
Jere Littlejohn, D.B.A.

Clinical Professor of Business Communications

**Department of Management
School of Business Administration
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Academic Background

D.B.A. Mississippi State University, Starkville, MS, Management, 1994

M.B.A. Mississippi State University, Starkville, MS, Management, 1988

B.A. University of Northern Colorado, Greeley, Co, Business Administration, 1969

Dissertation

Dissertation

Dissertation: The Effects of Situational Variables on Writing Apprehension in Human Resource Managers

Certifications

Certified Teacher Consultant. MS Writing/Thinking Consortium, 1987

Secondary School Certification, Bus Ed, Mississippi, 1981

Work Experience

Academic Experience

Clinical Assistant Professor of Management, School of Business Administration, the University of Mississippi (2000 - Now). Currently teaching Business Communication.

Faculty Leader, The Washington Center for Internships and Academic Seminars (1999 - 1999). One of five educators selected from a national search to facilitate 15-day Women As Leaders' seminar sponsored by The Avon Foundation; responsible for 15 undergraduate women chosen for full scholarships from a national competition; led small group discussions, graded extensive writing assignments and oral presentations based on information furnished by 39 outstanding professional women; provided students and their respective colleges with detailed commentary and grade for credit; achieved professional and personal development through the speakers, the students, other faculty members, and the experience of DC.

Assistant Professor, Department of Management and Information Systems, Mississippi State University (1998 - 1999). Taught Managerial Communication through distance learning to consortium of Masters students located at five sites in Mississippi; course covered the gamut of managerial challenges from hiring interviews to conflict resolution, from collaborative writing to professional presentations, from interpersonal issues to organizational development. Taught Team Building to same Masters students (1999); distance classes and through a 10-hour workshop held at Hinds Community College facilities. .

Assistant Professor, Department of Communication, Mississippi State University (1995 - 2000). Taught Small Group Communication, Fundamentals of Public Speaking, Corporate Communication. Advised 27 students in Public Relations, Communication Studies. .

Instructor, Department of Communication, Mississippi State University (1991 - 1995). Courses taught: Small Group Communication, Fundamentals of Public Speaking, Nonverbal Communication. .

Graduate Assistant, Mississippi State University (1987 - 1991). Courses taught: Organizational Communication, Principles of Management, Management Seminar, assisted with Business Policy. .

Business Education teacher, French Camp Academy (1973 - 1986). Courses taught: All business education courses; served as yearbook advisor and class sponsor. Have continued to work with the young people at FCA, serving specifically as class sponsor, 1988-90, 1996-98.

Paid Service

2008: McGraw-Hill Publishing Company, Focus group held in Chicago, November 2008, regarding future of business communication, classroom needs, technology, communication between instructors

Teaching

Courses Taught

Business Communication

Teaching Honors and Awards

Award

2002: Outstanding Teacher Award The Association of Business Communication-Southwest.

Honor

1997: Professor of Eminence, Spring 1994 and 1997 Mississippi State University.

Other Teaching Activities

Other Teaching Activities

2010 - Other Teaching Activities. One-day workshop on business etiquette for National Food Service Management Institute; June 2010

2010 - Other Teaching Activities. Two-day seminar at Millsaps College for MBA class on business communication, writing and presentation; taught two separate classes of 16; August 15 & 16; August 27 & 28, 2010; mentoring of each student on day following class conclusion

Research/Intellectual Contributions:

Refereed Articles

Gring, M. & Littlejohn, J. (2000). Assessment of the Repeated Speech Performance as a Pedagogical Tool. Basic Communication Course Annual, 97-124.

Refereed Proceedings

Full Paper

Littlejohn, J. (2001). The Dialogical Perspective of Communication: A Vital Component of Group Work. Southwestern Federation of Administrative Discipline.

Littlejohn, J. (2000). Improving Group Work in Business Communication: Team Building as Pedagogy. Association for Business Communication Annual Meeting.

Littlejohn, J. & Cochran, D. (1989). The Writing Process Workshop: A Teaching Tool for Overcoming Writing Apprehension in Students. Association of Business Communication, Annual Southwest Conference.

Book Supplement

Littlejohn, J. (1992). "1,000 question and case study test bank", In Himstreet, Baty, and Lehman (Eds.) Business Communication, 10th edition. PWS-Kent Publishing.

