NEW COURSE PROPOSAL
Undergraduate Programs

FLORIDA ATLANTIC UNIVERSITY

Department Business Communications

College Business

*(To obtain a course number, contact **erudolph@fau.edu**)*

UUPC Approval 3-30-26
UFS Approval _____
SCNS Submittal _____
Confirmed _____
Banner Posted _____
Catalog _____

Prefix GEB

Number 4083

(L = Lab Course; C = Combined Lecture/Lab; add if appropriate)

Lab Code

Type of Course Lecture

Course Title Mind (fulness) Your Business

Credits *(See Definition of a Credit Hour)* 3

Effective Date *(TERM & YEAR)* Spring 2027

Grading *(Select One Option)*

Regular (●)

Sat/UnSat ( )

Course Description *(Syllabus must be attached; see Template and Guidelines)*
This course integrates mindfulness concepts to develop students' business communication skills relevant to disagreement resolution, stress relief, collaboration, and mindful listening. Instruction, interactive activities, and discussions examine the application of mindfulness to positively impact institutional culture, colleagues, clients, and audiences, and prepare students to excel in leadership.

Prerequisites, with minimum grade* Admission to College of Business and sophomore, junior, or senior

Corequisites

Registration Controls *(Major, College, Level)* College of Business undergraduate sophomore, junior, or senior

Default minimum passing grade is D-. **Prereqs., Coreqs. & Reg. Controls are enforced for all sections of course*

WAC/Gordon Rule Course

☐ **Yes** ☑ **No**

WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal. See WAC Guidelines.

Intellectual Foundations Program (General Education) Requirement *(Select One Option)*

None

General Education criteria must be indicated in the syllabus and approval attached to the proposal. See Intellectual Foundations Guidelines.

Minimum qualifications to teach course

Master or Terminal Degree in comm bus comm rhetoric, information systems and communications, comp stud, Eng, conflict res

Faculty Contact/Email/Phone

Jerry Durbeej/ jdurbeej@fau.edu/7-2155

List/Attach comments from departments affected by new course

n/a

Approved by	***Date***
Department Chair	02-06-2026
College Curriculum Chair	2-26-2026
College Dean	2-26-2026
UUPC Chair /Korey Sorge	3-30-26
Undergraduate Studies Dean Dan Meeroff	3-30-26
UFS President	
Provost	

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

FLORIDA ATLANTIC UNIVERSITY

GEB 4083
Mind (fulness) Your Business

Date: Building: Phil Smith Hall Boca **Room:**

3 Credit(s)

Term:

Instructor Information

Name: Jerry Durbeej, Ph.D.
Office: Fleming Hall343
Email:jdurbeej@fau.edu
Office Hours:TBA
Phone: 561-297-2155

Send me your phone # and available times if you wish to set up an appointment outside of office hours, and I will contact you.

Instructional Method: This class is designated as "primarily classroom"; we will meet onsite for all class sessions. Attendance will be taken, and students will be expected to participate in class discussions based on assignment(s) for the current week. Please be dressed appropriately for our meetings. Weekly instruction in Canvas will be opened on Sundays; study and start assignments early so you can ask questions during our weekly lectures.

Course Description

This course integrates mindfulness concepts to develop students' business communication skills relevant to disagreement resolution, stress relief, collaboration, and mindful listening. Instruction, interactive activities, and discussions examine the application of mindfulness to positively impact institutional culture, colleagues, clients, and audiences, and prepare students to excel in leadership.

Admission to College of Business and sophomore, junior, or senior

Required Texts/Materials

Mindfulness and Business Education
ISBN: 9781032637464
Author: Christine Rivers
Publisher: Routledge
Publication Date: 2025
Edition: 1st

Peer-Reviewed articles (Links to be provided)

Required Course Materials

Computer with Internet access, Word, PowerPoint, Working web-camera, and microphone; smartphone or camera for taping videos. You are responsible for having a relatively new (i.e., fast) computing device with high-speed Internet access that is capable of uploading and downloading large, many megabyte files, including 5-6 minute video files. You must also have a currently supported version of Windows with Microsoft Office (or a fully functional equivalent) that is fully compatible with FAU's Canvas software.

Students' presentations will be either in class or online, given the specific assignment. Have access to a webcam, either built into your computer or an external one. If you record on a late-model smart phone, know that these video files are quite large, and may need to be converted, compressed, or first uploaded to an external site like Google Drive or YouTube to be accepted by our Canvas platform. Late uploads due to technical difficulties can result in a reduction in assignment grade.

FAU and Canvas = PC environment If you have a Mac, please allow yourself extra time to complete assignments in the event Mac software is not recognized by Canvas. All work submitted to Canvas must be in WORD; Pages or other word processing programs are not acceptable. Students are ultimately responsible for ensuring their devices and software used are compatible with the Canvas and FAU environments. Please see this link for more information: https://canvas.fau.edu.

Your instructor is not responsible for advising you on technological problems. The FAU Help Desk can be reached at 561-297-3999; Canvas support is available at http://www.fau.edu/oit/canvas and clicking the "submit a ticket" link.

Canvas Course Platform This course uses Canvas: https://canvas.fau.edu. Go to the Canvas website through My.Fau and log in using your FAUNet ID and password. This site must be checked daily for important updates and announcements. This platform will be used to facilitate all requirements of the course. You must review the platform and the tutorials to be able to perform in the course. You will use Canvas to submit your assignments and to participate in the mandatory review of all evaluated assignments.

Assignments must be submitted to Canvas in the designated locations to receive a grade. Emailed assignments are not considered submitted for grading purposes. Students who do coursework from shared or work computers are not exempt from these requirements. No assignment extensions will be granted for a student's inability to fully access Canvas functions from shared or work computers.

It is the student's responsibility to ensure functional access to Canvas once the semester begins. If you have problems with Canvas, FAU's Office of Information Technology provides technical support from its website: at http://www.fau.edu/oit/canvas.

Email/Technical Assistance

The online environment always creates the possibility for technical issues. Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success increase greatly. Please take the following steps should a problem occur:

1. Screen cap the page(s) where the problem occurred. 1. Complete a Help Desk ticket at **http://www.fau.edu/helpdesk**.

1. Send me an email to notify me of the problem. Include the information and attachment you sent to the Help Desk.

2. If you do not have access to a computer, leave a detailed message at 561-297-3940 (Business Communications Office)

3. If you do not hear back from the Help Desk or me within a timely manner (48 hours), follow up with the appropriate person until a resolution isobtained.

Course Objectives/Student Learning Outcomes

Upon completion of the course, students be able to demonstrate the following abilities:

1. Understand the concepts of mindfulness and how these practices are relevant to professional and personal communication
2. Provide critical analysis and evaluate how mindful perceptions can influence communication patterns on different levels
3. Understand and practice efficacy in human relations
4. Communicate with diplomacy and tact
5. Mitigate disagreements with emphasis on a mindful approach
6. Apply mindful perspectives and practices dealing with stress and anxiety
7. Perform productively in teamwork and collaborative effort
8. Implement mentoring practices based on guidance from visiting mentors
9. Reinforce research practices and principles in informative and persuasive arguments.
10. Produce and deliver onsite and online presentations.

Faculty Rights and Responsibilities

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the prerogativeto:

• Establish and implement academic standards.

• Establish and enforce reasonable behavior standards in eachclass.

• Recommend disciplinary action for students whose behavior may be judged as disruptive under the Student Code of Conduct University Regulation4.007.

Disability Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Course Evaluation Method

The following assignments constitute your grade for the course:

ASSIGNMENT	%	GRADE POINTS
Introduction: Personal Commentary on Mindfulness	10	100
Analysis: Human Relations: Diplomatic and Tactful Communication	10	100
AI Assignment: Annotated Bibliography on Mindful Sources	10	100
Speech outline: Conflict Management – A Mindful Approach	7.5	75
In class presentations: Conflict Management – A Mindful Approach	10	100
Research Report: Mentoring Program	10	100
In-Class Presentation: Mentoring Program	10	100
Personal Brand: A Mindful Portrait	7.5	75
GROUP WORK: Website Production	10	100
Group Presentation – Website Production	10	100
Final Exam Meeting: Online Assignment	5.0	50
TOTAL	100%	1000

Course Grading Scale

A	92-100%
A-	90-91.99%
B+	88-89.99%
B	82-87.99%
B-	80-81.99%
C+	78-79.99%
C	72-77.99%
C-	70-71.99%
D+	68-69.99%
D	62-67.99%
D-	60-61.99%
F	below 60%

Remediation Requirement

Students who do not demonstrate satisfactory writing or speaking skills in their assignments will be required to seek tutorial help and/or attend Toastmasters; if these skills do not rise to an acceptable level by the end of the semester, they will be required to repeat the course.

FREE **writing** support is offered for this course through the University Center for Excellence in Writing (UCEW) at the CTL. Visit fau.edu/ucew to learnmore. FREE speaking support is offered for this course through the FAU Speaking Center at https://www.fau.edu/artsandletters/scms/speaking-center/.

Grading Criteria

A specific grading rubric will be provided with each major assignment along with specific comments on the assignment itself. The following table provides you a general grading-scale rubric for all assignments:

A= Accomplished demonstration: meets all assignment objectives; provides an organizational structure strategically targeted to the communication's purpose; precisely targets the identified audience; expresses ideas clearly, concisely, precisely and appropriately; demonstrates near-perfect mechanics; meets deadlines for drafts and final submissions.

B= Better-than-acceptable demonstration: meets all major assignment objectives; provides clear organization to achieve the purpose; clearly targets the audience; generally expresses ideas clearly, concisely, precisely, and appropriately; demonstrates occasional mechanical deviations; meets deadlines or agreed upon extensions for drafts and final submissions.

C= Acceptable demonstration: generally meets the assignment objectives; provides enough organization to achieve the purpose; overall targets the audience well enough to achieve the communication objective; expresses ideas understandably, but may need to be more concise and precise; demonstrates

mechanical deviations, but none significant enough to impede the communication and/or discredit the communicator; meets deadlines or agreed upon extensions for drafts and final submissions.

D= Insufficient demonstration: falls short of meeting the major assignment objectives; presents either an unclear organizational structure or one that detracts from the communication's purpose; does not target the audience well enough to achieve the objective; expresses ideas using vague, excessive, or inappropriate words; demonstrates mechanical deviations significant enough to impede and/or discredit the communication; misses deadlines.

F= Unacceptable demonstration—does not meet the major or most of the minor objectives of the assignment; expresses ideas in unclear language or with major mechanical deviations; demonstrates writing that ignores concepts taught in course or professor's comments on previous papers; does not hand in the assignment; or includes plagiarized material in the assignm

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.

Code of Academic Integrity

Students found to be submitting work that is not their own will be deemed in violation of the University's honor code discussed below.

The following actions violate academic integrity:

1. Turning in someone else's work
2. Having someone else write or rewrite your work foryou
3. Completing someone else's work for him orher
4. Providing your work to someone else, giving him or her the opportunity to copy it
5. Citing secondary sources as primary sources
6. Copying passages or critical words/phrases without using the necessary quotation marks
7. Paraphrasing ideas or borrowing the basic organization and structure from sources without providing proper documentation (Be sure paraphrasing is a restatement in your own words and form and is not just a slight alteration of the source material.)
8. Submitting the same paper to two different courses without prior approval from the professor for the second course (includes assignments written for this course if you've taken it before)

You are responsible for ensuring that none of your academic work violates academic integrity. Such violations are serious offenses and may result in your receiving a "0" for the assignment and a "U" in the course and whatever other disciplinary action is allowed by the College and University (e.g., dismissal from your program).

"The FAU Code of Academic Integrity, Regulation 4.001, indicates cheating includes receiving assistance from another person or entity while working on an assignment. Further, as the Code

makes clear regarding plagiarism, not only is plagiarism the use of words from any source without giving proper credit to the source and author, but plagiarism also includes using ideas or facts from a source within your own words without proper citation. As such, the use of artificial intelligence or any text-generating software used in assignments will be treated as plagiarism and a violation of the Code of Academic Integrity in any business communication course. Unless specifically directed by the course instructor, you are prohibited from using any type of generative tool. Please contact your instructor if you are unsure about assignment instructions. For the complete Code of Academic Integrity, please see https://business.fau.edu/undergraduate/current-students/academic- policies/academic-integrity/". (BCP Committee, 2023)

Attendance Policy Statement

Students are expected to attend all their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non- attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of suchabsence.

