



College of Business and Communication

BU 309 Business Communication

Kieffer Hall 9, TTh 9:00–9:50am | Credits: 3 | Section: 1 | Term: Fall 2026

Instructor Information

Instructor	Krystal Christensen
Email	krystal.christensen@chaminade.edu
Phone	(Contact by email only please)
Office Location	NA
Office Hours	By Appointment
Virtual Office	Zoom, GoogleMeet
Virtual Office Hours	By Appointment

Communication

Please contact me via email at krystal.christensen@chaminade.edu with any questions, concerns, needs, or feedback. In most cases, you can expect a response within 24 hours, however, emails that are sent over the weekend or on a holiday will be responded to the following business day. Due to the fact that most assignments for the course are due on Sunday nights, it is the student's responsibility to begin assignments in a timely manner, and communicate proactively. (If you don't begin an assignment until the weekend starts, I will not be available until the following Monday to respond to questions and/or concerns.

Course Description & Materials

Catalog Description

Clear, confident, and strategic communication is foundational to success in today's fast-paced, tech-enabled workplace. This course develops advanced skills in professional writing, public speaking, and interpersonal communication within a business context. With a focus on both individual effectiveness and organizational professionalism, students will refine their ability to communicate ideas clearly, persuasively, and appropriately across diverse communication platforms and audiences. Key topics include foundational business writing, verbal and nonverbal presentation techniques, communication for job search and early-career development, interpersonal communication, professional presence, and business research and reporting. Through real-world assignments, presentations, and research-driven projects, students will build a communication toolkit that prepares them for professional impact and ethical leadership.

Course Snapshot

Modality	Face-to-Face
Meeting Location	Kieffer Hall 9
Meeting Days/Times	Tuesdays & Thursdays 11:30AM-12:50PM
Time Allocation	This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy.
Required Materials	Laptop, Reliable Internet Access, Writing Utensil, Word Documentation Software, Presentation Creation Software

Canvas

Course materials, announcements, and grades are posted to Canvas (chaminade.instructure.com).

Learning Outcomes

Program Learning Outcomes (PLOs)

Upon completion of the BA Undergraduate program in Business Administration, the student will be able to:

1. Identify opportunities to incorporate purpose-driven, Marianist values and ethics into business decision-making practices.
2. Demonstrate effective business communication skills.
3. Leverage advanced technologies—including business software, quantitative methods, and/or computational modeling tools—to support effective, data-driven business decisions.
4. Evaluate how global dynamics and cross-cultural differences influence the development and execution of business practices.
5. Develop sound business strategies that are informed by evidence and integrated knowledge from foundational business disciplines.

Course Learning Outcomes (CLOs)

Upon completion of this course students should be able to:

1. Design effective workplace communication strategies.
2. Develop clear and concise business communication deliverables which are aligned with desired organizational outcomes.
3. Construct, arrange, and completely deliver professional address.
4. Evaluate professional address and recommend future improvements.

Marianist Values

An education in the Marianist Tradition is marked by five principles. Those values are as follows:

1. Education for formation in faith.
2. Provide an integral, quality education.
3. Educate in family spirit.
4. Educate for service, justice and peace, and integrity of creation.
5. Educate for adaptation and change.

Native Hawaiian Values

Education is central to both Marianist and Native Hawaiian culture — both seek transformative, value-centered learning that serves the marginalized. This is reflected in the 'Ōlelo No'eau (Hawaiian proverbs) below:

1. **Educate for Formation in Faith (Mana):** E ola au i ke akua ('Ōlelo No'eau 364) — May I live by God.
2. **Provide an Integral, Quality Education (Na'auao):** Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'eau 1957) — Acquire skill and make it deep.
3. **Educate in Family Spirit ('Ohana):** 'Ike aku, 'ike mai, kōkua aku kōkua mai ('Ōlelo No'eau 1200) — Recognize others, be recognized, help others, be helped.
4. **Educate for Service, Justice and Peace (Aloha):** Ka lāma kū o ka no'eau ('Ōlelo No'eau 1430) — Education is the standing torch of wisdom.
5. **Educate for Adaptation and Change (Aina):** 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Ōlelo No'eau 203) — All knowledge is not taught in the same school.