Presentation of Refereed Papers

National

Littlejohn, J. (1997, November). Team Building Skills: In the Classroom or On-The-Job? selected for The Research Roundtable. Association for Business Communication Annual Meeting, Washington, District of Columbia.

Littlejohn, J. (1996, November). Writing Practices of Human Resource Managers: Do You Know What They Are? . Association for Business Communication Annual Meeting, Chicago, Illinois.

Littlejohn, J. (1995, November). Reducing Writing Apprehension Through Management of Situational Variables . Association for Business Communication Annual Meeting, Orlando, Florida.

Littlejohn, J. (1995, November). Communication Assessment of the Repeated Speech Performance as a Pedagogical Tool . Speech Communication Association Annual Meeting, San Antonio, Texas.

Littlejohn, J. (1992, November). Ethnography: A Complementary Tool for Research in Organizational Communication. Association for Business Communication Annual Meeting, New Orleans, Louisiana.

Littlejohn, J. (1989, March). The Writing Process Workshop . Association for Business Communication Annual Meeting, New Orleans, Louisiana.

Regional

Littlejohn, J. (2001, March). The Dialogical Perspective of Communication: A Vital Component of Group Work. Southwestern Federation of Administrative Discipline, New Orleans, Louisiana.

Littlejohn, J. (2000, March). Team Building as Pedagogy for the Business Communication Classroom . Association for Business Communication Annual Meeting, Nashville, Tennessee.

Littlejohn, J. (1999, March). Verbal and Nonverbal Immediacy Behaviors in the Distance Learning Classroom. Southwestern Federation of Administrative Discipline, New Orleans, Louisiana.

Littlejohn, J. (1995, March). Overcoming Computer Anxiety in the Nontraditional Student. Association for Business Communication Annual Meeting, Nashville, Tennessee.

Littlejohn, J. (1992, March). The Pricing of CPA Services: Where to From Here? . Southwestern Marketing Association Conference, San Antonio, Texas.

Littlejohn, J., Giglioni, G., & Dupre, K. (1992, March). Toward the Paradigm: A Synthesis of Recent Models of Strategic Management. Midwest Business Administration Association, Chicago, Illinois.

Littlejohn, J. (1991, April). The Writing Process Approach to Collaboration in Meeting the Objectives of the Analytical Business Report. Association for Business Communication Annual Meeting, Tuscaloosa, Alabama.

Littlejohn, J., Tahai, A., Arnold, D., & Langkamp, D. (1989, February). Price as a Predictor of Hotel Quality. Academy of Economics and Finance, Midsouth Region, Nashville, Tennessee.

Manual

Littlejohn, J. (2005). Instructor's Manual for Business Communication, 14th Edition, Thomson, South-Western.

Littlejohn, J. (2005). Test Bank for Business Communication, 14th Edition, Thomson, South-Western.

Research Honors and Awards

Honor

1994: 1988-1994 Southern Management Association.

Other Research Activities

1998: Other Publications. Who Are These Kids?' with L. Littlejohn. CCI Journal, March/April 1998, Vol. 2, No. 2

Service:

Service to the University

Department Assignments

Member:

2004-2005: Department of Management, Business Communication Curriculum Committee: University of Mississippi, School of Business Administration

College Assignments

Member:

2007-2008: Committee Member for Honors Thesis: Advisor on Honors Thesis, May 2007, presented by Drago Bennett on music event business

Mentoring Activities:

2010-2011: School of Business Administration MBA: MBA Speaker's Edge mentor and judge

2009-2010: School of Business Administration MBA: Speaker's Edge judge; two-day event

2008-2009: School of Business Administration MBA: Judged two-day event, Speaker's Edge

2007-2008: School of Business Administration, MBA program: Speaker's Edge, January 2008; coached; judged two-day competition for MBA program

Other Institutional Service Activities:

2007-2008: School of Business Administration, MBA program: Speaker's Edge coach and judge for MBA two-day event; speech competition, awards given

2005-2006: School of Business Administration, MBA, Speaker's Edge : Judged Speaker's Edge, a two-day presentation competition among the MBA students; awards given

2004-2005: School of Business Administration, MBA Program: Judged Speaker's Edge competition for MBA students, February 24;

public speaking competition, awards given.

Writing Student Recommendations:

2008-2009: School of Business Administration: 2 law school admissions, 1 graduate school admission, 4 job, 2 study abroad

2007-2008: School of Business Administration: Student recommendation letters: 1 PhD application, 1 law school, 4 job, 1 study abroad, 1 scholarship

2007-2008: School of Business Administration: Student letters of recommendation: 2 job-related, 2 scholarship, 3 study abroad, 1 MBA, 1 law school

2005-2006: University of Mississippi, School of Business: Student Letters of Recommendation: 5 study abroad, 2 graduate school, 1 law school, 1 extensive medical school

University Assignments

Facilitator:

2005-2006: University Service, Professional fraternity development: Alpha Kappa Psi Presentation, Letter-Writing Workshop, April 27, 2005

Faculty Advisor:

2008-2009 – 2009-2010: Kappa Alpha Theta

2007-2008: Kappa Alpha Theta sorority

Member:

2004-2005: University of Mississippi, Faculty Support and Development : Chairman for Subcommittee on Support for Teaching Assistants, September-March

Other Institutional Service Activities:

2007-2008: Delta Sigma Rho-Tau Kappa Alpha National Honorary Forensic Tournament: Judge for two-day competition

2007-2008: Mississippi Science Fair Region VII: Judged team division of science competition

2006-2007: University Luckyday Program: Invited faculty member for Luckyday Scholars Program, April 3, 2006

2004-2005: University of Mississippi, Meet and Greet' Program: Volunteered to serve under Ron Kitchens, August 25, 2004

2004-2005: University of Mississippi, Sixteenth Annual 2004 Regional VII Science and Engineering Fair: March 23, 2004; judged group projects for grades 7-12

Workshop:

2010-2011: Department of Human Resources: Development workshop on business writing; MASH; February 2011

2010-2011: Department of Human Resources: Development workshop on business writing; STEPS; October 2010

2010-2011: Department of Human Resources: Development workshop on writing in business; MASH; March 2010

2009-2010: Department of Human Resources: Two-hour presentation on business communication; STEPS program; November 2009

2009-2010: Department of Human Resources: MASH certification program; two-hour session on communication in business, February 2010

2009-2010: Department of Human Resources: MASH certification workshop of letter-writing, March 2009

2008-2009: Dept of Human Resources: MASH certification program; presented two-hour, interactive seminar on letter-writing

2007-2008: Department of Human Resources: MASH presentation on Letter-Writing Made Effective, March 8, 2007; 2-hour interactive session

Service to the Profession

Other Professional Service Activities

2009: Cengage Publishing Company, Focus Group; review/feedback on use of BCOM textbook over the past year (National).

Reviewer - Article / Manuscript

2008: ABC-Southeast Regional Meeting, Reviewer for conference proceedings (Regional).

2007: McGraw Hill Publishing Company, Chapter-by-chapter review of new public speaking textbook to be published in 2008 by McGraw-Hill (National).

2007: ABC Southeast Regional Conference, Reviewer for 2008 ABC Southeast Conference Proceedings (Regional).

2007: Association for Business Communication, Southeast Region, Reviewer for 2007 Southeast Conference of Association for Business Communication (Regional).

2005: Association for Business Communication Proceedings, Reviewer: ABC Proceedings 2005 (National).

Reviewer - Book / Textbook

2010: McGraw Hill Publishing Company, Review of Chapters 1-5 of new textbook, Business Communication, by Peter W. Cardon; 18 hours of editing, comments, and phone conversation with editor, None, Unknown (National).

2007: McGraw Hill Publishing Company, Review of upcoming textbook on public speaking, A Speaker's Resource by Liz O'Brien (National).

Reviewer: Ad Hoc Reviewer for a Journal

2004: Channels/Distribution Management Track (National).

Reviewer: Book / Textbook

2008: McGraw Hill Publishing Company, Reviewed Lesikar/Flatley/Rentz textbook, Business Communication: Making Connections in a Digital World, 11e; extensive nonuser review covered chapter content, organization, topic consideration, pedagogy, supplements, comparisons to my current textbook (National).

2008: McGraw Hill Publishing Company, Reviewed final version of Marie Flatley's M:Book, a business communication textbook (National).

2008: McGraw Hill Publishing Company, Third round review of Liz O'Brien's public speaking textbook, A Speaker's Resource: Listener-Centered Public Speaking; included assessment of 8 chapters, table of contents, all peripheral materials, accompanying videos; my title for book chosen from all reviewers' suggestions (National).

2008: Thomson-Cengage Publishing, Reviewed 15th edition of the current Business Communication textbook; objective--to improve upcoming edition; reviewed text as well as teaching supplements, web site, test bank (National).