Students must personally produce original hard copy of documentation (upon returning to class) justifying absence before any make-up work is approved by the instructor. Also, any absence due to documented illness will not be "excused" for participationgrade.

ATTENDANCE/PARTICIPATION is graded weekly. This course serves as an introduction to the professional world. Thus, you are expected to attend all sessions, arrive to class promptly, attend the duration of each class (e.g., not leave class regularly), and most importantly, fully and actively participate in class, including listening to lectures and discussions, and working on assignments.
Using your mobile device or surfing the web on computers during class, especially while ANYONE is delivering a presentation, is not professionally participating. Participation/in-class work grade is not earned for excused absences.

Attendance Policy Statement above is for onsite students only.

Religious Accommodation Policy Statement

In accordance with the rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. University Regulation 2.007, Religious Observances, sets forth this policy for FAU and may be accessed on the FAU website at www.fau.edu/regulations.

Any student who feels aggrieved regarding religious accommodations may present a grievance to the executive director

of The Office of Civil Rights and Title IX. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding allegeddiscrimination.

Time Commitment Per Credit Hour

For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out- of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

Grade Appeal Process

You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in thegrading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

University Regulation 4.002 of the University Regulations contains information on the grade appeals process

Policy on Make-up Tests, Late work, and Incompletes

Questions about Assignments or Grades.

If you have questions about assignments given or grades issued in this course, including your final grade, you must first contact me; this course will adhere to FAU procedures for grade reviews. Follow the 24/7 rule: Wait 24 hours before contacting me about your grade so that you have time to study the rubric ratings and feedback, but do not wait more than seven days.

Late Assignments

All assignments and revisions are due on or before the date specified. Your absence from class does not postpone your due date. Late work will be penalized by 5% of the total possible points for that assignment for each day the assignment is late. Late assignments will not be accepted after 7 days of due date, and the instructor must be informed up front regarding potentially late assignments. If you anticipate a problem, contact me immediately. If the issue is a legitimate one, (be prepared to personally provide original documentation) and you let me know in advance, I will do my best to work with you.

Incompletes: We do not issue incompletes for this class except in extreme and rare circumstances (e.g., hospitalization). Documentation will be required. Toreceive an "I" under these circumstances, you must be passing the course with only the final assignment(s) remaining and must make up the work in a specified time, which will be within the next semester. If the work is not completed satisfactorily by the designated time, the "I" will automatically become a "U. http://www.fau.edu/academic/registrar/FAUcatalog/academics.php

Special Course Requirements

College of Business Minimum Grade Policy Statement

The minimum grade for College of Business requirements is a "C." This includes all courses that are a part of the pre-business foundation, business core, and major program. In addition, courses that are used to satisfy the university's Writing Across the Curriculum and Gordon Rule requirements also have a minimum grade requirement of a "C." Course syllabi give individualized information about grading as it pertains to the individual classes.

Classroom Etiquette Policy

Professional behavior is expected at all times whether in the classroom, synchronous class sessions or office visits, group meetings with classmates, or videos you prepare for assignments. Professional behavior includes being well-groomed and appropriately dressed, never using offensive language, and treating others with respect.

All communication (email, texts, calls, threaded discussions, etc.) with both the instructor and other students should be respectful and professional at all times.

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who behave in the classroom such that the educational experiences of other students and/or the instructor's course objectives are disrupted are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include, but is not limited to, inappropriate writings or recordings, such as use of profanity or personal remarks directed towards others, or other violations of an instructor's expectations for professional, classroom conduct.

Citation Method: You must give credit to the information sources you use for your papers and presentations. To do so, you will use the Publication Manual of the American Psychological Association, 7th ed. (hereafter referred to as APA). Click on the following links for guidance:

- APA Purdue Owl
- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- Clear directions on "How Do I Cite?" https://columbiacollege-ca.libguides.com/apa/newspaper

APA is the required format to use—not MLA or any other style you previously learned. You are probably most familiar with MLA, but MLA is a style guide used for the language arts, not for business. NOTE: APA Title Page is required for all written assignments.