Attendance & In-Class Participation

Attendance Policy

Due to the nature of this course, a large percentage of student grades will be determined by in-class quizzes, assignments, and activities.

Quick Reference — Absence Thresholds:	
Excused Absence	If you are unable to attend class for any of the following reasons, you may be allowed to make-up in-class quizzes, assignments, and/or activities: • Serious or contagious illness, mental health crisis/emergency (doctors note may be required) • Significant life or family event (ex: death in immediate family, significant medical diagnosis/injury/accident, marriage/other major life event) • Natural Disaster • Court-required appearance, jury duty, military obligation • University Sponsored Academic, Athletic, or Professional Activity Whenever possible, please communicate proactively.
Unexcused Absence	Any absence not covered by the above situations.
Warning Threshold	If a student has more than three unexcused absences, they may be subject to a one-on-one check in with the professor to identify causes and create a plan of action to prevent further occurrences.
Late Arrival / Early Departure	Arriving late or leaving early from a class period may result in decreased participation scores on in-class quizzes, assignments, and activities.
Failure to Participate	Failure to fully participate in in-class activities and assignments, including class discussions may result in decreased scores on in-class assignments

In-Class Participation Expectations

Active, respectful engagement is essential. Students are expected to come prepared and contribute meaningfully to discussions, activities, and collaborative work.

Course Activities

Attendance Quizzes	20% of Final Grade
In-Class Activities/Assignments	20% of Final Grade
Writing/At-home Assignments	25% of Final Grade
In-Class Presentations	15% of Final Grade
Final Paper/Presentation	20% of Final Grade

Course Policies

Late Work	In an effort to hold students to the highest professional standards, no late work will be accepted in this course.
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	If there is an extenuating circumstance which seriously affects a student's ability to turn in an assignment on time, it is the student's responsibility to email the professor in a timely manner, preferably before the assignment is due to notify them of the situation and inquire if accommodations are possible.
Make-Up Work	See the definition for 'excused absence' above, which details situations in which make-up work may be possible.
Extra Credit	Extra credit opportunities will be offered to students over the course of the semester. Students will be notified verbally, or in writing of these opportunities. Extra credit opportunities will not be given to students by request, or at the end of the semester as an effort to raise a grade.
Syllabus Changes	The instructor reserves the right to modify this syllabus. Changes will be announced in class and posted to Canvas.

Final Grades

Final grades are submitted to Self-Service (selfservice.chaminade.edu):

Grade	Range
A	90% and above
B	80–89%
C	70–79%
D	60–69%
F	59% and below

Important Information

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, plagiarism, **and unauthorized and/or undisclosed AI usage**, in addition to more obvious dishonesty. See catalog section *Student Use of Artificial Intelligence in Academic Work* for further information.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Director of the Academic College. Punishment for academic dishonesty will be determined by the instructor, Director, and the Dean of Academic College and may include an "F" grade for the work in question, an "F" grade for the course, academic notice, or dismissal from the University.

AI (Artificial Intelligence) Statement

Chaminade University recognizes the increasing role of artificial intelligence (AI) technologies in academic and professional environments. AI encompasses, but is not limited to, generative AI platforms, automated writing or content generation software, coding assistants, and similar tools. Students must ensure all submitted work genuinely reflects their knowledge and effort. Using AI to produce or significantly complete graded assignments, exams or other academic tasks – defined as use that substitutes for or substantially replaces a student’s own analysis, reasoning or written expression – without explicit instructor approval is considered academic misconduct and will be dealt with according to the University’s Academic Honesty Policy.

If an instructor has reasonable grounds to question whether submitted work genuinely reflects a student's own knowledge, authorship, or mastery of course material — or whether it meets the course's expectations for AI use — the instructor may require the student to provide additional or alternative evidence of authorship and content mastery. Such evidence may include drafts, notes, revision history, source materials, process explanations, oral discussion, in class work, or completion of an alternative assessment. A student’s refusal or inability to provide such evidence may be considered, along with other available information, in evaluating whether the work meets course requirements and stated learning outcomes. Instructors will not rely solely on AI detection software or other automated tools in making grading or academic integrity determinations. Such determinations will be based on the totality of the available information and handled in accordance with applicable University policies and procedures. See the catalog section *Student Use of Artificial Intelligence in Academic Work* for further information.

