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COM 430: Leadership in Group Communication

Hugh Downs School of Human Communication
<INSERT SEMESTER AND YEAR HERE> ASU iCourse
<INSERT START DATE HERE> - <INSERT END DATE HERE>

Instructor: <INSERT INSTRUCTOR NAME HERE>

Contact: <INSERT EMAIL HERE>

Online Office Hours: <INSERT HOURS, IF APPLICABLE>

This course is designed and taught by the Hugh Downs School of Human Communication

WELCOME TO COM 430! This course is designed to provide a basic introduction to leadership by focusing on what it means to be a leader. Emphasis in the course is on the practice of leadership. The course will examine topics such as: the nature of leadership, recognizing leadership traits, developing leadership skills, creating a vision, setting the tone, listening to out- group members, overcoming obstacles, and addressing values in leadership. Attention will be given to helping you understand and improve your own leadership performance.

Required Text:

Northouse, P.G. (2018). *Introduction to leadership: Concepts and practice* (4th Ed.). Thousand Oaks, CA: Sage

Strongly Recommended:

American Psychological Association. (2019). *Publication manual of the American Psychological Association*. Washington, D.C.: American Psychological Association.

This is the 7th edition (NEW Edition)

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COURSE OBJECTIVES



The objectives of this course are to:

- Gain awareness of our own leadership philosophies, traits, skills, and behaviors through self-assessment
- Gain an understanding of the fundamental ways leadership is practiced in actual organizations through real-world observation exercises
- Gain an understanding and appreciation for the unique dimensions of our own leadership style, our strengths and weakness, and areas where we can improve our leadership communication
- Analyze, discuss, and apply course concepts to personal and hypothetical leadership scenarios
- Research, analyze, and write a case study on a real-world leadership example
- Create a leadership presentation for an organization
- Summarize and synthesize a leadership communication message crafted by the student

GENERAL CLASS INFORMATION

- **Course Access:** Your ASU courses can be accessed by both my.asu.edu [_\(http://my.asu.edu\)_](http://my.asu.edu) and asu.instructure.com [_\(http://asu.instructure.com\)_](http://asu.instructure.com); bookmark both in the event that one site is down.
- **Computer Requirements:** This is a fully online course; therefore, it requires a computer with internet access and the following technologies:
 - Web browsers ([Chrome](https://www.google.com/chrome/) [_\(https://www.google.com/chrome/\)_](https://www.google.com/chrome/), [Mozilla Firefox](http://www.mozilla.org/en-US/firefox/new/) [_\(http://www.mozilla.org/en-US/firefox/new/\)_](http://www.mozilla.org/en-US/firefox/new/), or [Safari](http://www.apple.com/safari/) [_\(http://www.apple.com/safari/\)_](http://www.apple.com/safari/))
 - [Adobe Acrobat Reader](http://get.adobe.com/reader/) [_\(http://get.adobe.com/reader/\)_](http://get.adobe.com/reader/) (free)
 - [Adobe Flash Player](http://get.adobe.com/flashplayer/) [_\(http://get.adobe.com/flashplayer/\)_](http://get.adobe.com/flashplayer/) (free)
 - Webcam, microphone, headset/earbuds, and speaker
 - Microsoft Office ([Microsoft 365 is free](https://myapps.asu.edu/app/microsoft-office-2016-home-usage) [_\(https://myapps.asu.edu/app/microsoft-office-2016-home-usage\)_](https://myapps.asu.edu/app/microsoft-office-2016-home-usage) for all currently-enrolled ASU students)
 - Reliable broadband internet connection (DSL or cable) to stream videos.

Note: A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work in ASU Online courses. While you will be able to access course content with mobile devices, you must use a computer for all assignments, quizzes, and virtual labs.

- **Help:** For technical support, use the Help icon in the black global navigation menu in your Canvas course or call the ASU Help Desk at 1+(855) 278-5080. Representatives are available to assist you 24 hours a day, 7 days a week.
- **Online Presence:** This class will provide you with a unique opportunity to learn about group leadership while modeling your own leadership skills. You will be demonstrating and applying your knowledge, hence, your actions and interactions in our online learning environment will be considered a reflection of your learning. As such, we encourage you to conceptualize this course as a time and place where you will be putting your best (leadership) foot forward; envision yourself in a leadership position as you write, reflect, and discuss course material. This will help you make the most of this class material, while also making the most of our time together as a small, intimate, learning group.

- **Contacting Your Instructor:** I aim to be easily accessible to you and, at the same time, I also ask that you make use of the teaching materials available in the syllabus and on Canvas. These materials are designed to answer many questions, so please check them before contacting us. Contacting me at the last moment does not shift your responsibility for completing an assignment. A lack of planning on your part does not constitute a crisis on my part.
- **<INSERT EMAIL RESPONSE POLICY HERE>
- When sending an email, it is important to include the following:
 - subject line that includes COM 430 and the class session <INSERT SECTION HERE>
 - sign your first AND last name
 - use professional language, greetings ("Hello Professor..." OR <Hello Dr. ...") and sentence structure
 - I do not reply to inappropriate or rude e-mails
 - Emails should be sent from you ASU.EDU account!
- **Assignments/Due Dates/Late Work:** You will find this course moves at a very quick pace. Therefore, it is important that you keep up with all of your assignments on a daily basis. Plan ahead and plan accordingly **as late work will not be accepted under any circumstances.** All work should be completed by the timeline set forth in the syllabus/course calendar. Assignments must be turned in by the designated due dates and **late assignments will not be accepted.**
- If you know you will miss a due date, plan to work ahead. Make-up assignments will not be given without legitimate proof of either serious illness or serious conflicts that are outside of the control of the student. In cases of serious illness or emergencies, documentation must be provided and reviewed before make-up work will be assigned/permitted. Given the highly flexible nature of online learning, do not assume makeup work, even with documentation, will be allowed.
- Occasionally there are technological difficulties with Canvas. Any system outages (NOT individual issues) will be taken into consideration and deadlines will be altered accordingly. However, regardless of whether your individual Internet connection is working or not you must make other arrangements to ensure your assignments are in on time. The best way to ensure you do not lose points due to technological issues or unforeseen circumstances is to make sure that you turn in assignments a day or several hours before the deadline rather than waiting until the last minute. If you are having problems with Canvas or submitting an assignment, you must e-mail the instructor with the assignment attached PRIOR to the deadline with an explanation in order to ensure you do not lose credit. Any issues must be resolved immediately and assignments, discussion board posts, exams, etc., must be completed ON Canvas prior to the deadline.
- Only assignments submitted to Canvas will be graded. No assignments are accepted via email under any circumstances. It is imperative that you double check on Canvas that your discussion/assignment, etc. was submitted properly, in its entirety, and on time.

Deadlines: Deadline for all online assignments is 11:59PM on the due date. **Computer and/or system problems do NOT excuse late work or missed quizzes.**

IMPORTANT NOTE: If you have computer problems using Canvas, do NOT contact me for help. If you have computer/internet or Canvas-related problems, you must immediately contact the Help Desk 24/7 at 1-855-ASU-5080 or the helpdesk tab on your “My ASU” page.

Canvas: To succeed in this course, it is essential that you have regular and reliable online access to Canvas, that you be familiar with and able to use the Canvas system, and that you regularly (i.e., daily) check the announcements in the course Canvas.

Gradebook: Your class grade will be registered on the Canvas site. You will utilize the gradebook to verify that you have correctly submitted a paper via Turnitin.

Turnitin: ALL written assignments will be submitted through Turnitin by 11:59PM AZ Time on the due date posted on the syllabus.

NOTE: Each time you submit an assignment through Turnitin, verify that your paper was submitted correctly.

“Computer problems” do not excuse late work. It is your responsibility to be certain that your available computer is compatible with Canvas, and to do this well ahead of any assignments being due. In general, you should prepare your assignments and submit online assignments at least one day ahead of deadline, in anticipation of technical problems, including University- based problems.

Course Contact: I will frequently post announcements and/or send out individual and class emails. All emails sent via Canvas are automatically sent to students’ asu.edu accounts. Therefore, you must check your ASU email daily in case of course updates or changes. Of course, you can forward your ASU email to another account if you wish; however, this does not always function properly. Please check your SPAM folder regularly. Any e-mails sent to me must be sent from an asu.edu account. Due to FERPA, I cannot respond to questions regarding this course unless it comes from your secure ASU account.

Reading/Writing: This class is a senior-level communication course, which means you are expected to engage the course material from an advanced communication-studies perspective. Therefore, plan to critically read all assigned readings prior to the assigned date, be prepared to actively discuss all readings and activities, and expect to write reflectively and academically (citing in APA format) about your leadership experiences.

