to practice business communication. Just as in the business world, sharing your insights is crucial in creating meaningful dialogue with your peers and allows you to practice skills that are essential to your success in the business world.

- If you have difficulty with online access, please let me know within the first two weeks of the semester.
- I will provide make-up coursework with advance arrangements unless circumstances make it impossible to provide advance notice.

## Academic Integrity

CSUCI's Honor Code states, "Academic integrity is the responsibility of all members of the CI community. All university community members should be familiar with the Honor Code." Please use this link to find more information about Academic Integrity and [CI's Student Conduct and Health Policies](https://catalog.csuci.edu/content.php?catoid=49&navoid=3408) (<https://catalog.csuci.edu/content.php?catoid=49&navoid=3408>)

**Plagiarism:** Don't do it. Plagiarism results in failing assignments and potentially the course. If you are wondering about a paper or have questions regarding citations and summary, please see me for guidance. I'm happy to help!

**Use of AI Tools.** Check out my [Policy on the Use of AI Tools for College-Level Writing Assignments](https://cilearn.csuci.edu/courses/25637/pages/policy-on-the-use-of-ai-tools-for-college-level-writing-assignments) (<https://cilearn.csuci.edu/courses/25637/pages/policy-on-the-use-of-ai-tools-for-college-level-writing-assignments>)



## Assignment Formats

[Please adhere to the APA style format linked here](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html) ([https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)). 12pt., Times New Roman, 1" margins, single-spaced. Use heading titles for new sections. No Running Header Required. [Sample Paper is linked here.](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/documents/20090212013008_560.pdf) ([https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/documents/20090212013008\\_560.pdf](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/documents/20090212013008_560.pdf))

## Expectations

- Workload Expectations - Students should expect to spend six to nine hours to three hours studying or working outside of class.
- Deliverables - This is an **advanced college-level course** that is focused on training you for professional life. Therefore, I will focus on helping you develop critical thinking and specific business-related skills. I will not focus on correcting grammar and spelling issues. **I expect you to craft polished, error-free, formal business documents in the correct formats.** Instructions on formatting (memo, letter, report) are given in the modules and specified in assignments. **I expect all work, including Discussion Posts, to reflect advanced college-level writing skills and formatting.** You will use APA format for the research report.
- See the following modules for support:
  - [Revising Written Work](https://cilearn.csuci.edu/courses/25637/modules/214852) (<https://cilearn.csuci.edu/courses/25637/modules/214852>)
  - [WRITING TUTOR SUPPORT | WRITING & MULTILITERACY CENTER](https://cilearn.csuci.edu/courses/25637/pages/writing-tutor-support-%7C-writing-and-multiliteracy-center) (<https://cilearn.csuci.edu/courses/25637/pages/writing-tutor-support-%7C-writing-and-multiliteracy-center>)
  - [LOOK HERE FOR MORE WRITING SUPPORT!](https://cilearn.csuci.edu/courses/25637/modules/214848) (<https://cilearn.csuci.edu/courses/25637/modules/214848>) (You'll find APA formatting guides here)

## The "Big Three"

1. **FORMAT YOUR WORK. IT'S GOOD PRACTICE.** Use bullet points, bolded text, titles, and paragraph breaks. This includes Discussion Posts and Assignments.
2. **CHECK FOR GRAMMAR AND SPELLING ERRORS.** I will not accept or give feedback on submissions with more than three spelling and grammar errors. You will have to revise and resubmit your work to redeem your points. A late penalty will apply. See a WMC tutor to review your work.
3. **LATE WORK.** Due to the design of this course (peer feedback and fast pace), I will not give feedback on late work and 20% of overall points will be deducted.

## I'm Afraid of Failure!

Yes! You, me, and everyone else fear failure. I've failed so many times, it hurts to remember. You will see my errors on these pages, my weaknesses as a teacher, and my fallibility as a human. But I will show up and participate with you every day of the week! And I will learn lots of things from you. Failure is one of the most important ways we learn.

So, your participation is required so you can fail and learn some things. And so you can triumph and learn how awesome you can be. Please check-in frequently during the week to engage in discussions, read the material, and participate in the quizzes and assignments to test and practice your learning. Your success depends on consistent interaction with the course. Gaining skills through practice is the goal

Are you a [perfectionist procrastinator](https://hbr.org/2004/06/chronic-time-abuse) (<https://hbr.org/2004/06/chronic-time-abuse>), who freezes up at the site of new tasks? You'll learn more from your mistakes than from not getting started. Don't let performance anxiety prevent you from getting started. Are you a who waits until the last minute? You may work well under pressure. Go ahead, put off the work but at least read assignments ahead so you can plan how much time you'll need for your cram session.

## STUDENT SERVICES

### Campus Tutoring Services

The Learning Resource Center (LRC) offers free one-on-one peer tutoring for all MVS School undergraduate courses. The LRC tutors will help students with study skills, fundamental concepts, comprehension, homework, test preparation, and much more. The Peer Tutor Schedule is available via the [LRC webpage](#). ([https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUy3fGdjvZgthUr6FtE0tsBAZv\\_pZq:xVJVDyyQE6JvCT1EKfMBCMVWeJOBvZJuTqqYVbWA7oi2zQSJcfmN7ZDR6iaV48mNNeGkmUjV8kG7ttKPOTXEeue0ZWeR3tqAoyfC101VML8Q%3D%3D%26c%3DbxnzKoHu2J0tVgyEXQAJO KWHz6fstPtmEKRMiqbBw-UxWAEyRstYc3IE\\_Bn\\_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5b64887d1f308da744258ff%7C30f5b5db7f18435b84369d84aa7b96dd%7C1%7C0%7C637950](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUy3fGdjvZgthUr6FtE0tsBAZv_pZq:xVJVDyyQE6JvCT1EKfMBCMVWeJOBvZJuTqqYVbWA7oi2zQSJcfmN7ZDR6iaV48mNNeGkmUjV8kG7ttKPOTXEeue0ZWeR3tqAoyfC101VML8Q%3D%3D%26c%3DbxnzKoHu2J0tVgyEXQAJO KWHz6fstPtmEKRMiqbBw-UxWAEyRstYc3IE_Bn_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5b64887d1f308da744258ff%7C30f5b5db7f18435b84369d84aa7b96dd%7C1%7C0%7C637950))

## Writing & Multiliteracy Center

The Writing & Multiliteracy Center (WMC) provides all CSUCI students with free support services and programs that help them address the 21<sup>st</sup> Century challenges of creatively thinking about and composing in written, oral, visual, and digital forms of communication. Peer consultants help students at any stage of the composition process via one-to-one or group consultations, online consultations, and workshops. Students can make an appointment to work with a consultant or learn more by visiting the [WMC webpage](#).

[https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tPFRxEBFMdelZrPSYAMgmEz1mlFQ2phkW71LyFK1ZCY\\_FyR9ID95BNu5GSUZVcVo5utyURp7Xz4hXPPa3-J7Q%3D%3D%26c%3DbxnzKoHu2JOtVgyEXQAJOlBswOYIYItMk8VRxSXA7Z1yw6qURJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHZ6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE\\_Bn\\_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C637950](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tPFRxEBFMdelZrPSYAMgmEz1mlFQ2phkW71LyFK1ZCY_FyR9ID95BNu5GSUZVcVo5utyURp7Xz4hXPPa3-J7Q%3D%3D%26c%3DbxnzKoHu2JOtVgyEXQAJOlBswOYIYItMk8VRxSXA7Z1yw6qURJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHZ6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE_Bn_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C637950)

## Counseling and Psychological Services (CAPS)

CAPS is pleased to provide a wide range of services to assist students in achieving their academic and personal goals. Services include confidential short-term counseling, crisis intervention, psychiatric consultation, and 24/7 phone and text support. CAPS is located in Bell Tower East, 1867, and can be reached at 805-437-2088 (select option 2 on voicemail for 24/7 crisis support); students can also email CAPS at [caps@csuci.edu](mailto:caps@csuci.edu) (mailto:caps@csuci.edu) or visit the CAPS [website](#). [https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tPFRxEBFMdelZrPSYAMgmEz1mlFQ2phkW71LyFK1ZCY\\_FyR9ID95BNu5GSUZVcVo5utyURp7Xz4hXPPa3-J7Q%3D%3D%26c%3DbxnzKoHu2JOtVgyEXQAJOlBswOYIYItMk8VRxSXA7Z1yw6qURJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHZ6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE\\_Bn\\_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C637950](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tPFRxEBFMdelZrPSYAMgmEz1mlFQ2phkW71LyFK1ZCY_FyR9ID95BNu5GSUZVcVo5utyURp7Xz4hXPPa3-J7Q%3D%3D%26c%3DbxnzKoHu2JOtVgyEXQAJOlBswOYIYItMk8VRxSXA7Z1yw6qURJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHZ6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE_Bn_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C637950)

[https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tPFRxEBFMdelZrPSYAMgmEz1mlFQ2phkW71LyFK1ZCY\\_FyR9ID95BNu5GSUZVcVo5utyURp7Xz4hXPPa3-J7Q%3D%3D%26c%3DbxnzKoHu2JOtVgyEXQAJOlBswOYIYItMk8VRxSXA7Z1yw6qURJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHZ6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE\\_Bn\\_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C637950](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tPFRxEBFMdelZrPSYAMgmEz1mlFQ2phkW71LyFK1ZCY_FyR9ID95BNu5GSUZVcVo5utyURp7Xz4hXPPa3-J7Q%3D%3D%26c%3DbxnzKoHu2JOtVgyEXQAJOlBswOYIYItMk8VRxSXA7Z1yw6qURJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHZ6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE_Bn_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C637950)

## Emergency Intervention and Basic Needs

If you or someone you know is experiencing unforeseen or catastrophic financial issues, skipping meals, or experiencing homelessness/housing insecurity (e.g., sleeping in a car, couch surfing, staying with friends), please know that you are not alone. There are resources on campus that may assist you during this time. The Dolphin Pantry is currently located in Arroyo Hall and offers free food, toiletries, and basic necessities for current CI students. For additional assistance, please contact the Dean of Students Office at (805) 437-8512 or visit Bell Tower 2565. Please visit the website for the most up-to-date information on the [Basic Needs Program](#).

[https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tPFRxEBFMdelZrPSYAMgmEz1mlFQ2phkW71LyFK1ZCY\\_FyR9ID95BNu5GSUZVcVo5utyURp7Xz4hXPPa3-J7Q%3D%3D%26c%3DbxnzKoHu2JOtVgyEXQAJOlBswOYIYItMk8VRxSXA7Z1yw6qURJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHZ6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE\\_Bn\\_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C637950](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tPFRxEBFMdelZrPSYAMgmEz1mlFQ2phkW71LyFK1ZCY_FyR9ID95BNu5GSUZVcVo5utyURp7Xz4hXPPa3-J7Q%3D%3D%26c%3DbxnzKoHu2JOtVgyEXQAJOlBswOYIYItMk8VRxSXA7Z1yw6qURJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHZ6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE_Bn_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C637950)

## Title IX and Inclusion

Title IX & Inclusion manages the University's equal opportunity compliance, including the areas of affirmative action and Title IX. Title IX & Inclusion also oversees the campus' response to the University's nondiscrimination policies. CSUCI prohibits discrimination and harassment of any kind on the basis of a protected status (i.e., age, disability, gender, genetic information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and Veteran or Military Status). This prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating, domestic violence, and stalking. For more information regarding CSUCI's commitment to diversity and inclusion or to report a potential violation, please contact Title IX & Inclusion at 805.437.2077 or visit the [Title IX webpage](#).




