

Face to Face SPCH 1321: Business and Professional Speech Spring 2024

Email: rgreene@southplainscollege.edu Phone # 806.716.2445

Face to Face Office Hours:	Levelland CM 140 M/W 1:30-3:00pm F 1:30-3:00 or by appointment	Lubbock Center Basement 007 T/Th 12:15-3:00pm
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South Plains College Common Course Syllabus: SPCH1321 Spring 2024

Department: Communications

Discipline: Speech Communication

Course Number: SPCH1321

Course Title: Business & Professional Communication

Available Formats: Conventional, Internet, Hybrid

Campuses: Levelland, Reese, Plainview, Lubbock Center

Course Description and Purpose

Welcome to SPCH 1321-Business & Professional Communication! It is my sincere hope that you will learn to enjoy the process of public speaking while gaining confidence, improving your skills, and making new friends.

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 several types of speaking situations and the application of interpersonal skills that occur in a business, organizational, or professional setting.

Prerequisite: None **Credit:** 3 **Lecture:** 3 **Lab:** 0 **This course partially satisfies a Core Curriculum Requirement:** Institutional Foundational Component Area (090)

Core Curriculum Objectives addressed

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—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 the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Professor Information

Professor: Rebecca Greene

Email: rgreene@southplainscollege.edu **Phone:** 806.716.2445

Face to Face Office Hours	Levelland CM 138 M/W 1:30-3:00pm F 11am-Noon	Lubbock Downtown Center B007 T/Th 12:30-3:00pm
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Required Course Textbook

From Entry Level to Executive: All Communication Counts by Janine Fox and Kelley Finley through inclusive access included as part of your tuition. See SPC Textbook statement at the end of the syllabus.

Supplies & Requirements

1. Textbook (see above)
2. One audio recording device (most students use a phone or laptop-ask me if you don't have something to record with BEFORE buying something)
3. Notebook(s) and pen/pencil/highlighter
4. Choice of sensory aid materials for oral presentations

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5. Access to a computer and Blackboard for online activities, quizzes, and tests
6. Check Blackboard Announcements and Weekly Assignments at least 3 times per week.

Communication Plan

- Expect an email reply within approximately 24 hours on weekdays, and within 48 hours (about 2 days) on weekends or holidays. If you don't hear back from me, please contact me again. If you need an immediate answer, use Remind.
- Please use the SPC email found at the top of the syllabus for sending e-mail messages to me. I do not use the course messages tool in Blackboard.
- I will be posting course related announcements in Blackboard.
- Please feel free to ask me questions AFTER you have read the relevant course information and/or watched the video if there is one. I cannot personally give instructions to each student, but I am **happy** to answer questions you have AFTER you have prepared by reading and/or watching. If it is obvious you have not read/watched, I will refer you to the correct place to get the answer.

Student Learning Outcomes

Upon successful completion of this course, students will:

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

Course Requirements for Students

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.

Course Evaluation

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

Major Presentations and Group Projects	30%
Exams, Projects, Daily Work, Class Participation	70%

Attendance Policy

Students are expected to attend all classes in order to be successful in a course. A 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,

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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.

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. Unexcused absences one day over your allotment (4) will lower your final course grade 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.

Student Self Care & Mental Health

According to everydayhealth.com in an article called What is Self-Care and Why Is it Important for your Health? by Moira Lawler, “Self-care is anything you do to take care of yourself so you can stay physically, mentally, and emotionally well. Its benefits are better physical, mental, and emotional health and well-being. Research suggests self-care promotes positive health outcomes, such as fostering resilience, living longer, and becoming better equipped to manage stress.

Common examples of self-care include: maintaining a regular sleeping routine, eating healthy, spending time in nature, doing a hobby you enjoy, and expressing gratitude. Self-care can look different for everyone, but to count as self-care, the behavior should promote health and happiness for you.” