

SPCH1315-BUSINESS & PROFESSIONAL COMMUNICATION FALL 2019

Faculty Information

Instructor: Hilary Nixon

Email: hnixon@southplainscollege.edu

Office Hours:

Monday Plainview Campus: 1:30-2:30pm & 4-5:30pm

Tuesday Levelland Campus: 2:15-2:45pm

Wednesday: 1:00-3:00pm

Thursday Levelland Campus: 2:15-2:45pm

Friday Levelland Campus: 9am-12pm

Communication Plan:

- You can expect an email reply within 24 hours on weekdays, and within 48 hours on weekends.
- Please use the SPC email found at the top of the syllabus for sending e-mail messages to me.
- I will be posting course related announcements in Blackboard every few days.

Textbook: From Entry Level to Executive: All Communication Counts, **with** Acclaim access code by:

Janine Fox & Kelley Finley ISBN 978-1-64485-075-6

Supplies:

1. Text/ Access code for Acclaim
2. Notebook(s) and pen/pencil/highlighter
3. White 3x5 notecards
4. Access to a computer for online activities

PLEASE BE SURE TO BRING PAPER, PEN/PENCIL, TEXBOOK, & SYLLABUS TO EVERY CLASS.

Course Description: Research, composition, organization, and delivery of speeches for various purposes and occasions with emphasis on listener analysis and informative and persuasive techniques. (Performance based.)

Academic Honesty: It is my expectation and the institution's that appropriate citation and documentation is 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.

Course Purpose: The Public Speaking course explores and applies the basic principles of effective communication and offers the student practical instruction on how to speak and listen effectively in public across different cultures and audiences.

Course Requirements:

1. You will be tested on class lecture/discussion materials on scheduled exams.
2. To take thorough notes, study all lecture material, informational handouts, and assigned readings, and work/prepare in a language understood by instructor and class (English).
3. To actively participate in class discussions and group activities.
4. To show maturity and professionalism in preparation of assignments and in classroom behavior. (*Disruptive/inappropriate behavior may result in being dropped from class.*)
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. Cases of plagiarism will be treated as will any case of academic dishonesty, with at least a failing grade for the assignment or examination.
8. To initiate withdrawal from the course if absences become excessive. Your professor may drop you from the course if you miss more than two weeks' worth of class. (Drops as follows: Fall & Spring after 5th absence, Summer 3rd absence)
9. Students cannot pass the course and may be dropped if missing multiple major grades.

Disabilities 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.

Non-Discrimination Statement: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

Campus Concealed Carry Statement: 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 and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.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, I 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. Great value is placed on freedom of expression, however certain topics are considered overdone or cliché. These topics will NOT be approved for presentations, so it is important to discuss topic selection for each speech. Some topics may be controversial, so open and honest dialogue will be allowed. Keep in mind that each person has a valuable opinion and our goal is to present sound, reasonable examples and NOT to harass or berate. If we follow these simple rules, no person should be offended, even if they disagree. If you feel there has been some offense made, it is your responsibility to bring it to my attention, in private, as soon as possible.

Contacting your Instructor: It is important you develop a network of your peers that will allow you to get specific information more quickly. That being said, I am available for you to contact me if you have questions or concerns about your progress in this class etc. You may do that by phone if necessary, but email is preferred. You will find my information on this syllabus or the directory at: <http://www2.southplainscollege.edu/information-for/employees/employee-directory>

Assessment and Grading: This department supports university policies of academic excellence as noted in the student handbook. Interpretation of grades should be considered within the university framework: A=excellent, B=good; C=average; D=inferior; and F=failure. Grades will be calculated based on the amount of points students earn & will be interpreted as: A=895-1000, B=795-894, C=695-794, D=595-694, F=594 and below.

Major Speech Assignments (40%):		Points Earned:
Introductory Presentation	100	_____
Informative Presentation	100	_____
Persuasive Presentation	100	_____
Special Occasion Speech	100	_____
Exams, Daily Grades, & Group (60%):		
Exam 1	100	_____
Exam 2	100	_____
Impromptu/ Final Exam	100	_____
Quizzes	100	_____
Group Speech/Presentation	100	_____
Activities	100	_____

Points Possible: 1000

Your Total: _____

Graded Assignment Brief Descriptions:

1. **Exams (2 @100 points each) and Final/Impromptu (100 points):** Three examinations will be given in order to assess the students' grasp of the material covered in class. Two of the exams will be given during the course of the semester; the final (impromptu presentation, 100 points) will be given at the end of the semester during Finals Week. FINAL EXAMS MAY NOT BE TAKEN EARLY OR LATE. You *may* earn an exemption from the final exam if prior to the final you have 800 points or more with no more than 3 absences, OR if you have perfect attendance. Exams will cover both material discussed in class and material from the textbook.
2. **Presentations (400 points):** Several of the most common types of presentations will be required of students. Students will be graded on their mastery of basic speaking principles and criteria given in class. Students will also be graded on their preparation for their presentations. Speech grades will be lowered for tardies/unexcused absences.
3. **Activities/Participation, Quizzes, & Attendance (300 points total):** This is a highly interactive class that will involve a number of supporting activities. Students are expected to not only attend class, but to participate. You are required to bring your pens/pencils, paper, textbook, and syllabus to EVERY CLASS. You may earn points for participation, attendance, and presenting your syllabus on at least 10 different dates (10 possible points each) as chosen by the instructor. You will be required to schedule an individual meeting with me in my office BEFORE the 4th week of class ends (30 points). You will also complete 3 different peer evaluations and 3 self-evaluations of speeches (10 possible points each). Finally, your group members will also evaluate your participation during the group presentation (50 possible points). These assignments, among others, may be in class or online using your Acclaim access. Your syllabus is where you will record all grades for easy access to your progress in the course.

It is important that you keep ALL assignments during the semester. Once handed back, if you need clarification or have questions, it is your responsibility to provide those documents. In addition, I do not accept emailed assignments unless instructed to do so when assigned.

Attendance and Tardy Policy:

Please make sure you have read and understand your Student Handbook for SPC policies. For this course, all students enrolled 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. Three (3) tardies in a MWF class and two (2) in a MW, TR or once a week class will constitute an absence. If a student leaves class prior to dismissal of the class, he/she may be counted absent.

Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met, the student should initiate withdrawal from the course. A student who does not meet the attendance/course requirements of class as stated in this syllabus and does not officially withdraw from this 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. Students are responsible for all class work covered during absences.

Our department abides by this policy and enforces these guidelines established for SPCH 1315:

1. Missing more than two weeks of class is considered excessive.
Example: MW/TR – 4 days allotted
MWF – 6 days allotted
One day/week – 2 days allotted
2. Absences one day over your allotment may lower your final course total by 10 points.
3. Each subsequent absence may lower your final course total by 5 points.
4. If minimum objectives cannot be met, the student should withdraw from the course.

****You may be exempt from the final exam if you have perfect attendance or have 800 points at the end of the semester. (When all assignments are completed). ****

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 the instructor beforehand and should have a signed permit from his/her coach or sponsor. In such cases, it is the student's responsibility to complete work missed within a reasonable amount of time as determined by the instructor. Each student must make an appointment with the instructor to make arrangements for make-up work. **Late work may not receive full credit.** 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).**

Texas Higher Education Coordinating Board Core Objectives addressed:

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

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

- Communication Process
- Verbal/Vocal Codes
- Nonverbal Codes
- Listening/Evaluation

- Informative and Persuasive Speaking
- Special Occasion Speaking
- Small Group Presentations

Classroom Network Contact Information

Contact 1: _____ Contact 2: _____

Contact 3: _____ Contact 4: _____
