

Course Syllabus

SPCH 1321 (3:3:0)

Business and Professional Communication

Communication Studies Department

Division of Arts and Sciences

Levelland

South Plains College

FALL 2021

Janine Fox

Course Syllabus
SPCH 1321 Business and Professional Communication

Instructor Information: *Janine Fox*

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Office hours: *Tuesday 8:00am - 9:30am*
Wednesday 11:00am - 12:00pm
Thursday 9:00am - 12:30pm
Friday 10:00am - 12:00pm
OR by appointment

This syllabus is a tool, not a legal contract. College and department policies are firm, but the professor reserves the right to modify, supplement, or make changes as need arises.

Department: Communication Department

Discipline: Communication Studies

Credit: 3 hours lecture

This course satisfies a core curriculum requirement in Speech

Prerequisites: There are no prerequisites for this course.

Available Formats: conventional, hybrid, online and ITV

Campus: Levelland, Reese, ATC and Plainview

Inclusive Access Textbook:

From Entry Level to Executive: All Communication Counts, Janine Fox & Kelley Finley *with Top Hat* access *See TexBook information at the end of your syllabus.*

Supplies:

1. Text/ Access to Top Hat
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: Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

This course partially satisfies Core Curriculum Requirement: Institutional Foundational Component Area (090)

Course Purpose: The Business and Professional Communication 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.

Texas Higher Education Coordinating Board Core Objectives addressed:

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

Learning Outcomes: Upon successful completion of this course, students will:

- Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
- Demonstrate essential public speaking skills in professional presentations.
- Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals.)
- Apply essential dyadic and small group processes as they relate to the workplace.
- Utilize various technologies as they relate to competent communication.
- Demonstrate effective cross-cultural communication.

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.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

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 Health and Wellness at 806-716-2529.

Diversity Statement: In this class, I will establish and support an environment that values and nurtures individual and group difference 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.

Covid-19 Policy Statement:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. You should also contact your instructor.

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 you earn and will be interpreted as: A=900-1000, B=800-899, C=700-799, D=600-699, F=599 and below.

| Speech Assignments: | | Points Earned: |
|--------------------------|-----|----------------|
| Impromptu Presentation | 100 | _____ |
| Informative Presentation | 100 | _____ |
| Persuasive Presentation | 100 | _____ |

| Other Assignments: | | | | | |
|---------------------------------|-------------------------|-------|---|--|-------|
| Cover Letter/Resume | | 100 | | | _____ |
| Mock Interview | | 100 | | | _____ |
| Group Project | | 100 | | | _____ |
| Chapter Quizzes | | 150 | | | _____ |
| Final Exam | | 100 | | | _____ |
| Self Eval | (Informative Speech) 25 | _____ | = | | _____ |
| Peer Eval | (Informative Speech) 25 | _____ | = | | _____ |
| Worksheets (5 @ 20 points each) | 100 | _____ | = | | _____ |

| | | | |
|-------------------------|-------------|--------------------|-------|
| Points Possible: | 1000 | Your Total: | _____ |
|-------------------------|-------------|--------------------|-------|

Graded Assignment Brief Descriptions:

- Chapter Quizzes (10 @15 points each= 150 points) and Final Exam (100 points):**
 Chapter quizzes will be assigned for each reading in order to assess the students' grasp of the material covered in the textbook. The final exam (100 points) will be given at the end of the semester during Finals Week. FINAL EXAMS MAY ONLY BE TAKEN DURING OPEN TIMES ON FINALS WEEK. 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 lectures, material discussed in class and online, and material from the textbook.

2. **Presentations (300 points):** Several of the most common types of business 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. **Cover Letter/Resume (100 points) and Mock Interview Activity (100 points):** Students will be required to submit a copy of their current cover letter and resume and will be expected to execute a mock interview to show a mastery of the interviewing skills and techniques discussed in class.
4. **Worksheets, Group Project, and Evaluations (250 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. I also have a strict NO technology policy. You will be asked to complete worksheet assignments from your textbook (5 @ 20 points each). You will also be required to complete and upload a Group Project (100 points). Finally, you will be asked to complete a peer evaluation (25 points) and a self-evaluation (25 points) of the Informative speech. These assignments, among others, may be in class or online using Top Hat. You can record all grades in your syllabus for easy access to your progress in the course.

I DO NOT USE BLACKBOARD for this class. It is important that you keep ALL assignments during the semester. Once graded, 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, complete online requirements by the posted deadline, be on time for speeches and class meetings, 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. If a student leaves class prior to dismissal of the class, he/she may be counted tardy or absent. Two tardies equals an absence.

