

## **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, Lubbock Center, and Plainview

Rebecca Greene, [rgreene@southplainscollege.edu](mailto:rgreene@southplainscollege.edu)

Phone: 806.716.2445

Levelland Office: CM 140

Lubbock Center Office: 125A

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

Office Hours Lubbock Center: TR 11:00-12:30

#### **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**- South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law, and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the following.

- Natatorium

For a complete list of campus carry exclusions zones by event, please visit <http://www.southplainscollege.edu/campuscarry.php>

**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 Schedule Spring 2018

Rebecca Greene

rgreene@southplainscollege.edu

Phone: 806.716.2445

Levelland Office: CM 140

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

Lubbock ATC Office: 125A

Office Hours Lubbock ATC: TR 11:00-12:30

## Weekly Schedule

### Week 1 starting Jan 16

### ASSIGNMENT DUE/ TO DO

<sup>M</sup>/<sub>T</sub> Course Introduction/Pre-Test

<sup>W</sup>/<sub>R</sub> Communication Process

### Week 2 starting Jan 22

<sup>M</sup>/<sub>T</sub> Communication Process and Communication Analysis

<sup>W</sup>/<sub>R</sub> Confidently Communicating and Using Nonverbal Messages

Turn in student info

Comm. analysis assignment due

### Week 3 starting Jan 29

<sup>M</sup>/<sub>T</sub> Job description and resume/abt impromptus-Article 40 **Quiz(zes) close Tues @ 11:59**

<sup>W</sup>/<sub>R</sub> Cover letters/Group Impromptu-eye contact-Articles 244& 248

Read GI Articles

Bring resume drafts to work on

### Week 4 starting Feb 5

<sup>M</sup>/<sub>T</sub> Preparing for Career Interviews-Article p 168/Informative topic

<sup>W</sup>/<sub>R</sub> Prep for Career Interviews/How to Handle Illegal Questions/Interviewing practice/ JD, resume and cover letter due

**Quiz(zes) close Tues @ 11:59**

### Week 5 starting Feb 12

<sup>M</sup>/<sub>T</sub> Informative presentations/Audience analysis/main points **Quizzes close Tues @ 11:59**

**TEST 1 opens Wed, Feb 14 covering quizzes through week 4**

<sup>W</sup>/<sub>R</sub> Organizing your presentation/Analyzing source credibility/**Print and bring 2 articles about topic/citations**

### Week 6 starting Feb 19

<sup>M</sup>/<sub>T</sub> Presentation Aids/work on outline/Delivery/CL? **Quizzes close Tues @ 11:59**

**Work on outline/Read GI Articles**

**TEST 1 closes Tuesday, Feb 20 at 11:59pm**

<sup>W</sup>/<sub>R</sub> Using clear verbal language/**Bring outline rough draft/ Group impromptu- gestures-Articles 250 & 254**

### Week 7 starting Feb 26

<sup>M</sup>/<sub>T</sub> **Informative Presentations**

**Quizzes close Tues @11:59**

**Turn in outline when you present**

<sup>W</sup>/<sub>R</sub> **Informative Presentations**

**Turn in outline when you present**

### Week 8 starting March 5

<sup>M</sup>/<sub>T</sub> Interviewing/Career Research Interview

Take survey on pg 118 for next class

<sup>W</sup>/<sub>R</sub> Listening & Listening Activity/Persuasive assignment

Presentation self-evaluation due

**March 10-18**

**SPRING BREAK! Have fun and be safe!**

### Week 9 starting March 19

<sup>M</sup>/<sub>T</sub> Persuasion

**Quizzes close Tues @11:59**

Read handout about MMS/Read 198-9

<sup>W</sup>/<sub>R</sub> Monroe's Motivated Sequence/Using Logic to build your argument

### Week 10 starting March 26

<sup>M</sup>/<sub>T</sub> Work on presentation outline/CL?

**Quizzes close Tues @ 11:59**

**Work on outline/Read GI Articles**

<sup>W</sup>/<sub>R</sub> Conviction& CLTs/**Bring outline rough draft/Group impromptu-movement-Articles 258 & 262**

**Week 11 starting April 3****ASSIGNMENT/DUE DATES**

<sup>7</sup>/<sub>T</sub> Working in groups/teamwork **Quizzes close Tues @ 11:59** **Teamwork assess. For next class /Read GI Articles**  
**Test 2 opens 4/4, Quizzes weeks 5-10**

<sup>W</sup>/<sub>R</sub> Working in groups/**Group impromptu-Articles 280 & 284/Bring persuasive rough drafts**

**Week 12 starting April 9**

<sup>M</sup>/<sub>T</sub> **Persuasive Presentations**

**Turn in outline when you present**

**Test 2 closes 4/10, Tues @ 11:59**

<sup>W</sup>/<sub>R</sub> **Persuasive Presentations**

**Turn in outline when you present**

**Week 13 starting April 16**

<sup>M</sup>/<sub>T</sub> **Conflict, Work Bullying, and Sexual Harassment** **Quizzes close Tues @ 11:59**

Article 232-233

<sup>W</sup>/<sub>R</sub> **Teamwork/Persuasive Self-Evaluation due**

**Read GI Articles**

**Week 14 starting April 23**

<sup>M</sup>/<sub>T</sub> **Cultural Communication/Group impromptu –Articles 272 & 276**

**Quizzes close Tues @ 11:59**

<sup>W</sup>/<sub>R</sub> **Interpersonal communication**

**Week 15 starting April 30**

<sup>M</sup>/<sub>T</sub> **Individual meeting times**

**Quizzes close Tues @ 11:59**

**Career Research Interview paperwork due**

<sup>W</sup>/<sub>R</sub> **Individual meeting times**

**Test 3 opens May 2 quizzes weeks 11-14**

**Week 16 FINALS WEEK May 7-10**

**Individual meeting times**

**Test 3 closes May 9 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 writing instrument. If you are not prepared you will be asked to leave class resulting in an absence.
  7. Laptops may not be used to take notes in class due to social network abusers.
  8. You must silence or turn off cell phones for class. No texting during class. After I warn you once, I will start counting you absent if you are on your phone. If you need to, leave it with me 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. **April 26** is the last day for a student to drop a course.
  12. **Your instructor MAY administratively drop you with a "X" after your fifth (5<sup>th</sup>) 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 5<sup>th</sup> 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.**
- Words of 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.**