Language of Instruction: This class, as all others in the School, is taught in English. If English is not your first language and you are having difficulty in speaking, writing, or understanding— please seek assistance at the Writing Center on campus or with the International Student office which provides conversational groups for nonnative speakers. Since this class is taught in English, all work in this course will be graded

based on a common rubric that assumes an understanding of English.



Writing Requirements: The required format for all papers is **.doc, or .docx**, NOT .pdf, .rtf, etc. If you use the SAVE AS feature to change the file type, be sure to check the document before you submit it. All papers should be typed in black 12-point, normal letter spacing, Times Roman font, double-spaced (except as directed) and have one-inch margins.

[**NOTE:** Your computer default settings may not be these settings. Reset it, as needed. Contact the ASU Helpdesk if you need assistance.] Any citations must be formatted in APA (American Psychological Association) style. You are expected to write at a collegiate level (consider grammar, spelling, punctuation, sentence structure, etc.). Visit the ASU writing center for assistance.

Grading will be based on:

1. Meeting ALL of the defined requirements
2. Clarity of expression.
3. Quality of reasoning (logical, consistent, sufficient).
4. Mechanics (good writing, spelling, grammar, APA style, proper formatting, etc.).

Be Reflective: In addition to carefully reflecting upon and engaging the course material, this course will also ask you to reflect upon your real-world practices as a leader. Give yourself time to reflect on times and places where you have stepped into a leadership position, avoided a leadership position, succeeded as a leader, and/or found yourself wishing to do better in that role. By sharing these experiences, we will help each other learn about leadership in real-world and applied settings.

E-Etiquette: Please remember that electronic communication should be treated with the same care and respect that you would a face-to-face interaction. Therefore, you should compose e-mail carefully, using a pertinent subject line (including your section number), an appropriate greeting, and a concise message, without spelling or grammatical errors.

Additional: Canvas posts should be error-free and thoughtfully composed, these are not to be framed like personal blog posts. Treat each electronic correspondence as a representation of your professional and leadership voice, and an opportunity to model respect, character, and ingenuity in your wording and interactions. It is especially important you remain aware of your language choices and tone throughout the semester. To help facilitate respectful communication in our course, we ask that you display appreciation for all members of the classroom (including the instructor and students), avoid racist, sexist, homophobic, or other negative language that may unnecessarily marginalize or exclude members of our campus and classroom, and remain cognizant of how communication through technology can be misread or misconstrued easily (sarcasm does not translate well on the screen). We respect the chosen pronouns of those who engage in this course. If someone requests that they be called by a certain pronoun (ex: he, she, they, zhe, etc.) as a show of respect, please refer to that person by their pronoun.

Online Learning: This course takes place online through Canvas. Become familiar with the class interface now and seek help if necessary. All ASU campuses have resources available to help you. A lack of Canvas knowledge is not an acceptable excuse for late work.

See <http://asuonline.asu.edu/> for more information and to check system requirements for online learning.

If you need technical support visit <http://asuonline.asu.edu/student-resources/technical-support> (do not contact me as we will not be able to assist you in this manner, nor with my luddite skills do you want me to try).

Class participants are responsible for managing their access and assignments. Please do not wait until the last minute for assignments and exams. Tech failures do occur, and these failures are not legitimate excuses for missing deadlines. No late posts will be accepted for points so plan accordingly.

Information on planned outages is available at <http://syshealth.asu.edu/>. Unplanned system outages will be dealt with on a case-by-case basis. If you have any questions about Canvas or course requirements, please speak with us ASAP.

Grade Disputes and Grievance Policy: If you have a warranted disagreement and argument against the grading on a specific assignment, you may contact me to discuss it, following these standards. First, you must wait 24 hours before contacting me. Second, you must contact me within seven days of receiving your grade. Third, you must have a written list of reasons as to why you believe your grade did not reflect your work. This list should be clear and concise, and should focus on the work, not issues relating to your personal life, etc. I will review your written argument in relation to the assignment, and will consider your case accordingly. Please note, I teach multiple classes and often grade quickly. If upon further scrutiny, we find further errors in your assignment, we may also lower the grade upon further inspection.

PLEASE NOTE: We often have a teaching assistant who will be grading some of your work. This is a qualified professional who has been rigorously trained and instructed on the requirements for each assignment, discussion, etc. They are a direct extension of myself and I support their grading decisions and feedback. You should respect them and their feedback as you would if it were from me. You are free to reach out to the teaching assistant (and myself) for further clarification, feedback, etc., if needed.

