Webster Univ. Tashkent, Uzbekistan · George Herbert Walker School of Business & Technology · Business Department

Business Communications

BUSN-2100

SP 2021   Section 5S   3 Credits   01/11/2021 to 05/07/2021   Modified 06/22/2021

🕐 Meeting Times

Lecture

Wednesday, 9:00 AM to 12:00 PM, Virtual Zoom Classroom

Click on this link **https://webster-edu.zoom.us/j/8895640521** to join weekly classes.

👤 Contact Information

Prof. : Snezana Pejic

Email: snezanapejic@webster.edu
Office: Virtual Office

Office Hours

Wednesdays
8:00 AM to 9:00 AM, Virtual Office

Click on this link **https://webster-edu.zoom.us/j/8895640521** to join Prof. Pejic virtual office during office hours.

🖥 Description

This course develops the communication abilities in the areas of business formats, presentations, formal presentation of business data, and oral communications related to business applications.

Requisites
None

◎ Objectives

By the end of this course, students should be able to:

- Analyze and evaluate audience/purpose/situation as they apply to business writing contexts
- Produce clear, concise, effective audience and purpose specific business rhetoric

- Actively plan and participate in a collaborative project
- Incorporate process (research, invention, writing, revision, and editing) into all writing tasks; through multiple drafts create document fluency
- Analyze multiple writings from appropriate business professions
- Adapt tone and style for appropriate rhetorical business purposes
- Conduct primary and secondary research relevant to topic; integrate appropriate sources using APA style
- Incorporate analytical /technical data in the form of charts, graphs, spreadsheets, etc.

- Give and receive constructive criticism among peers
- Use current technology to design accurate and visually appealing PowerPoint slides that will maximize the effectiveness of written and oral reports
- Develop strategies to facilitate communication across ethnic and/or business cultures

The purpose of this course is to help student to:

- Transition from academic to professional/business writing
- Significantly improve their ability to write effective business/professional communication

- Critically investigate and incorporate a variety of research sources
- Recognize and avoid plagiarism
- Demonstrate mastery of standard grammar and writing mechanics
- Utilize various strategies and organizational techniques in the writing process
- Develop collaborative group communication and writing skills
- Exhibit visual presentation skills

📊 Outcomes

1. Students understand the need to communicate in the business environment to further the goods of the organization.
2. Students successfully determine what communication channel and medium is required for a given situation, and how it should be structured.
3. Students can provide and deliver effective oral and written communications.

🌐 Required Textbook

Business Communication Today

Author: Bovee, Thill & Schatzman
Publisher: Pearson
Edition: Please Use Most Recent Edition

☰ Deliverables

This course requires students to submit the following in both draft and portfolio (final edit) forms:

1. Professional Cover Letter: Email and Document Format
2. Personal Resume
3. Preparation for Job Interview
4. Professional Thank You Note
5. Planning, Creating and Delivering Business Proposal
6. Presenting Business Proposal
7. Teamwork Collaboration Strategies

✔ Evaluation

Assignment 1: Cover Letter: Email and Document Format (125 points)

Assignment 2: Personal Resume (125 points)

Assignment 3: Business Proposal (125 points)

Assignment 4: Team Presentation of a Business Proposal (125 points)

Discussions: There will be 8+ discussions tailored towards strengthening the business communication skills on the topics we are

working on that week. (points will vary between 50-65, depending on assignment)

Extra Credits: up to 100 points maximum

Grading: 1000 points system

Grade	Points
A	950-1000
A-	900-949
B+	870-899
B	840-879
B-	800-839
C	700-799
D	600-699
F	Below 600
W	Withdrawn

Late submission policy:

- **5% Per will be deducted for each day the assignment is late.**
- **The assignment will be closed on the 10th**

📅 Schedule

BUSN 2100 - BUSINESS COMMUNICATION - SPRING 2021

Prof. Pejic

Last updated 5/5/2021

*"Reading" in the schedule below indicates chapters you need to read prior to the class in order to be able to participate in a discussion about application of the knowledge to real world. References to chapters are to the textbook Business Communication Today by Courtland L. Bovee and John V. Thill, 14th edition. Expect slight differences between editions.

WEEK 1

In-class: Introduction to the Course, Setting Professional Standards, Syllabus Review, Teacher Bio and Contact Details

Zoom recording of the first class:
https://webster-edu.zoom.us/rec/share/oMnvOFH2CKYdLLJltK8FkQeKuUUIqrsRt5foEBasVc4_-Mghjc0qg1NBVAdPyG6e.PSBMUKsZUmlB3Uq2
(https://webster-edu.zoom.us/rec/share/oMnvOFH2CKYdLLJltK8FkQeKuUUIqrsRt5foEBasVc4_-Mghjc0qg1NBVAdPyG6e.PSBMUKsZUmlB3Uq2)

Access Passcode: EU$VW6=EB+

Discussion 1: 3 Takeaways, 2 examples and 1 question. Upon submitting, write 2 peer reviews. 62.5

WEEK 2

Reading: Chapters 1 & 2

In-class: [Professional Communication in a Digital, Social, Mobile World, and Collaboration, Interpersonal Communication and Business Etiquette](https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EYDorTI_16xOihzNxsRjYqoBU0ZHRlqXrui8kOu_boU4yA?e=b9XTd4) (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EYDorTI_16xOihzNxsRjYqoBU0ZHRlqXrui8kOu_boU4yA?e=b9XTd4)

Zoom Class Recording:
https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EYDorTI_16xOihzNxsRjYqoBU0ZHRlqXrui8kOu_boU4yA?e=b9XTd4 (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EYDorTI_16xOihzNxsRjYqoBU0ZHRlqXrui8kOu_boU4yA?e=b9XTd4)

WEEK 3

Topics: Communication Challenges in Diverse, Global Marketplace

Reading: Chapters 3

Zoom Class Recording:

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EeVtk0dQJ9JJusl9YUpwldIBPlK-CLbDblswMJoxG-5mtQ?e=xPJ0h0 (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EeVtk0dQJ9JJusl9YUpwldIBPlK-CLbDblswMJoxG-5mtQ?e=xPJ0h0)

Discussion 2: Start your first business: Bring Amazon.com to Uzbekistan Professional Email, 62.5 points

WEEK 4

Topics: Planning & Writing Business Messages

Reading: Chapters 4 & 5

Zoom Class Recording:

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EadC3WRtUf9Gg-urE2PZ_egBNdo5BJXOPaEFs3Z02z4Rbg?e=tVsD5F (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EadC3WRtUf9Gg-urE2PZ_egBNdo5BJXOPaEFs3Z02z4Rbg?e=tVsD5F)

Discussion 3: Writing Organization Skills, 50points

WEEK 5

Topics: Building Careers and Writing Resumes & Completing Business Messages

Reading: Chapters 18 & 6

Zoom Class Recording:

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EVk7zIJ9ZKxAmAq1MSDmAa0BmKO2veYXleS6hzXHvYKs_A?e=M82kOQ (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EVk7zIJ9ZKxAmAq1MSDmAa0BmKO2veYXleS6hzXHvYKs_A?e=M82kOQ)

Assignment 1: Personal Resume, 125 points

WEEK 6

Topics: Applying and Interviewing for Employment

Reading: Chapters 19

Zoom Class Recording:

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EYoiGzRWlLBKiVac7fhIMAwB7vlgU14O8Fy8X-LB_xEuAA?e=QZBCrc (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EYoiGzRWlLBKiVac7fhIMAwB7vlgU14O8Fy8X-LB_xEuAA?e=QZBCrc)

Discussion 4: Job Interview Responses, 65 points

WEEK 7

Topics: Digital & Social Media

Reading: Chapter 7 & 8

Zoom Class Recording:

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EYpHI5aJJnRFgQyvHj8ByTwB7byoMHpK4a6OVWjovhvIPA?e=soAeM8 (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EYpHI5aJJnRFgQyvHj8ByTwB7byoMHpK4a6OVWjovhvIPA?e=soAeM8)

Article: When to email, text or call (https://websteru-my.sharepoint.com/:b:/g/personal/snezanapejic_webster_edu/Eb6SPkm6owdHp3-fuhp38OAB-edDQ_6GBOqYZc0BSrcxIQ?e=qJFFcF)

Assignment 2: Personal Cover Letter, 125 points

WEEK 8

Topics: Writing Routine and Positive Messages

Reading: Chapter 10

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EQv0XCp1d7xIglCneS8IirYBOG1ZC0Hhyxf4t6Guw4NwXA?e=UwuEFq (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EQv0XCp1d7xIglCneS8IirYBOG1ZC0Hhyxf4t6Guw4NwXA?e=UwuEFq)

