

Course Syllabus

SPCH 1321 Business and Professional Speech

Department: Communication Department

Discipline: Speech Communication

Credit: 3 hours lecture

This course satisfies a core curriculum requirement in Speech

Prerequisites: There are no prerequisites for this course.

Available Formats: Face-to-face, hybrid and ITV

Campus: Levelland, Reese, ATC and Plainview

Rebecca Greene, rgreene@southplainscollege.edu

Phone: 806.716.2445

Levelland Office: CM 140

Lubbock Center Office: _____

Office Hours Levelland: MW 10-11, 12:15-1:15, Friday, 9:30-12:30

Office Hours Lubbock Center: TR 11:00-12:20

Supplies:

1. Greene Speech Workbook from bookstore
2. One audio recording device
3. Notebook(s) and pen/pencil/highlighter
4. Choice of sensory aid materials for oral presentations
5. Access to a computer for online activities, quizzes, and tests

Course Description: This course includes the basic principles of speech applied to communications in business and professional settings. The course emphasizes practice in the construction and delivery of various types of speaking situations and the application of interpersonal skills that occur in a business, organizational, or professional setting.

Core Objectives satisfied:

- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Team Work - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

Course Purpose: The Business and Professional Speech course explores the basic principles of oral communication applied to the communication needs of the business or professional person. The course provides practice in the research, construction, and delivery of various types of oral presentations and in the application of interpersonal, interviewing, and small group skills that occur in business, organizational, or professional settings.

Course Requirements:

1. To read the information assigned; you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. To take thorough notes and study all lecture material, informational handouts, and assigned readings.
3. To actively participate in class discussions and group activities.
4. To show maturity and professionalism in preparation of assignments and in classroom behavior.
5. To show courteousness to fellow classmates/speakers.
6. To initiate consultations with the instructor whenever assistance is needed regarding class assignments.

7. To appropriately cite information obtained from other sources, both in written and verbal formats. Please refer to the academic honesty section below for further details.
8. To initiate withdrawal from the course if absences become excessive.
9. To present in a language your classmates and teacher understand.

Academic Honesty-It is my expectation and the institution's that appropriate citation and documentation be given for materials and information obtained from other sources. Cases of plagiarism will be treated as will any case of academic dishonesty, with at least a failing grade for the assignment/examination. In addition, the student may be dropped from the course with a failing grade. See the **SPC Student Handbook** for more information.

ADA Statement-Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Campus Concealed Carry- Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Diversity Statement-In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Contacting your Instructor- Please feel free to contact your instructor if you have questions or concerns about your progress in this class. Please try to let your instructor know in advance if you will have to miss class. You may contact your instructor by phone or email.

Rebecca Greene
rgreene@southplainscollege.edu
806.716.2445

Evaluation:

Course grade will be assessed according to the completion of the following using percentages noted:

Exams, Major Presentations, Group Activities, Interviews	60%
Daily Work, Critiques, Class Participation, Quizzes	20%
Final Examination (career packet)	20%

Attendance and Tardy Policy: Students are expected to attend all classes in order to be successful in a course. All students enrolled for this course are expected to attend class regularly, be on time, and remain until dismissed. Roll will be taken at each class meeting. If a student is tardy, he/she must see the instructor after class to have the absence mark removed. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's

responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

The department abides by this policy and enforces the following guidelines established for SPCH 1321:

1. If a student is tardy, he/she must see the instructor after class to have the absence mark removed. Three (3) tardies in a MWF class and two (2) in a MW or TR class will constitute an absence. If a student leaves class prior to dismissal of the class, he/she may be counted absent.
2. Missing more than two weeks of class is considered excessive.
Example: MW/TR – 4 sick days allotted
One day/week – 2 sick days allotted
3. Being absent one day over your allotment will lower your final course total by 10 points.
4. Each subsequent absence will lower your final course total by 5 points.
5. If, in the instructor’s opinion, minimum course objectives cannot be met due to absences, the student should withdraw from the course.