Title IX and Nondiscrimination

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. For pregnant and parenting students, I am also obligated to provide you with similar resources for support and protections available to you. My goal is to make sure that you are aware of the range of options available to you and have access to the resources and support you need.

Contact information and reporting options: chaminade.edu/titleix/nondiscrimination/. File a report via the [Campus Incident Report Form](#).

Nondiscrimination Policy and Notice of Nondiscrimination

The university is committed to comply with all State and Federal statutes, rules, and regulations which prohibit discrimination. The university is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin (including shared ancestry and ethnic characteristics), ancestry, citizenship, disability, genetic information, marital status, breastfeeding, arrest and court record (except as permissible under State law), sexual orientation, or status as a covered veteran. Inquiries about Title IX or general Civil Rights concerns may be referred to the University’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both and contact information may be found [HERE](#). *On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).*

The University’s Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

Student with Disabilities Statement- Kōkua 'Ike

Accessibility Services recognizes disability as a valued aspect of diversity and ensures equal access to the educational environment in accordance with Section 504 of the Rehabilitation Act; the Americans with Disabilities Act, as amended; and the principles and professional standards of the Association on Higher Education and Disability. Access is supported through reasonable accommodations and referrals to campus and community resources.

Appointments with the Accessibility Services Coordinator are available through Stellic at <https://chaminade.stellic.com> and may be held virtually or in person. Drop-in appointments are also welcome.

Students seeking support must meet with the Accessibility Services Coordinator as early as possible, even if they are unsure whether they have appropriate documentation of their disability or its impacts. The Accessibility Services Coordinator prioritizes listening to students's experiences and will discuss any documentation needs during the initial intake meeting. Students may seek support at any time.

Learn more at <https://chaminade.edu/ada-accommodations>

Assessment of Student Work

Chaminade University may use student work anonymously to assess achievement of course, program, and institutional learning outcomes as part of ongoing quality improvement efforts.

Class & Presentation Recording

Instructor reserves the right to record lecture video and/or audio for the purpose of professional development, accommodations for students with special educational needs, and to provide feedback on student performance for various communicative tasks over the course of the semester. Sensitive or confidential information will not be recorded. The instructor will notify students before recording of audio or video takes place. If any student is uncomfortable with these recordings, they may request to remain anonymous by having facial appearances blurred and/or audio redacted

Campus Resources & Support Services

The following resources are available to all Chaminade students. Reach out early — these services exist to support your success.

Resource	Description	Contact / Website
Accessibility Services (Kōkua 'Ike)	Accommodations under Section 504 and ADA. Contact early — appointments via Stellic, virtual or in person.	ada@chaminade.edu chaminade.edu/ada-accommodations
Tutoring & Academic Coaching (Kōkua 'Ike)	Tutoring and Academic Coaching Services support students' progression toward their	chaminade.edu/tutoring-academic-coaching-services

Resource	Description	Contact / Website
	academic, personal, and professional goals with clarity and intention. Services include individualized support in English, math, nursing, sciences, and social sciences, as well as guidance in developing goals and study strategies.	
Career Services	Career Services supports students throughout their career journeys. Services include individualized job search strategy coaching, resume reviews, job interview coaching, and access to career-related resources and opportunities.	chaminade.edu/career-services
Basic Needs Resources	Support for food insecurity, housing instability, and other basic needs.	chaminade.edu/basic-needs/
Title IX / Nondiscrimination	Reporting and support for sex discrimination and gender-based violence. Campus Incident Report Form available online.	chaminade.edu/titleix/resources-and-support/
Hazing Prevention	Confidential support, crisis intervention, and reporting for any type of abuse including hazing.	hazingpreventionnetwork.org/athlete-helpline/
Campus Safety / SafeWords	Security escort service for anyone who feels unsafe walking alone on campus at any time of day. Call security and a professional will escort you to your destination.	chaminade.edu/student-life/security/campus-safeswords-program/
CUH Alert Emergency Notification	Emergency text system. Register your cell number via the Chaminade portal and confirm the text to complete enrollment.	chaminade.edu