WEEK 9

Topics: Writing Negative Messages

Reading: Chapters 11

Discussion 5: Professional Negative Message, 65 points

Zoom Class Recording: end of class breakout room discussions were excellent in both classes

Wednesday group:

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EXgyWeuaRdRGi07uofOjm6sBbaZ2fUiXu_2PTGPWG-_PVA?e=VS7be9 (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EXgyWeuaRdRGi07uofOjm6sBbaZ2fUiXu_2PTGPWG-_PVA?e=VS7be9)

Friday group:

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EQVTq3MmP1hNke4nAk-_p_kBjkqs62KrlJtOLPfs_pzRzw?e=vdC9QC (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EQVTq3MmP1hNke4nAk-_p_kBjkqs62KrlJtOLPfs_pzRzw?e=vdC9QC)

WEEK 10

Topics: Writing Persuasive Messages

Reading: Chapters 12

Discussion 6: Persuasive Professional Message, 65 points

Zoom Class Recording:

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/Ecci2gTdQA1Pn02qTJJt4LgBavmUJeCnh-LnwyZAfCvWqQ?e=9bnbBT (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/Ecci2gTdQA1Pn02qTJJt4LgBavmUJeCnh-LnwyZAfCvWqQ?e=9bnbBT)

Class 10 Presentation:

https://websteru-my.sharepoint.com/:p:/g/personal/snezanapejic_webster_edu/EXqDOfQiO15NgFbsrbes9E0BVAqB7EGJx5xxldZEdh1NFg?e=Pu5Pne (https://websteru-my.sharepoint.com/:p:/g/personal/snezanapejic_webster_edu/EXqDOfQiO15NgFbsrbes9E0BVAqB7EGJx5xxldZEdh1NFg?e=Pu5Pne)

WEEK 11

Topics: Finding, Evaluating and Processing Information & Planning Reports and Proposals

Reading: Chapters 13 & 14

Discussion 7: Business Proposal Research and Plan, 65 points

Zoom Class Recording

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EYVqfdxd87NCuCU10LR7GgkBJD-4YzGQVBZ25EIVSqif7w?e=dvBl5n (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EYVqfdxd87NCuCU10LR7GgkBJD-4YzGQVBZ25EIVSqif7w?e=dvBl5n)

WEEK 12

In-class: Writing and Completing Reports and Proposals & Teaming for Optimal Presentation of Business Proposals

Reading: Chapter 15

Assignment 4: Business Proposal, final version, 125 ponts

Class 12 PPT:

https://websteru-my.sharepoint.com/:p:/g/personal/snezanapejic_webster_edu/EWdkgc8XojhJmV5OLqmNhaMB4DykrhNUQY9YtwCHIrgHYw?e=RAfU6P (https://websteru-my.sharepoint.com/:p:/g/personal/snezanapejic_webster_edu/EWdkgc8XojhJmV5OLqmNhaMB4DykrhNUQY9YtwCHIrgHYw?e=RAfU6P)

Zoom Class Recording:

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/ERGWWbzV159MtaoQMYQAz9oBmaNz1es_Hys4kZOM9CbmkA?e=yoTt5M (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/ERGWWbzV159MtaoQMYQAz9oBmaNz1es_Hys4kZOM9CbmkA?e=yoTt5M)

WEEK 13

In-class: Developing & Enhancing Presentations

Reading: Chapters 16 & 17

Zoom Class Recording

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EWYzaJn0xxZKnDWIf6CRCT8B75p_ES3YBvy0nmlmTeZOAg?e=96G5Z6 (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EWYzaJn0xxZKnDWIf6CRCT8B75p_ES3YBvy0nmlmTeZOAg?e=96G5Z6)

Discussion 8: Team Contract, 65 points

WEEK 14

In-class: Business Communication Styles

Class Zoom Recording: https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EYYB6q0ZIWdPvO4t9cqn-doBXZw9Ogs1fEJMn9NB9lZu9w?e=fVkRxP (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EYYB6q0ZIWdPvO4t9cqn-doBXZw9Ogs1fEJMn9NB9lZu9w?e=fVkRxP)

Assignment 4: Team Project: Business Proposal Presentation

WEEK 15

In-class: Team Business Proposal Presentations, 125 points

Wednesday Class Presentations:

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EQUTxqMfqIlGppZYWr3g1k0BqFDfUco_cRkfsGpR8uh6hQ?e=45fB8a (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EQUTxqMfqIlGppZYWr3g1k0BqFDfUco_cRkfsGpR8uh6hQ?e=45fB8a)

Friday Class Presentations:

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/Eb6K3Vp7HktLihVBitmv-S8B6cKJiFu01IToi2KWX95eLQ?e=UaAmUk (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/Eb6K3Vp7HktLihVBitmv-S8B6cKJiFu01IToi2KWX95eLQ?e=UaAmUk)

WEEK 16:

In-class: Team Business Proposal Presentations, 125 points

Wednesday Class Presentations:

https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EeBAgQkBSCtNgQParX1eIA4BjSKLFsq3xtmsGr6zkFe8LA?e=Y3uLgS (https://websteru-my.sharepoint.com/:v:/g/personal/snezanapejic_webster_edu/EeBAgQkBSCtNgQParX1eIA4BjSKLFsq3xtmsGr6zkFe8LA?e=Y3uLgS)

✳ Course Policies

🏛 Institutional Policies

Academic Policies

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

Undergraduate Studies Catalog

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The *academic policies and information* section of the catalog contains important information related to **attendance, conduct, academic honesty, grades, and more**. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

[http://www.webster.edu/catalog/current/undergraduate-catalog/ (http://www.webster.edu/catalog/current/undergraduate-catalog/)](http://www.webster.edu/catalog/current/undergraduate-catalog/)

Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The *academic policies* section of the catalog contains important information related to **conduct, academic honesty, grades, and more**. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

[http://www.webster.edu/catalog/current/graduate-catalog/ (http://www.webster.edu/catalog/current/graduate-catalog/)](http://www.webster.edu/catalog/current/graduate-catalog/)

Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

Undergraduate
[http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading (http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading)](http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading)

Graduate
[http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades (http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades)](http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades)

Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

Grade Appeals

Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others' work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University's Academic Honesty Policy is published in academic catalogs:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html
(http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html)

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html
(http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html)

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

http://www.webster.edu/arc/plagiarism_prevention/ (http://www.webster.edu/arc/plagiarism_prevention/)

Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics
(http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics)

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/ethics.html (http://www.webster.edu/catalog/current/graduate-catalog/ethics.html)

Contact Hours for this Course

It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, the content must be covered at another time.

Important Academic Resources

Academic Accommodations

Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or disability@webster.edu (mailto:disability@webster.edu).

If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

Academic Resource Center

Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit www.webster.edu/arc (http://www.webster.edu/arc) or Loretto Hall 40 on the main campus for more information.

Student Success Portal

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for

assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at http://www.webster.edu/success/students.html (http://www.webster.edu/success/students.html).

University Library

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is http://library.webster.edu (http://library.webster.edu/). For support navigating the library's resources, see http://libanswers.webster.edu/ (http://libanswers.webster.edu/) for the many ways to contact library staff.

Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html
(http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html)

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html
(http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html)

Academic Calendar - http://www.webster.edu/academics/academic-calendar/
(http://www.webster.edu/academics/academic-calendar/)

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the "Tuition, Fees, and Refunds" section of Webster's Academic Catalogs:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html
(http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html)

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/tuition.html (http://www.webster.edu/catalog/current/graduate-catalog/tuition.html)

Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

http://www.webster.edu/student-handbook/ (http://www.webster.edu/student-handbook/)

Sexual Assault, Harassment, and Other Sexual Offenses

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

http://www.webster.edu/sexual-misconduct/ (http://www.webster.edu/sexual-misconduct/)

Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

[http://www.webster.edu/irb/index.html (http://www.webster.edu/irb/index.html)](http://www.webster.edu/irb/index.html)

Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

Important Technology Information

Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

[http://www.webster.edu/technology/service-desk/ (http://www.webster.edu/technology/service-desk/)](http://www.webster.edu/technology/service-desk/)

WorldClassRoom

WorldClassRoom is Webster's Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

[https://worldclassroom.webster.edu/ (https://worldclassroom.webster.edu/)](https://worldclassroom.webster.edu/)

Webster Alerts

Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

[http://www.webster.edu/technology/services/webster-alerts/ (http://www.webster.edu/technology/services/webster-alerts/)](http://www.webster.edu/technology/services/webster-alerts/)

🌐 Campus Information