ASSIGNMENT DESCRIPTIONS

General Information: All assignments are due by the time and date listed in your syllabus. Directions detailing whether to submit as an assignment or as a discussion board post will be provided with each assignment. Make sure assignments, including discussion board posts, are submitted by the due date and time or you will not receive credit. It is important to understand that although this is an online class you should approach every assignment and online communication with your instructor and peers with professionalism. You may incur deductions on assignments when you do not communicate in a professional manner.

Professional communication includes, but is not limited to:



- Greetings and salutations in email ("Hello Professor..." OR "Hello Dr. ...")
- Correct spelling, capitalization, and punctuation
- Full words rather than abbreviations and text messaging type codes, etc.
- In discussion board posts and assignments make sure to cite any sources used using APA style
- Do not use expletives or slang (unless included in a cited quote by someone else)
- Keep in mind that everyone can read your discussion board posts. Do not include personal information that you may not want others to read.

Discussion Boards: After reading the chapter, reading or listening to course lectures and media materials, and then working through the exercises at the end of each chapter, you will need to post your findings and discuss them with the class. All posts are due by 11:59 PM (Arizona time) on the scheduled day listed on the course schedule. You are expected to use course concepts and citations in your posts and provide a formative assessment versus simply sharing your opinion. This is **IMPERATIVE** and it is not possible to receive full credit unless you are demonstrating a clear and strong understanding of the course material.

- You should demonstrate a clear and strong understanding of the course material (readings, supplemental sources, videos, lectures, etc.) through the discussion board.

You will write 12 initial discussion posts total (not including the Meet and Greet post). (See Canvas for suggestions on how to do this effectively. You should also be reviewing the discussion board rubric.) Each initial post should be 300-500 words. The criteria and due dates for each discussion board post is listed on the discussion board. Each initial post is worth 10 points.

You will write 12 reply posts total. In addition to your individual posts, you are required to reply thoughtfully and substantively to one other post. (Avoid replying to posts that have already been commented upon until every post receives at least one comment.) In addition, each response should be around 100-120 words. The criteria and due dates for each discussion board post is listed on the discussion board. Each peer response is worth 3 points.

This means for each discussion board post and reply is combined for a total of 13 points a piece. Please note, this class is out of 400 points, so while 13 points may not seem like a lot, these posts are a large part of your total grade. Missing just one will have a massive negative impact on your final grade.

Exams: There are two exams scheduled for this semester. They are designed to test your knowledge of definitions, concepts, key theorists, and technical vocabulary from the assigned readings, power point lectures, and other posted material. The exams may contain multiple choice, true/false, and/or matching questions. The questions may also ask you to apply these terms and concepts to leadership scenarios. The exams be timed and worth 75 points total.

Remember that you are responsible for meeting deadlines. This means you should be sure that you keep track of when the exams open and close (are DUE). Make-up exams are not permitted under any

circumstances.



Final Project: For your final project in this class, you will prepare a 3-minute presentation, which 1) highlights your leadership skills by acting as a supplement to your resume and/or 2) demonstrates your ability to train others in leadership concepts. This presentation can be creative, and utilize many different formats. Additionally, you will submit a 3 to 5-page paper (double-spaced) discussing your presentation. See the assignment sheet and rubric on Canvas for assignment details.

Extra Credit: **There is no extra credit for this course.** Plan accordingly!

Citation Note: APA format is expected for ALL writing assignments for this course. It is your responsibility to be familiar with APA and use it appropriately when referencing citations. For APA assistance, refer to an APA style manual, or visit <http://owl.english.purdue.edu/owl/resource/560/01/>

DISABILITY ACCOMMODATIONS

If you would benefit from additional support for this course, we encourage you to register with the Disability Resource Center by contacting them at 480-965-1234 or <http://www.asu.edu/studentaffairs/ed/drc/>

POLICIES

Student Conduct: The Hugh Downs School of Human Communication strives for a classroom climate that is comfortable for all. In a communication class, it is especially important that we...

1. Display respect for all members of the classroom—including the instructors and students
2. Pay attention to and participate in all class sessions and activities; and
3. Avoid racist, sexist, homophobic, or other negative language that may unnecessarily exclude members of our campus and classroom.

Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10 (<http://www.asu.edu/aad/manuals/usi/usi201-10.html>). This includes students who are verbally or physically aggressive towards the instructor or another student before, during, or after class. As noted in this document:

“An instructor may withdraw a student from a course with a mark of ‘W’ or ‘E’ when the student's behavior disrupts the educational process. Disruptive classroom behavior for this purpose is defined by the instructor.”

In cases where disruptive behavior does not warrant removal from class, at the instructor's discretion a student's final grade may be lowered by up to 25% instead.

Students are required to adhere to the behavior standards listed in the Arizona Board of Regents Policy Manual Chapter V – Campus and Student Affairs: Code of Conduct (<http://students.asu.edu/srr/code>) as well as the ACD 125: Computer, Internet, and Electronics Communications (<http://asu.edu/aad/manuals/acd/acd125.html>).

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <http://sexualviolenceprevention.asu.edu/faqs/students>. As a mandated reporter, we are obligated to report any information we become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish discuss any concerns confidentially and privately.

Academic Dishonesty: In the Student Academic Integrity Policy, ASU defines plagiarism as “using another’s words, ideas, materials or work without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another’s work or materials and for acknowledging and documenting the source appropriately.” You can find this definition, along with other important information and University policies regarding academic integrity, at: <http://provost.asu.edu/academicintegrity/policy> Plagiarism is intentionally or unintentionally using another’s work (including wording, phrases, or original ideas) without giving the person proper credit. This includes representing anyone else’s words as your own. Exact words can be used ONLY in direct quotes, clearly presented as such. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, or allowing another student to copy your work, and possession of unauthorized materials during an examination.

Please be advised that all work for this class must be original to this class. You may not recycle papers or work from other courses you’ve taken, including if you are taking this course over again, we consider this behavior to be academically dishonest. If you have turned the work in for another class, it is considered self-plagiarism and violates University policy.

Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, or allowing another student to copy your work, and possession of unauthorized materials during an examination. Instructors who find compelling evidence of academic dishonesty will actively pursue one or more of the following actions: Assigning a grade of XE (“failure through academic dishonesty”) to the student, advocating the suspension or expulsion of the student from the College, and/or referring the student to Student Judicial Affairs. If a student who is charged with academic dishonesty is found to be in violation, then one or more of these disciplinary actions will be taken. For further information, please read the Student Academic Integrity policy and the code of conduct for Arizona State University: <http://provost.asu.edu/academicintegrity>.



GRADING

Your grade for this course will be based on the following assignments:

Meet and Greet, Discussion Boards and Replies: 160 Total

2 Exams: 150 Total

Final Paper: 50 Points

Final Presentation: 40 Points

Total Points Possible: 400

Grading Scale

A+ = 100%, A= 93-99%, A- = 90-92% B+= 87-89%, B= 83-86%, B- = 80-82% C+ = 77-79%, C= 70-76%, D= 60-69%, E= 0-59%

IMPORTANT NOTE: We do not “give” grades. Grades are earned based on your individual performance over the course of the semester. The point breakdown listed here will be strictly followed and points are NOT “rounded.” If you are one point short of an A- at the end of the semester, you will still be earning a B+. Be aware that each 0 score creates a major drag on your potential points for the course, and those deficiencies quickly add up.

A grades = outstanding effort. Student goes beyond expectation and demonstrates a strong understanding of course material. Written work conforms to all APA standards. Substantial personal reflection and application evident.

B grades = good work. Student effort is above average and demonstrates a good understanding of course material. Written work mostly conforms to all APA standards. Above average personal and application evident.

C grades = satisfactory work. Student meets the basic requirements and demonstrates basic understanding of course material. APA standards are minimally met. Basic reflection and application evident.

D grades = unsatisfactory work. Student does not meet all of the minimum requirements and does not demonstrate understanding of course material. APA standards are not met. Personal reflection and application lacking development.

E grades = failing. Student does not meet the assignment requirements or engages in academic dishonesty.

NOTE: either situation will result in an automatic failing grade. Academic dishonesty will result in an XE grade (see the statement of Academic Integrity at the end of this syllabus for more details.)