[https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tPFRxEBFMdelZrPSYAMgmEz1mlFQ2phkW71LyFK1ZCY\\_FyR9ID95BNu5GSUZVcVo5utyURp7Xz4hXPPa3-J7Q%3D%3D%26c%3DbxnzKoHu2JOtVgyEXQAJOlBswOYIYItMk8VRxSXA7Z1yw6qURJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHZ6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE\\_Bn\\_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C637950](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tPFRxEBFMdelZrPSYAMgmEz1mlFQ2phkW71LyFK1ZCY_FyR9ID95BNu5GSUZVcVo5utyURp7Xz4hXPPa3-J7Q%3D%3D%26c%3DbxnzKoHu2JOtVgyEXQAJOlBswOYIYItMk8VRxSXA7Z1yw6qURJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHZ6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE_Bn_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C637950)

## Course Summary:

| Date             | Details   | Due            |
|------------------|---|----------------|
|                  | <a href="#">Discussion: Self-Assessment of Business Communication</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504154">https://cilearn.csuci.edu/courses/25637/assignments/504154</a>            | due by 11:59pm |
| Fri Aug 25, 2023 | <a href="#">Peer Reviews   Check Your Understanding</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504143">https://cilearn.csuci.edu/courses/25637/assignments/504143</a>                          | due by 11:59pm |
|                  | <a href="#">Quiz: Revising Written Work</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504144">https://cilearn.csuci.edu/courses/25637/assignments/504144</a>                                      | due by 11:59pm |
|                  | <a href="#">Discussion: 1st draft: Evaluating Professional Communications</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504157">https://cilearn.csuci.edu/courses/25637/assignments/504157</a>    | due by 11:59pm |
| Mon Aug 28, 2023 | <a href="#">Quiz: Communicating in Business</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504182">https://cilearn.csuci.edu/courses/25637/assignments/504182</a>                                  | due by 11:59pm |
|                  | <a href="#">Study Plan: Communicating in Business</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504192">https://cilearn.csuci.edu/courses/25637/assignments/504192</a>                            | due by 11:59pm |
| Fri Sep 1, 2023  | <a href="#">Assignment: Final Draft - Evaluating Professional Communications</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504168">https://cilearn.csuci.edu/courses/25637/assignments/504168</a> | due by 11:59pm |