Make-Up Policy: Make-up work is NOT guaranteed. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor **may** permit the student to make up work missed. If a student must be absent to represent the college, she/he should advise An absence on the day that you are scheduled for oral presentations or examinations will result in a grade of zero for the assignment. **If, according to the instructor’s discretion, the student is allowed to make up such a presentation or exam, the student will automatically receive a grade drop for the assignment (25 point grade reduction).**

Course Outcomes: Upon completion of this course, the student should be able to demonstrate proficiency in the following areas:

1. **Communication Process:** Understand and apply the communication process.
2. **Communication Systems and Cultures:** Develop an awareness and understanding of communication systems and cultures.
3. **Verbal Communication:** Identify, prepare, and deliver clear messages and presentations.
4. **Nonverbal Communication:** Understand, define, utilize, and interpret different categories of nonverbal communication.
5. **Listening:** Understand the causes of poor listening, and realize the organizational and personal benefits of active listening.
6. **Interviewing:** Identify different types of interviews, evaluate effective interview skills, prepare job interview documents, and conduct an effective information gathering interview.
7. **Small Groups:** Identify the characteristics of small groups, identify the steps used for problem solving, and understand leadership tasks as well as functional and dysfunctional team behaviors.
8. **Public Speaking:** Successfully prepare and deliver multiple credible, confident presentations. Evaluate the speaking skill and content of other speakers.

Grade Distribution:

Test 1	10%
Test 2	10%
Test 3	10%
Informative Presentation	10%
Group Impromptu Presentations(4)	10%
Persuasive Presentation	10%
Quizzes	10%
Participation	10%
JD, Cover Letter/Resume	10%
Career Research Interview (IGI)	10%

Course Work:

1. Exams-There will be 3 major assessments/exams during the semester. Each exam covers the information preceding the exam. There are no cumulative exams.
2. Presentations-Completion of the two individual presentations (speeches) and at least three impromptu presentations is a requirement for passing this class. On the scheduled speech dates, you will be presenting various types of presentations. You must be an attentive audience member for other presentations given during your scheduled class time. Points will be deducted from your presentation if you are not an attentive and respectful audience member.
3. Participation-You will be asked to engage in discussions, complete short assignments, and to do outlines and peer and self-evaluations for presentations. These assignments count as participation grades.
4. You will find all chapter quizzes and tests under the Quizzes section in Blackboard. You MUST take the quizzes and tests by the deadlines.

SPCH 1321 Business and Professional Communication

Weekly Tentative Schedule Fall 2017

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Weekly Schedule

Week 1 Starting Aug 28

ASSIGNMENTS/DUE DATES

^M/_T Course Introduction/Pre-Test

^W/_R Communication Process

Turn in student info

Week 2 Starting Sept 5

^M/_T finish Communication Process and Communication Analysis

^W/_R Confidently Communicating and Using Nonverbal Messages

Comm. analysis assignment due

Week 3 Starting Sept 11

^M/_T JD, cover letter, and **resume**/About impromptu-Article 40

^W/_R Cover letters/**Group Impromptu**-eye contact -Articles 244&248

Quiz(zes) close Tues @ 11:59

Bring resume drafts to work on

Week 4 Starting Sept 18

^M/_T Preparing for Career Interviews- Article p. 168

^W/_R Preparing for Career Interviews/Interviewing practice/ Handling Illegal Questions

Quiz(zes) close Tues @ 11:59

J.D., resume, and cover letter

due

Week 5 Starting Sept 25

^M/_T Informative Presentations/Organizing your presentations

^W/_R Organizing your presentation/**Group Impromptu**-gestures-Articles 250 & 254

Quizzes close Tues @ 11:59

Test 1 opens Wed., Sept 27-quizzes through week 5

Week 6 Starting Oct 2

^M/_T Using clear verbal messages/work on full sentence outlines **Quizzes close Tues @ 11:59/Listening Assessment p. 118**

