### Policies & Info

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www.hu.mtu.edu/pjsotiri  
Hours: MWF, 11-12

### Policies

*After 3 absences, you will lose 5 points for each absence.

*There will be no make-up for in-class activities.

*Plagiarism will be reported to the Dean of Students.

ADA policy: MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disability Act (ADA). If you have a disability and need a reasonable accommodation for equal access to education or services at MTU, please call Dr. Gloria Melton, Associate Dean of Students (72212). For other concerns about discrimination, you may contact your advisor, department head, or the Affirmative Action office (73310).

### Text


### Objectives:

Understand communicative processes and relations in the workplace; analyze workplace communication in a service learning situation

### Grading

- Quizzes: 25%
- Group presentation: 25%
- Service proposal: 5%
- Service report: 25%
- Chapter exercises: 20%

### Spring 2004 Schedule

| Week one | Introduction. Chapter 1, pp. 2-16  
Chapter 2. pp. 17-40 |
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| Week two | Chapter 3, pp. 41-74  
MLK Day |
| Week three | Chapter 4, pp. 75-106  
Chapter 6, pp. 139-176 |
| Week four | Chapter 14, pp. 407-435  
Winter Carnival |
| Week five | Chapter 7, pp. 177-210  
Chapter 10, pp. 275-312 |
| Week six | Ethics presentations |
| Week seven | readings on service learning  
Spring Break |
| Week eight | Chapter 15, pp. 437-470 |
| Week nine | Chapter 5, pp. 107-138 |
| Week ten | readings on the ADA and disability issues |
| Week eleven | Chapter 11, pp. 313-344 |
| Week twelve | Chapter 8, pp. 211-242 |
| Week thirteen | Chapter 12, pp. 345-376 |
| Week fourteen | Chapter 13, pp. 377-407 |
| Week fifteen | final reports |