Course Schedule


(This may be subject to change)




















Date	Module and Topic	Reading/Discussion	Assignments/Due Date
<INSERT START DATE> - <INSERT END DATE>	Welcome	Syllabus Canvas Shell Chapter 1 Questionnaire - see Module 1 online	“Meet and Greet” Discussion Board due <INSERT DATE AND TIME>
<INSERT START DATE> - <INSERT END DATE>	M1 - Understanding Leadership M2 - Recognizing Your Traits	Chapter 1 and Module 1 Canvas Content Chapter 2 and Module 2 Canvas Content	Discussion Board (Initial Posts Due <INSERT DATE AND TIME> and Replies due <INSERT DATE AND TIME>
<INSERT START DATE> - <INSERT END DATE>	M3 - Engaging People’s Strengths M4 - Understanding Philosophy and Styles	Chapter 3 and Module 3 Canvas Content Chapter 4 and Module 4 Canvas Content	Discussion Board (Initial Posts Due <INSERT DATE AND TIME> and Reply due <INSERT DATE AND TIME>
<INSERT START DATE> - <INSERT END DATE>	M5 - Attending to Tasks and Relationships M6 - Developing Skills	Chapter 5 and Module 5 Canvas Content Chapter 6 and Module 6 Canvas Content	Discussion Board (Initial Posts Due <INSERT DATE AND TIME> and Reply due <INSERT DATE AND TIME>
EXAM ONE Exam One covers Chapters 1, 2, 3, 4, 5, and 6 and their corresponding Module content on Canvas			Opens <INSERT DATE AND TIME> on <INSERT DATE AND TIME>

<INSERT START DATE> - <INSERT END DATE>	M7 - Creating a Vision M8 - Establishing Climate	Chapter 7 and Module 7 Canvas Content Chapter 8 and Module 8 Canvas Content	Discussion Board (Initial Post Due <INSERT DATE AND TIME> and Reply due <INSERT DATE AND TIME>
<INSERT START DATE> - <INSERT END DATE>	M9 - Embracing Diversity M10 - Listening to Out Groups and Managing Conflict M11 - Addressing Ethics	Chapter 9 and Module 9 Canvas Content Chapters 10 and 11 and Module 10 Canvas Content Chapter 12 and Module 11 Canvas Content	Discussion Board (Initial Post Due <INSERT DATE AND TIME> and Reply due <INSERT DATE AND TIME>
<INSERT START DATE> - <INSERT END DATE>	M12 - Overcoming Obstacles	Chapter 13 and Module 12 Canvas Content	Discussion Board (Initial Post Due <INSERT DATE AND TIME> and Reply due <INSERT DATE AND TIME>
<INSERT START DATE> - <INSERT END DATE>	Final Project		Due <INSERT DATE AND TIME>
EXAM TWO Exam Two covers Chapters 7, 8, 9, 10, 11, 12 and 13 and their corresponding Module content in Canvas			Exam opens <INSERT DATE AND TIME> and closes <INSERT DATE AND TIME>.

****Syllabus Disclaimer:** The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the

possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email and the course site often. 

Course Summary:

Date	Details
	 EXAM 1 (https://canvas.asu.edu/courses/36031/assignments/778134)
	 Exam 2 (https://canvas.asu.edu/courses/36031/assignments/778141)
	 Final Project- Paper (https://canvas.asu.edu/courses/36031/assignments/778196)
	 Final Project- Presentation & Paper (https://canvas.asu.edu/courses/36031/assignments/778222)
	 Meet & Greet Discussion (https://canvas.asu.edu/courses/36031/assignments/778156)
	 Module 1 Discussion (https://canvas.asu.edu/courses/36031/assignments/778150)
	 Module 10 Discussion (https://canvas.asu.edu/courses/36031/assignments/778182)
	 Module 11 Discussion (https://canvas.asu.edu/courses/36031/assignments/778184)
	 Module 12 Discussion (https://canvas.asu.edu/courses/36031/assignments/778188)
	 Module 2 Discussion (https://canvas.asu.edu/courses/36031/assignments/778159)
	 Module 3 Discussion (https://canvas.asu.edu/courses/36031/assignments/778162)
	 Module 4 Discussion (https://canvas.asu.edu/courses/36031/assignments/778168)
	 Module 5 Discussion (https://canvas.asu.edu/courses/36031/assignments/778169)
	 Module 6 Discussion (https://canvas.asu.edu/courses/36031/assignments/778172)
	 Module 7 Discussion (https://canvas.asu.edu/courses/36031/assignments/778176)
	 Module 8 Discussion (https://canvas.asu.edu/courses/36031/assignments/778177)
	 Module 9 Discussion (https://canvas.asu.edu/courses/36031/assignments/778179)