

Course Face-to-Face Syllabus
SPCH 1321 Business and Professional Speech

Professor Information

Professor:Rebecca Greene

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Phone: 806.716.2445

Levelland Office: CM 140

Office Hours Levelland: MW 10:45-11:45, 2:15-3:30
Friday 9:30-12:30

Lubbock Center Office: 125K

Office Hours Lubbock Center: TR 12:45-3:00

Textbook: From Entry Level to Executive: All Communication Counts by Janine Fox and Kelley Finley, Fountainhead Press, 2nd edition Print Edition ISBN: 978-64485-070-1 eBook ISBN: 978-1-64485-076-3

Supplies

1. Textbook (see above)
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.

Classroom Behavior Expectations

Because this class needs to be a participatory community if students are to fulfill their potential for learning, people who disrupt the class by their words or actions disrupt that community. Rude, sarcastic, obscene, or disrespectful speech (written or verbal) and/or disruptive behavior have a negative impact on everyone's learning. This also includes disruptive electronics usage in class. When a person disrupts the class in these ways, the course instructor will remove the disruptive person from the class and/or will be given one warning after the disruptive behavior. If the student continues to disrupt our class, s/he will be dropped from the course.

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.

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.

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 Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

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 excluded zones.

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

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, email, or Remind.

Rebecca Greene
rgreene@southplainscollege.edu
806.716.2445

Evaluation

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

Presentations	30%
Exams	30%
Job description, Cover Letter, Resume & Career Research Interview	20%
Quizzes & Activities in and out of class	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. Two tardies (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. After five (5) absences, I will drop you from the class (if it is before the drop date).
4. Being absent one day over your allotment (4) will lower your final course grade by 10 points.
5. Each subsequent absence will lower your final course total by 5 points.
6. 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 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).**

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 quizzes and tests under the Quizzes section in Blackboard. You MUST take the quizzes and tests by the deadlines.

Course and Technical Help

Do not hesitate to call or e-mail me if you have course-related questions. I am here to guide you through the course. Generally, I will try to respond to calls and e-mails within 24 hours during the week.

Be aware that the Instructional Technology office and Blackboard both recommend using a browser other than Internet Explorer when using Blackboard.

Please realize that this is not a computer class, so our content is business and professional communication, not Windows or Word processing. I can answer any questions about the course content or assignments, but I will be no help with technical problems.

Blackboard Support

For Blackboard support you may refer to the following resources:

1. When you log into Blackboard (BB), at the very top of the page, you will see a question mark icon with the word help next to it. Click on that icon.
2. You may also contact
Secretary to the Director of Instructional Technology
Ext. 2180
Direct: 806-716-2180
blackboard@southplainscollege.edu

SPCH 1321 Business and Professional Communication

Weekly Schedule Fall 2019

Rebecca Greene

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Phone: 806.716.2445

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Office Hours Levelland: **MW** 10:45-11:45, 2:15-3:30

Office Hours Lubbock Center: **TR** 12:45-3:00

Friday 9:30-12:30

Week & Date	Reading	Monday/Tuesday	Wednesday/Thursday	Assignments Due
Week 1 8/26	Chapter 1	-Course introduction -Syllabus -Pre test	-Communication Process -Communication Analysis Assignment	W/Th Student Info Sheet
Week 2 9/3	Chapter 6	-finish Communication Process	-Confidently Communicating	Tues. Quiz due at 11:59pm W/Th Comm. Assignment
Week 3 9/9	Chapter 2 GI #1 Articles	-Listening -Impromptu instructions	-Group Impromptu #1 -Job description/resume	Tues-Quiz due at 11:59pm
Week 4 9/16	Chapter 9	-Cover letter -LinkedIn -Preparing for Career Interviews -Handling Illegal Questions	-Interviewing practice -Career Research Interview Assignment	Tues-Quizzes at 11:59pm W/Th-Job Description, Resume & Cover Letter
Week 5 9/23	Chapter 3 Chapter 7	-Audience analysis -Informative Presentations	-Presentation organization -Verbal source citations, how to	Tues-Quizzes @11:59pm Test 1 9/25-10/1
Week 6 9/30	GI#2 Articles Chapter 8	-Presentation aids -Group Impromptu #2 -Rough draft of main points	-Delivery -Rough draft of presentation	Tues-Quizzes @11:59pm M/T-main points W/Th-rough draft outline
Week 7 10/7		Informative Presentations-Give me typed outline before you present	Informative Presentations -Give me typed outline before you present	Tues-Quizzes @11:59pm
Week 8 10/14	Chapter 4/5 GI #3 Articles	-Persuasive Assignment -Source bias/Comp Lab	-Persuasion patterns -Group Impromptu #3	Mon-Self-evaluation due
Week 9 10/21		-Persuasion	-Ethical use of logic/emo -Inclusive language -Bring main points rough draft	Tues-Quizzes @11:59pm W/Th-Main points rough draft
Week 10 10/28	GI#4 Articles	-Group Impromptu #4 -Charismatic Leadership Tactics	-Persuasive Round Robin -Bring full rough draft	Tues-Quizzes @11:59pm W/Th-full outline rough draft
Week 11 11/04		- Persuasive Presentations Give me typed outline before you present	Persuasive Presentations Give me typed outline before you present	Tues-Quizzes @11:59pm Test 2 11/6-11/12
Week 12 11/11	Chapter 10 Pgs 109-111	-Working in groups -Four horsemen	-Conflict -Review of assessment questions	
Week 13 11/18	GI#5Articles Pgs 106-108	-Group Impromptu #5 -Handling harassment at work	- Interpersonal Communication	Tues-Quizzes @11:59pm T/Th Bystander Intervention
Week 14 11/25	Pgs 103-106	Cultural Communication	Happy Thanksgiving!!	
Week 15 12/2		Turn in Career Research Intvw paperwork -Individual meetings	Individual meetings for Career Research Interview	Tues-Quizzes @11:59pm Test 3 12/4-12/11
Week 16 12/9		Finals week -only come to our final if you have a meeting with me	Test 3 closes 12/4	

Important Notes

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1. **Quizzes and tests are taken on Blackboard. Deadlines for quizzes and test are ALMOST ALWAYS Tuesday at 11:59pm.**
2. **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.**
3. 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.
4. 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.
5. Students, check your SPC email often, or forward it to the email address you check regularly.
6. 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.
7. 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.
8. Laptops may not be used to take notes in class due to social network abusers.
9. You must silence or turn of cell phones for class. No texting during class.
10. No tobacco products are allowed in this classroom.
11. 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.**
12. **November 14** is the last day for a student to drop a course.
13. **Your instructor will 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.**
14. **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!