

Name: _____ Date: _____

Communication Assignment

30 Points

This assignment supports the following course objectives

- Describe the importance of communication between management, staff, and patients

Communication Assignment

In order to complete this assignment you will need to use the article that your team selected. All team members use the same article, but each team member completes this portion of the assignment independently.

The Assignment

The assignment consists of three steps.

Article summary

Your first step is to summarize the article. The summary is to be clear, concise, include the main points and show understanding of the interpretation of the article. (typically summaries are 2 to 3 pages)

Using this Information in My Future

For your second step you will discuss what you learned from reading the article and state how the article content will help you in the future career. (1 to 2 pages)

Compare and Contrast

Your third step is to complete the chart included in this assignment. Your goal is identify 3 statements (please use quotes and page numbers) made by the text book author and three statements made by the article author (again include quotes and page number / heading).

Your goal is to compare and contrast the identified information from the two sources. Your comparison and contrast should show that you understand and can critically evaluate what both authors are saying. Your goal is to validate if what you have read in your text is consistent with articles written for managers to help improve their management skills. Your response will include critical evaluation and original thoughts. The two sources do not need to agree. You do not need to include your personal opinion (if you agree or disagree) about the points each author is making.

- For the Chapter Content column identify three statements from chapters 9, 19, and/or 29.
- For the Article Content column identify three statements from the selected article.
- For the Compare and Contrast column compare and contrast the information found from the two sources.

Submitting Your Assignment
Please also upload the article when you submit the assignment in Canvas. I am not able to grade your work if you do not submit your article.

*Assignments are expected to be submitted on time. Late assignments are accepted with a 10% reduction for the first 24 hours and 1 point daily until no points remain to be earned.

Article Summary: Use this space to type your article summary. The summary should be double spaced with one inch margins. Once you start typing this page has been set up for double spacing. Please use paragraphs. Use as much space as you need. As you type the area will expand. (Typically 2 to 3 pages) The article summary should be double spaced and have appropriate paragraphs. Please indent your paragraphs.

Article Title: _

Using this Information in My Future
Use this space to thoroughly discuss what you learned from reading the article and **how** the article content can help you in the future career. Use as much space as you need. As you type the area will expand. This should also be double spaced and have appropriate paragraphs. (1 to 2 pages).

Communication Assignment

As you type in each cell the cell will expand.

Chapter Content <i>Select a Passage (quote) from the text and type the passage below. Please include the page number.</i>	Article Content <i>Select a Passage (quote) from the article and type the passage below. Please include the page number or heading of the article.</i>	Compare and Contrast <i>Thoroughly discuss how the two authors were similar in their thinking and/or how the two authors provided different perspectives.</i>

*Please use this table and do not make any formatting changes.

Please include this rubric with your submission

Communication Assignment Rubric

	Article Summary	Using this Information in My Future	Compare and Contrast	Followed Directions
30-27.5 A	Excellent article summary. Clear, concise, and included all of the main article points.	Clearly discussed what was learned from the article and how the article content will help you in the future.	Excellent comparison and contrast of 3 points. Showed excellent understanding of what the article was saying in relationship to the concepts presented in the text.	Excellent
27-25 B	Good article summary. Summary did not include all of the main article points.	Discussed what was learned from the article and how the article content will help you in the future. Discussion could have been expanded.	Good comparison and contrast of 3 points. Showed good understanding of what the article was saying in relationship to the concepts presented in the text.	Good
24.5-22.5 C	Fair article summary. Did not fully summarize the article and/or left out some important points.	Did not clearly discuss what was learned from the article and/or how the article content will help you in the future. Discussion could have been expanded.	Fair comparison and contrast of 3 points. Did not show full understanding of what the article was saying in relationship to the concepts presented in the text.	Fair
22-21 D	Completed but left out many main points of the article. Misunderstood what the article was conveying.	Did not discuss what was learned from the article and/or how the information can be used in the future.	Poor comparison and contrast of 3 points. Did not show understanding of what the article was saying in relationship to the concepts presented in the text.	Poor
20.5-0 F	Did not complete article content. Did not understand the article content.	Did not discuss what was learned and/or how the information can be used in the future.	Completed poorly or did not include a comparison and contrast. Did not show understanding of the concepts in the text.	Completed
Followed directions for all components of the assignment.				