^W/_R Listening & activity/**Review full sentence rough drafts**

Read listening handout

Test 1 closes Tues, Oct 3 @11:59

Week 7 Starting Oct 9

^M/_T **Informative Career presentations**

^W/_R **Informative Career presentations**

Turn in outline when you present

Turn in outline when you present

Week 8 Starting Oct 16

^M/_T Career Research Interview (IGI) Assignment

^W/_R Persuasion

Quizzes close Tues @ 11:59/

Self-Evals due

Week 9 Starting Oct 23

^M/_T Persuasion/Monroe's Motivated Sequence & Citing Source-Article 194

^W/_R Using logic and emotion to build an argument Article 198/ **Group in class impromptu** Articles 258 & 262

Quizzes close Tues @ 11:59

Week 10 Starting Oct 30

^M/_T Presentation Aids/Work on presentation outline

Test 2 opens Nov 1, Quizzes weeks 6, 8, 9, 10

Quizzes close Tues @ 11:59

^W/_R **Group in class impromptu**- Articles ____ & 276/Interviewing Principles and Skills

Bring persuasive rough drafts

Week 11 Starting Nov 6

^M/_T Working in Groups & Teamwork-Articles 232 & 234 **Quizzes close Tues @ 11:59**

^W/_R Conflict, Workplace Bullying, and Sexual Harassment **Bring 2 copies of persuasive presentation outline**

Test 2 closes Nov 7, Tues @ 11:59

Week 12 Starting Nov 13**ASSIGNMENTS/DUE DATES**

M/T Persuasive Presentations**Quizzes close Tues @ 11:59****Turn in outline when you present****W/R Persuasive Presentations****Quizzes close Tues @ 11:59****Turn in outline when you present**

Week 13 Starting Nov 20**M/T Cultural Communication/In-class impromptu-Articles 280 & 284****Self-Evals due****Happy Thanksgiving!!**

Week 14 Starting Nov 27**M/T Interpersonal Communication****Quizzes close Tues @ 11:59****W/R Interpersonal Communication/Post Test**

Week 15 Starting Dec 4**M/T Individual meeting times-Career Research Interview Quizzes close Tues @ 11:59 Career Research Interview due****W/R Individual meeting times-Career Research Interview****Test 3 opens Dec 6**

Week 16 Starting Dec 11**FINALS WEEK****Individual meeting times during finals time Test 3 closes Dec 13 at 11:59**

Important Notes

1. **Quizzes and tests are taken on Blackboard. If you wait until the last hour to take the quiz, do not expect me to be able to fix it for you or allow you to take the quiz after the deadline. All deadlines are final.**
2. All written assignments must be turned in by **the beginning of class** on the day the assignment is due in order to be accepted as on time.
3. If you do not hand in an assignment at the beginning of class, 10 percentage points will be deducted for each day (including weekends) it is late. So, it is best to email me the assignment as soon as it is complete.
4. Students, check your SPC email often, or forward it to the email address you check regularly.
5. Students have ONE WEEK after a grade or absence is posted to discuss the grade with me. After such date, the grade will not be changed.
6. Students must come to class daily with your workbook to take notes on and a pen or pencil. If you are not prepared you will marked absent.
7. Laptops may not be used to take notes in class due to social network abusers.
8. You must silence or turn of cell phones for class. No texting during class.
9. No tobacco products are allowed in this classroom.
10. Students may only make up presentations for full points in the event of sickness or the death of a family member and in both cases must provide proof. In the case of sickness, a doctor's note is required to make up a speech. In the event of a funeral, the funeral program or obituary is required. **If you miss doing your presentation for any other reason, 25 points will be deducted.**
11. **November 17** is the last day for a student to drop a course.
12. **Your instructor MAY administratively drop you with a "X" after your fifth (5th) absence. If not eligible for the "X," then you may be given an "F" for the course. No grade reversals will be given once dropped. If you miss more than 5 days after the last day to drop a class, your grade will be reduced a letter grade for each additional absence after the 5th absence.**
13. **If you have something happen during the semester which makes you miss class for more than one day, please let me know a little about your situation as soon as possible. Don't wait! Sending an email to let me know what is going on is much better than just waiting and showing up after being gone from class for a week.**

Warning: Missing a major assignment – cover letter and resume, speech, exam, etc – will result in lowering your course grade one letter grade. If you miss two major assignments, you will be dropped from this course!