| Date             | Details   | Due            |
|------------------|---|----------------|
| Tue Sep 5, 2023  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504153">Discussion: 1st Draft / Revising a Letter for Objectivity</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504153">https://cilearn.csuci.edu/courses/25637/assignments/504153</a>                         | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504189">Quiz: Writing in Business</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504189">https://cilearn.csuci.edu/courses/25637/assignments/504189</a>   | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504199">Study Plan: Writing in Business</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504199">https://cilearn.csuci.edu/courses/25637/assignments/504199</a>   | due by 11:59pm |
| Fri Sep 8, 2023  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504171">Assignment: Final Draft: Revising a Letter for Objectivity</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504171">https://cilearn.csuci.edu/courses/25637/assignments/504171</a>                        | due by 11:59pm |
| Mon Sep 11, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504158">Discussion: 1st Draft &amp; Peer Review/Dress Code Memo</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504158">https://cilearn.csuci.edu/courses/25637/assignments/504158</a>                           | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504190">Quiz: Written Communication</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504190">https://cilearn.csuci.edu/courses/25637/assignments/504190</a>   | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504200">Study Plan: Written Communication</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504200">https://cilearn.csuci.edu/courses/25637/assignments/504200</a>   | due by 11:59pm |
| Fri Sep 15, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504164">Assignment - Final draft for Walk-In Closets Dress Code Memo</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504164">https://cilearn.csuci.edu/courses/25637/assignments/504164</a>                      | due by 11:59pm |
| Mon Sep 18, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504152">Discussion: Sell Yourself with the Perfect Pitch - 1st recording and peer reviews</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504152">https://cilearn.csuci.edu/courses/25637/assignments/504152</a> | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504185">Quiz: Public Speaking</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504185">https://cilearn.csuci.edu/courses/25637/assignments/504185</a>   | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504195">Study Plan: Public Speaking</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504195">https://cilearn.csuci.edu/courses/25637/assignments/504195</a>   | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504202">WMC Online Oral Presentation Workshop</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504202">https://cilearn.csuci.edu/courses/25637/assignments/504202</a>   | due by 11:59pm |
| Fri Sep 22, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504172">Assignment: Final Pitch Perfect recording &amp; Reflection</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504172">https://cilearn.csuci.edu/courses/25637/assignments/504172</a>                        | due by 11:59pm |
| Mon Sep 25, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504150">Discussion: 1st draft Resume</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504150">https://cilearn.csuci.edu/courses/25637/assignments/504150</a>  | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504184">Quiz: Finding a Job</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504184">https://cilearn.csuci.edu/courses/25637/assignments/504184</a>   | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504194">Study Plan: Finding a Job</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504194">https://cilearn.csuci.edu/courses/25637/assignments/504194</a>   | due by 11:59pm |
| Fri Sep 29, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504179">MVS Clubs - Your Pitch Video</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504179">https://cilearn.csuci.edu/courses/25637/assignments/504179</a>  | due by 11:59pm |
| Mon Oct 2, 2023  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504151">Discussion: 1st draft Cover Letter</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504151">https://cilearn.csuci.edu/courses/25637/assignments/504151</a>  | due by 11:59pm |
| Fri Oct 6, 2023  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504149">Discussion: 2nd drafts Resume and Cover Letter &amp; Peer Review</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504149">https://cilearn.csuci.edu/courses/25637/assignments/504149</a>                  | due by 11:59pm |
| Mon Oct 9, 2023  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504155">Discussion: 1st draft of LinkedIn Profile</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504155">https://cilearn.csuci.edu/courses/25637/assignments/504155</a>   | due by 11:59pm |
| Fri Oct 13, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504174">Assignment: LinkedIn Profile</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504174">https://cilearn.csuci.edu/courses/25637/assignments/504174</a>  | due by 11:59pm |
| Mon Oct 16, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504167">Assignment: Charity Partnership - Research Chart</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504167">https://cilearn.csuci.edu/courses/25637/assignments/504167</a>                                  | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504160">Discussion: 1st Draft on Research a Charity Partnership Proposal</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504160">https://cilearn.csuci.edu/courses/25637/assignments/504160</a>                  | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504187">Quiz: Research</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504187">https://cilearn.csuci.edu/courses/25637/assignments/504187</a>  | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504197">Study Plan: Research</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504197">https://cilearn.csuci.edu/courses/25637/assignments/504197</a>  | due by 11:59pm |
| Fri Oct 20, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504146">Discussion: Report on a Career   Interview Information</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504146">https://cilearn.csuci.edu/courses/25637/assignments/504146</a>                            | due by 11:59pm |

