

2111F:

-*Cultural Negotiation: Americans Negotiating*
Assignment Prompts page)

(see link on

Instructor postings on section Sakai site.

Course Requirements and Grade Allocations

Diagnostic Paper: Audience Analysis
(up to 500 words)

Ungraded

Assignment #1: Negative Message with positive emphasis
(up to 1000 words)

20%

Assignment #2: Persuasive Message with visual
(up to 1200 words)

25%

Assignment #3: Formal Report

happens throughout the course is not to be ignored and is something that I consider to be very important and deserving of attention. If and when this occurs, there are several ways to alleviate some of the discomfort or hurt you may experience:

1. Discuss the situation privately with me. I am always open to listening to students' experiences, and want to work with students to find acceptable ways to process and address the issue.
2. Discuss the situation with the class. Chances are there is at least one other student in the class who had a similar response to the material. Discussion enhances the ability for all class participants to have a fuller understanding of context and impact of course material and class discussions.
3. Notify me of the issue through another source such as your academic advisor, a trusted faculty member, or a peer. If for any reason you do not feel comfortable discussing the issue directly with me, I encourage you to seek out another, more comfortable avenue to address the issue.

Course Policies

Assignment Format

All assignments are to be typed and double-spaced, and must have your name, course name, section number, and instructor's name on the first page. Do not use a cover page; these are particularly unnecessary for online submissions. When using sources in a paper, you will be expected to follow MLA, APA, or Chicago citation practice. See text (Locker/Findlay), pages 238 – 245.

Submitting Assignments

Assignments are due on the dates specified in the syllabus. Late papers **will be penalized at 2.5% per day unless** I have permitted an extension of the due date. You must contact me ahead of time for an extension and provide a suitable reason (*see also the section 'Medical*

classes are generally asynchronous, they are not correspondence or self-paced. You must attend class (defined as logging into our Sakai section) and participate by introducing yourself, and posting questions and thoughts during the first week, and by posting (by participating in a given week's set discussion topic) in subsequent weeks where there is a Discussion topic as indicated on this syllabus. This means at least three separate posts during each of those weeks (a week is defined *for this purpose* as running from Monday to Sunday), **at least one of which must be a reply/response to another student** introducing yourself, and

To define the concept of 'Goodwill' (including 'You-attitude,' 'Positive Emphasis,' bias-free language, and tone) and explore the relationship of these

The concept of 'quadrant design'

The ways in which 'visuals' can be used to good rhetorical effect

When and why to use 'visuals'

Read: Locker/Findlay, Chapter 9

The individual components of a formal report

*Read: Locker/Findlay, Chapters 10 and 11; Assignment Case: -
Cultural Negotiation: Americans Negotiating a Contract in China*

Unit/Week Eleven (30 November to 6 December)

Employment Communications an Overview

Objectives:

