

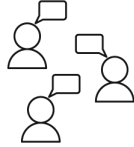
PROFESSIONAL SKILLS FOR THE GLOBAL WORKPLACE

MGT 4390V/COMM 3324

Skills you need. Wherever you go.



Team Collaboration



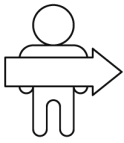
Coworker Communication



Conflict



Networking



Leadership



Presentations



Influence



Communication
Technology

This course provides a survey of relevant skills necessary to work in an international work setting. Through discussion, site-visits, and application activities, students will leave the course with an understanding and ability to apply these skills in their careers.

Upon successful completion of this course, students will be able to:



Explain the importance of cultural adaptation and skills in the workplace



Demonstrate how to train an employee on a workplace skill



Show how to correctly use skills in an international setting



Apply the discussed skills to their particular career field

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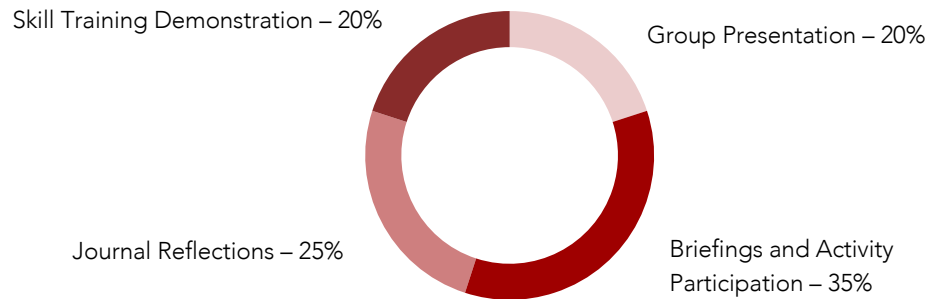
COMM 3324
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READINGS



All readings for this course are posted on Canvas.

ASSIGNMENTS + ASSESSMENT



Skill Training Demonstration (20%)

One aspect of learning about skills in the workplace includes studying the best way to teach skills to working professionals. Through a demonstration, students will train the rest of the class on how to perform a skill of their choice. This process will be useful in future job and leadership positions.

Briefings & Activity Participation (35%)

Before visiting each site visit, a team will give a short briefing on the company so we all have a bit of context. Completion points are also given for successful interactions during all excursions and tours. In class, after discussing each of the six skill lessons, there will be time to apply those lessons through field activities. These activities will require you to go out of the classroom and demonstrate your understating of the particular skills covered in class.

Journal Reflections (25%)

In these journals, you will reflect on three specific professional skills that you've observed that week. For each skill, you should explain what you learned about this skill and reflect on its uniqueness in its cultural context. You should also reflect on your own personal strengths and weaknesses in relation to the skill. Your journal entry should incorporate insight learned from class activities (cultural experiences and business site visits) and coursework from the week.

Group Presentation (20%)

In assigned teams, students will present to a local company providing recommendations for a professional communication skill that the business is seeking to enhance.

POLICIES

INSTRUCTIONAL METHODOLOGY

Methods used to achieve learning objectives include skill training demonstrations, field activities, journal reflections, and a group presentation. Some of these methods will be take place in-person and others will occur online.

ATTENDANCE

Attendance is mandatory for all in-person classes and site visits. Being in class and paying attention will help boost student success. Students who attend lectures (and who read/outline the assigned materials) increase their chances of receiving a better grade in this course.

Students who are absent from a lecture should not ask the professor if they “missed anything important.” Every lecture is important. It is the student’s responsibility who missed class to ask a fellow student for notes, announcements, etc. Networking is a useful skill to master for your career!

GRADE EVALUATION

At the end of the semester, students should add up all of their accumulated points and plug them into the corresponding range below. Final letter grades will be based on:

A	>89.5%
B	79.5%-89.49%
C	69.5%-79.49%
D	59.50%-69.49%
F	<59.50%

CLASSROOM CIVILITY

Disruptive behavior in the classroom is prohibited in Section 03.01 of Texas State’s Code of Student Conduct and includes behavior that substantially or repeatedly interferes with the conduct, instruction, and education of a class. The complete Conduct of Classes policy is available at: <http://policies.txstate.edu/division-policies/academic-affairs/02-03-02.html>

Classroom climate is intended to assist students in developing professional behavioral habits that will contribute to their success in the working world after graduation. Therefore, the following classroom policies will be followed to promote a business-like atmosphere and a healthy learning environment:

- Silence and pack away electronic devices when they aren’t being used for class purposes
- Eliminate chatting/talking/conversations during class
- Pay attention to the professor and fellow students who participate in classroom discussions
- Arrive on time and stay until the end of class
- Be prepared for class (i.e., read/outline the assigned material)
- Be courteous, respectful and civil to fellow students and the instructor
- Focus on class-related activities

OTHER

Recording/videotaping of lectures: Recording and/or videotaping lectures is *not* permitted. If a student has a disability and requires special assistance, the professor will work with the student (e.g., find a note taker, etc.) to facilitate a positive learning experience.

Electronic Devices: The use of cell phones, headphones, and any other electronic devices or equipment is not allowed during class time. Laptops and tablets are ok, but please use them to productively contribute to the class.

Check Canvas & E-mail Daily: Frequently, the professor will e-mail announcements, update grades, and distribute other course-related information on Canvas. Students should check Canvas on a daily basis.

UNIVERSITY/COLLEGE POLICIES

DROP: Dropping means that the student will remain enrolled in at least one hour in the current semester. A "W" will be automatically assigned if the drop procedure is completed on or before the drop deadline published in the academic calendar. After this deadline the student will be unable to drop individual classes and will receive the grade earned in the course (see [AA/PPS 02.03.12](#) for a list of grades). It is suggested that students consult the instructor prior to dropping from the class.

WITHDRAWAL: Withdrawal means that the student is going to zero hours for the current semester. A "W" will be automatically assigned if the withdrawal procedure is completed on or before the drop deadline published in the academic calendar. After this deadline, the student may withdraw on or before the withdrawal deadline published in the academic calendar. If the student is passing the class on the official date of withdrawal, a "W" grade will be assigned. If the student is failing the class on the date of withdrawal, a "U" grade will be assigned.

ACADEMIC HONESTY: Submission of any work for a grade for which unauthorized help has been received is termed academic dishonesty and will be grounds for a failing grade in the course. "Unauthorized" is a term used here to designate stealing, copying (with or without permission), collaboration with other individuals, or sharing programming code outside of sanctioned group activities. Students are strongly encouraged to refer to the Texas State student handbook, available at <http://www.dos.txstate.edu/handbook.html> for policies related to academic dishonesty. **This instructor views any such act as a clear violation of ethical standards and will take appropriate disciplinary and punitive action.**

HONOR CODE: All students are required to abide by the Texas State University Honor Code found in [UPPS 07.10.01](#) under attachment I. The pledge for students states:

Students at our University recognize that, to insure honest conduct, more is needed than an expectation of academic honesty, and we therefore adopt the practice of affixing the following pledge of honesty to the work we submit for evaluation:

I pledge to uphold the principles of honesty and responsibility at our university.

FINANCIAL AID: Federal regulations require students to meet certain minimum academic and attendance standards in order to remain eligible for financial aid assistance. Other program-specific requirements may also exist. Additional information is available at www.finaid.txstate.edu.

EMERGENCY COMMUNICATIONS: It is helpful to know that in the event of a campus or community emergency, students, faculty, and staff should monitor <http://safety.txstate.edu/> for all safety and emergency communications. This page will be updated with the latest information available to the university, in addition to providing links to information concerning safety resources and emergency procedures.

STUDENTS WITH DISABILITIES: A student with a disability may require an accommodation(s) to participate in the course. They must contact the instructor as soon as possible, typically within the first two weeks of the semester. They will be asked to provide documentation from the Office of Disability Services (ODS) at that time. Failure to contact the instructor in a timely manner will delay any accommodations they may be seeking. Ongoing care by a physician does not automatically qualify you as an ODS special needs student. Students are required to file paperwork for accommodations with ODS each semester. Accommodations granted one semester do not automatically carry forward to the next. See UPPS No. 07.11.01 for additional information.

COURSE SCHEDULE

DATE	LESSON	DUE
ONLINE		
Tuesday May 30	Course Introduction SKILL 1 & 2: Networking & Influence, Dr. Dailey [Pre-Trip Work - Synchronous] Lesson: Andragogy, Teaching Skills, & Assessing Training [Pre-Trip Work - Asynchronous]	
Wednesday May 31	SKILL 3 & 4: Coworker Communication & Conflict, Dr. Frei [Pre-Trip Work - Synchronous] Briefing Group #1 (Germany)	
Thursday June 01	Work with partners on Skills Training Presentation	
Friday June 02	No Class	
Saturday June 03	Depart USA	
MUNICH, GERMANY		
Sunday June 04	Arrival Day	
Monday June 05	Briefing Group #2 (Siemens Site Visit)	Munich Walking Tour Siemens Site Visit Welcome Meal
Tuesday June 06	Briefing Group #3 (BMW) DUE: Journal Reflection #1 (9pm)	BMW Site Visit
Wednesday June 07	Free Day	
Thursday June 08	SKILL 5: Communication Technology, Dr. Frei SKILL 6: Team Collaboration, Dr. Dailey	
Friday June 09	Briefing Group #4 (Switzerland) DUE: Journal Reflection #2 (9pm) DUE: Skill Presentations (9pm)	Dachau Tour

Saturday June 10		Travel Day
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ZURICH, SWITZERLAND

Sunday June 11	Briefing Group #5 (Lindt Factory)	Business Site Visit: Lindt Factory
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Monday June 12	Briefing Group #6 (IWC Schaffhausen)	Business Site Visit: IWC Schaffhausen
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Tuesday June 13	SKILL 7: Presentations, Dr. Dailey SKILL 8: Leadership, Dr. Frei Briefing Group #7 (Portugal)	
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Wednesday June 14	DUE: Journal Reflection #3 (5pm)	Travel Day
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LISBON, PORTUGAL

Thursday June 15		Walking Tour Cultural Visit: Sintra
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June 16- June 19	Free Travel Weekend	
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Tuesday June 20	Briefing Group #8 (Pastelaria Batalha) DUE: Final Journal Reflection	Business Site Visit: Pastelaria Batalha
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Wednesday June 21	Briefing Group #9 (Serve the City – Lisbon)	Serve the City Lisbon
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Thursday June 22	Group Presentations	Group Portuguese Farewell Dinner
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Friday June 23	Return to USA or continue to new destination	
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Tuesday June 27	Submit final course reflection and course evaluation	
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