| Date             | Details   | Due            |
|------------------|---|----------------|
| Mon Oct 23, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504161">Discussion: Research Report on a Career - 1st Draft</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504161">https://cilearn.csuci.edu/courses/25637/assignments/504161</a>                               | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504186">Quiz: Reports</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504186">https://cilearn.csuci.edu/courses/25637/assignments/504186</a>   | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504196">Study Plan: Reports</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504196">https://cilearn.csuci.edu/courses/25637/assignments/504196</a>   | due by 11:59pm |
| Fri Oct 27, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504169">Assignment: Final Draft: Research a Charity Partnership</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504169">https://cilearn.csuci.edu/courses/25637/assignments/504169</a>                           | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504178">Extra Credit Assignment   Practice your Perfect Pitch with Business Professionals</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504178">https://cilearn.csuci.edu/courses/25637/assignments/504178</a> | due by 11:59pm |
| Mon Oct 30, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504147">Discussion: 1st Draft of Annotated Bibliography</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504147">https://cilearn.csuci.edu/courses/25637/assignments/504147</a>                                   | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504201">WMC APA Citation Workshop</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504201">https://cilearn.csuci.edu/courses/25637/assignments/504201</a>   | due by 11:59pm |
| Fri Nov 3, 2023  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504177">Discussion: Research Report on a Career - 2nd Draft &amp; peer reviews</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504177">https://cilearn.csuci.edu/courses/25637/assignments/504177</a>            | due by 11:59pm |
| Mon Nov 6, 2023  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504159">Discussion: 1st Draft &amp; Peer Review: Responding to Criticism</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504159">https://cilearn.csuci.edu/courses/25637/assignments/504159</a>                  | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504181">Quiz: Communicating Different Messages</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504181">https://cilearn.csuci.edu/courses/25637/assignments/504181</a>  | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504191">Study Plan: Communicating Different Messages</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504191">https://cilearn.csuci.edu/courses/25637/assignments/504191</a>                                      | due by 11:59pm |
| Fri Nov 10, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504170">Assignment: Final Draft: Responding to Criticism Letter</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504170">https://cilearn.csuci.edu/courses/25637/assignments/504170</a>                           | due by 11:59pm |
| Sat Nov 11, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504163">Annotated Bibliography 2nd Draft</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504163">https://cilearn.csuci.edu/courses/25637/assignments/504163</a>  | due by 11:59pm |
| Mon Nov 13, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504148">Discussion: 1st draft of Visual Media and Peer reviews</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504148">https://cilearn.csuci.edu/courses/25637/assignments/504148</a>                            | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504188">Quiz: Visual Media</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504188">https://cilearn.csuci.edu/courses/25637/assignments/504188</a>  | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504198">Study Plan: Visual Media</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504198">https://cilearn.csuci.edu/courses/25637/assignments/504198</a>  | due by 11:59pm |
| Fri Nov 17, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504173">Assignment: Final Visual Media &amp; Reflection</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504173">https://cilearn.csuci.edu/courses/25637/assignments/504173</a>                                   | due by 11:59pm |
| Sat Nov 18, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504175">Assignment: Re-visioning Your Final Report on a Career + Reflection Memo</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504175">https://cilearn.csuci.edu/courses/25637/assignments/504175</a>          | due by 11:59pm |
| Mon Nov 20, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504156">Discussion: ePortfolio 1st draft Review</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504156">https://cilearn.csuci.edu/courses/25637/assignments/504156</a>   | due by 11:59pm |
| Mon Nov 27, 2023 | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504162">Discussion: First Draft - Celebrating the Semester - A Media Presentation</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504162">https://cilearn.csuci.edu/courses/25637/assignments/504162</a>         | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504183">Quiz: Developing and Delivering Business Presentations</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504183">https://cilearn.csuci.edu/courses/25637/assignments/504183</a>                            | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504193">Study Plan: Developing and Delivering Business Presentations</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504193">https://cilearn.csuci.edu/courses/25637/assignments/504193</a>                      | due by 11:59pm |
| Mon Dec 4, 2023  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504165">Assignment Creating an ePortfolio with Google Sites</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504165">https://cilearn.csuci.edu/courses/25637/assignments/504165</a>                               | due by 11:59pm |
|                  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504166">Assignment: Celebrating the Semester - an Audio/Visual Presentation</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504166">https://cilearn.csuci.edu/courses/25637/assignments/504166</a>               | due by 11:59pm |
| Wed Dec 6, 2023  | <a href="https://cilearn.csuci.edu/courses/25637/assignments/504176">Business 310 Final - ePortfolio Presentations</a><br><a href="https://cilearn.csuci.edu/courses/25637/assignments/504176">https://cilearn.csuci.edu/courses/25637/assignments/504176</a>                                     | due by 11:59pm |

| Date | Details  | Due |
|------|--|-----|
|      |  <a href="https://cilearn.csuci.edu/calendar?event_id=176077&amp;include_contexts=course_25637">3 Peer Reviews for Evaluating a Professional Communication (https://cilearn.csuci.edu/calendar?event_id=176077&amp;include_contexts=course_25637)</a> |     |
|      |  <a href="https://cilearn.csuci.edu/courses/25637/assignments/504180">MVS Speaker Series (https://cilearn.csuci.edu/courses/25637/assignments/504180)</a>   |     |
|      |  <a href="https://cilearn.csuci.edu/courses/25637/assignments/504145">WSJ Job Summit - An Extra Credit Discussion (https://cilearn.csuci.edu/courses/25637/assignments/504145)</a>  |     |