Go to FAU's library to familiarize yourself with intellectual property guidelines:
http://www.library.fau.edu/depts/digital_library/copyright.htm

Policy on the Recording of Lectures

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject.
Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited.
Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these

requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual therapy, group therapy, and crisis services, to name a few - offered to help improve and maintain emotional well-being. For more information, go to http://www.fau.edu/counseling/

Student Support Services and Online Resources

- Center for Learning and Student Success (CLASS)
- Counseling and Psychological Services (CAPS) FAU
- Libraries
- Math Learning Center
- Office of Information Technology Helpdesk
- Center for Global Engagement
- Office of Undergraduate Research and Inquiry (OURI)
- Science Learning Center Speaking
- Center
- Student Accessibility Services
- Student Athlete Success Center (SASC)
- Testing and Certification
- Test Preparation
- University Academic Advising Services
- University Center for Excellence in Writing (UCEW) Writing
- Across the Curriculum (WAC)

Remediation Assistance and Support

FAU Writing Center provides support and tutoring on an individual basis. You may reserve time with a tutor; make sure you request someone with business writing experience and knowledge. If you click on the link, you will be brought to the Writing Center reservation page.

FAU Speaking Center help students, faculty, and staff in our owl community develop the skills and confidence to become effective and ethical speakers who can communicate ideas clearly in face-to- face and mediated formats. If

you click on the link, you will be brought to the Speaking Center reservation page.

Toastmasters is a club here at FAU that helps you develop your presentation skills in a relaxed, non- threatening setting with other students. Membership is fun and a great way to meet other people while developing confidence in your oral delivery.

Professional English Language Support Services provide resources and instruction to help domestic and international multilingual and multi-dialectal students attain their academic and professional goals by enhancing their writing and speakingskills.

Artificial Intelligence Preamble

FAU recognizes the value of generative AI in facilitating learning. However, output generated by artificial intelligence (AI), such as written words, computations, code, artwork, images, music, etc., for example, is drawn from previously published materials and is not your own original work.

FAU students are not permitted to use AI for any course work unless explicitly allowed to do so by the instructor of the class for a specific assignment. **[Policy 12.16 Artificial Intelligence]**

Class policies related to AI use are decided by the individual faculty. Some faculty may permit the use of AI in some assignments but not others, and some faculty may prohibit the use of AI in their course entirely. In the case that an instructor permits the use of AI for some assignments, the assignment instructions will indicate when and how the use of AI is permitted in that specific assignment. It is the student's responsibility to comply with the instructor's expectations for each assignment in each course. When AI is authorized, the student is also responsible and accountable for the content of the work. AI may generate inaccurate, false, or exaggerated information. Users should approach any generated content with skepticism and review any information generated by AI before using generated content as-is.

If you are unclear about whether or not the use of AI is permitted, ask your instructor before starting the assignment.

Failure to comply with the requirements related to the use of AI may constitute a violation of the **Florida Atlantic Code of Academic Integr ity, Regulation 4.001.**

Proper Citation: If the use of AI is permitted for a specific assignment, then use of the AI tool must be properly documented and cited. For more information on how to properly cite the use of AI tools, visit **https://fau.edu/ai/citation**

AI Flexible Policy: The use of AI to assist in work assigned in this specific course is permitted only for specific assignments as indicated by the instructor. Use must be properly documented and cited per instructor guidelines.

Title IX Statement

In any case involving allegations of sexual misconduct, you are encouraged to report the matter to the University Title IX Coordinator in the Office of Civil Rights and Title IX (OCR9). If University faculty become aware of an allegation of sexual misconduct, they are expected to report it to OCR9. If a report is made, someone from OCR9 and/or Campus Victim Services will contact you to make you aware of available resources including support services, supportive measures, and the University's grievance procedures. More information, including contact information for OCR9, is available at **https://www.fau.edu/ocr9/title-ix/**. You may also contact Victim Services at **victimservices@fau.edu** or 561-297-0500 (ask to speak to an Advocate) or schedule an appointment with a counselor at Counseling and Psychological Services (CAPS) by calling 561-297- CAPS.

Course Topical Outline

Week/ Dates	OBJs	Reading & Wkly Points	Activities, Assignments, HW etc **NOTE:** Weekly assignments are due on Sunday at 11:59 pm from date assigned unless otherwise instructed. Guidelines/Requirements for ASSIGNMENTS, due dates, agenda, etc are posted weekly in Canvas. **Information in Canvas supersedes syllabus.**
1	1,2	Chap. 1 100	-- Welcome - General course expectations, syllabus, assignments; Canvas etc -- Overview: 1.3 - An introduction to Mindfulness and Business Education -- **HW**: Introduction: Personal Commentary on Mindfulness **(100 points)** (Module 1)
2	3,4	Chaps. 2,4 100	-- 2.0 The Marriage of Mindfulness and Business Education -- 4.1 Employee Wellbeing and Mindfulness -- **HW**: Analysis: Human Relations: Diplomatic and Tactful Communication **(100 points)** (Module 2)
3	9	Chap. 2 Lecture APA Res 100	--- 2.1 Mindfulness in Education; Table 2.1 --- Written and verbal communication: mindful perspectives -- Revisiting APA Research: Purdue APA --**HW**: AI Assignment: Annotated Bibliography on Mindful Sources (**100 points)** (Module 3)
4	5	Chaps. 2,4 75	--- 2.3 Mindfulness and Leadership in Business Education -- General presentation guidelines/requirements --**HW**: (Informative) Speech outline: Conflict Management – A Mindful Approach **(75 points)** Module 4
5	5,10	100	--- In class presentations: Conflict Mitigation – A Mindful Approach **(100 points)** Module 5
6	8		--Classroom visit from mentors affiliated with the Business Mentor Program, College of Business --Lecture/video/outside speaker: Perspectives on Mindfulness --Module 6
7	6,9	Chaps. 4,8	-- Research Report - Mentoring Program: Develop a company's mentoring program utilizing mindful approaches relevant to stress and anxiety --Module 7
8	6,9	 100	-- Continue working on Research Report **--HW**: Research Report: Mentoring Program **(100 points)** --Guidelines/Requirements for Mentoring Program presentation --Module 8
9	2, 9,10	Chaps. 4,8 100	--In-Class Presentation: Mentoring Program **(100 points)** Module 9
10	2,9,10	 Chaps. 1,2 75	--Continue in-class presentation: Mentoring Program --- Personal Brand: A Mindful Portrait - - Online presentation incorporating mindful attributes **(75 points)** Module 10

11	1,2,9,10	Chaps. 2,4,9 100	--- GROUP WORK: Website Production: (Persuasive): Develop website for imaginary company to include nature of business, culture, vision statement etc. reflecting Mindfulness **(100 points)** Module 11
12			--- Continue working on Website Production Module 12
13	2,7,9	Chaps. 4,8	--- Guidelines/Requirements: group presentation – Website Production Module 13
14	2, 9,10	100	Group Presentation – Website Production **(100 points)** Module 14
15			Conclude group presentation Module 15
		50	Final Exam Meeting: Online Assignment **(50 points)**
	TOTAL	1000	

Course Catalogue

Placement of New Course: GEB4083

Business/Management Programs

AI Skills for Business Communication (GEB 3234) 3 credits

Prerequisite: GEB 3213 with a minimum grade of "C"

This course focuses on developing students' purposeful and agile use of artificial intelligence (AI) to amplify workplace communication skills. Students apply collaborative critical thinking and problem-solving skills to the ethical use of AI platforms to develop career readiness, business messages, technical reports and workplace presentations.

Mindfulness in Business Communications (GEB4083) 3 Credits

This course integrates mindfulness concepts to develop students' business communication skills relevant to disagreement resolution, stress relief, collaboration, and mindful listening. Instruction, interactive activities, and discussions examine the application of mindfulness to positively impact institutional culture, colleagues, clients, and audiences, and prepare students to excel in leadership.

Business Communications Across Cultures (GEB 4253) 3 credits

Prerequisite or Corequisite: GEB 3213 with a minimum grade of "C+" or better

This course introduces students to the basic concepts, principles and skills for communications across cultural differences within the context of business. The relationship of culture, cultural differences and industry practices are examined and their impacts on business and workplace communication through interpersonal, written, presentation and electronic media and techniques.