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. After 4 unexcused absences or excessive missing work, you may be dropped from the course.

Make-Up Policy: Generally, late and/or make-up work is NOT accepted. All work has a deadline and deadlines must be met even if the student is absent. When an unavoidable reason for class absence arises, such as illness, family death, emergency, an official trip authorized by the college or an official activity, I **may** permit the student to make up work missed **ONLY IF DOCUMENTATION IS PROVIDED**. This is especially important for presentation and exam days. The student should communicate with the instructor to learn what documentation is acceptable. Each student absence will be dealt with on an individual basis. If a student must be absent, she/he should advise the instructor beforehand if possible and if the student is representing the college, they should have a signed permit from his/her coach or sponsor. In all 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 to make arrangements for make-up work. **Also, late work may not receive full credit.**

TexBook Program: This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.

- What is TexBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- How do I access my TexBook? Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by RedShelf or other links inside your Blackboard course. RedShelf (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.
- Help with TexBook issues and support: check with your professor and/or contact <https://solve.redshelf.com/hc/en-us/requests/new>
- Opting out of TexBook: Participating in TexBook is not mandatory, and you can choose to opt-out. However; by opting-out you will lose access to the course [textbook/digital content] and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day. *Please consult with your professor before deciding to opt-out.*

If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to tfewell4texasbookcompany@gmail.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance, contact the SPC Bookstore: tfewell@texasbook.com /806-716-2399 or agamble@texasbook.com /806-716-4610

FALL 2021 SPCH 1321
Course Schedule

*Please note:
This schedule is tentative.

Changes may be made as the semester progresses. *

| Week | Required Weekly Readings & Quizzes/Lectures to Watch BEFORE CLASS MEETING | Monday (Online Work) | Wednesday (In-class Meeting) |
|-------------------|--|--|--|
| 1 | <i>Reading Quizzes/Speech Assignments/Projects due Wednesdays by 9AM</i> <i>Worksheets/Evaluations due Mondays by 11:59PM</i> | 30-Aug Get signed into course ASAP! | 1-Sep Introduction to course/Syllabus/Top Hat Assign Goal Setting Worksheet |
| 2 | CH 9 | 6-Sep Labor Day Holiday Goal Setting Worksheet (Due Mon. by 11:59 PM) | 8-Sep Chapter Quiz due today by 9 AM Discuss Chapter/Lecture info Assign CL/Resume |
| 3 | | 13-Sep | 15-Sep CL/Resume DUE Interviewing Discussion Assign Mock Interview Activity |
| 4 | | 20-Sep | 22-Sep Mock Interview Activity |
| 5 | CH 10 | 27-Sep Conflict Mgmt. Worksheet (Due Mon. by 11:59 PM) | 29-Sep Chapter Quiz due today by 9 AM Discuss Chapter/Lecture info Assign Group Project |
| 6 | CH 1 CH 2 | 4-Oct PRCA Worksheet (Due Mon. by 11:59 PM) | 6-Oct Chapter Quizzes due today by 9 AM Group Project Due Discuss Chapter/Lecture info |
| 7 | CH 3 CH 4 | 11-Oct Group Evaluation Worksheet (Due Mon. by 11:59 PM) | 13-Oct Chapter Quizzes due today by 9 AM Imromptu Presentations Discuss Chapter/Lecture info |
| 8 | CH 5 CH 6 | 18-Oct | 20-Oct Chapter Quizzes due today by 9 AM Discuss Chapter/Lecture info Assign Informative Presentation |
| 9 | CH 7 CH 8 | 25-Oct Outline Worksheet (Due Mon. by 11:59 PM) | 27-Oct Chapter Quizzes due today by 9 AM Discuss Chapter/Lecture info Assign Persuasive Presentation |
| 10 | | 1-Nov | 3-Nov Informative Presentations |
| 11 | | 8-Nov | 10-Nov Informative Presentations |
| 12 | | 15-Nov ALL Self and Peer Evaluations (Due Mon. by 11:59 PM) | 17-Nov Persuasive Workshop |
| 13 | | 22-Nov Persuasive Presentations | 24-Nov THANKSGIVING HOLIDAY No class. |
| 14 | | 29-Nov (This is an unusual class day. Students will need to volunteer & prepare to meet at this time in advance.) | 1-Dec Persuasive Presentations |
| 15 | | 6-Dec | 8-Dec Course Wrap-up! Final Exam Opens at 9 AM |
| 16 FINALS WEEK | Final Exam | 13-Dec Final Exam DUE Monday by 11:59 PM | 15-Dec |