Reviewer: Conference Paper

2004: Atlantic Marketing Association (Regional).

Service to the Community

Speech / Presentation at a Community Meeting

2004: Camp of the Rising Son, French Camp, MS, Seminar The Talk: Interpersonal Communication Between Male and Female Personnel on Summer Camp Staff

Other

Other Honors and Awards

2000: Advisor of the Month Mississippi State University, College of Arts and Sciences.

2000: Invited Presenter Society of Scholars, Mississippi State University.

1999: Faculty Leader, selected as result of national search; sponsored by the Avon Foundation. The Washington Center for Internships and Academic Seminars.

1995: 1994-1995 Speech Communication Association.

1991: Who's Who Among Students in American Universities and Colleges.

1989: Spring Outstanding DBA Student Award Nominee.

1989: Summer Fellowship Recipient Phil Hardin Foundation.

1987: Summer Scholarship Recipient Mississippi Writing/Thinking Institute.

Memberships

Mississippi Writing/Thinking Institute

The Association of Business Communication

Other Activities

2004 - Invited Presentation : Preparing Yourself and Your Students for Oral Presentations,' presented a Faculty Development Workshop sponsored by the Faculty Writing Council at Millsaps College, Jackson, MS, December 3.

2004 - Invited Presentation : Developing the Talking Syllabus,' presented at the Mississippi Associate Degree Education conference, Oxford Convention Center, Oxford, MS, November 4.

2004 - Invited Presentation : What the Best College Teachers Do,' presented with Alicia Bouldin, Jan Murray, Khristi O'Dell at Faculty Development Luncheon Workshop, University of Mississippi, October 11.

2004 - Invited Presentation : Preparing for Group Work,' presented a Faculty Development Workshop sponsored by the Faculty Writing Council at Millsaps College, Jackson, MS, December 3.

2004 - Professional Media Appearances : 'Nonverbal Communications in Presidential Candidates' aired September 30 as an on-camera interview with Robert Byers, WTVA/WLOV

2000 - Invited Presentation : Women As Leaders' presented to Women's Studies, Mississippi State, February.

2000 - Invited Presentation : Fundamentals of Small Group Communication in Team Building,' a workshop for Leadership Class at Ackerman High School, September.

2000 - Invited Presentation : Small Group Dynamics,' 1-day workshop presented at Mississippi State University for the Extension Leadership Academy, May 17.

2000 - Invited Presentation : Conducting Effective Meetings,' 2-hour seminar presented at Mississippi State University for the Extension Leadership Academy, May 16.

2000 - Invited Presentation : Business Leadership Seminar: Interpersonal Communication,' 1/2-day workshop sponsored by the College of Business and Industry, Office of Research and Development, Mississippi State University, for professional business leaders, May 9.

2000 - Invited Presentation : Intro to Communication' presented to seminar Technical Personnel in Leadership Positions' conducted by College of Business and Industry, Mississippi State University, March.

2000 - Invited Presentation : Leadership is Everyone's Business' keynote speaker for graduation of Leadership Attala, a leadership development program sponsored by the Kosciusko Chamber of Commerce, March.

1999 - Invited Presentation : Leading By Saying It Well' conducted 2-day workshop for Trailboss Trailers, Inc., Macon, MS; sponsored by the College of Business and Industry, Office of External Affairs, Mississippi State, October.

1999 - Invited Presentation : Team Building: T=Teaching,' presented to Mississippi Speech Communication Association annual meeting, Meridian, MS, September.

1998 - Invited Presentation : Building Teams That Work!' conducted 4-hour workshop presented to regional meeting of Southern Association of College and University Business Officers, Memphis, November.

1998 - Invited Presentation : Using Small Groups to Improve Learning' 2-hour seminar presented to French Camp Academy faculty, professional development, March.

1998 - Invited Presentation : The Link Between Work and Team' seminar presented to Alpha Kappa Alpha sorority during weekend retreat, Mississippi State University, February.

1996 - Invited Presentation : Time Management: Important or Urgent?' presentation to The Reflector staff, in-service seminar, Mississippi State University, August.

1995 - Invited Presentation : Nonverbal Behaviors Impact on Oral Presentations' presented seminar, MBA class on multimedia presentations, Mississippi State University, November.

1995 - Invited Presentation : Facilitative Skills Aid Classroom Effectiveness' presented to French Camp Academy faculty, half-day seminar, August.

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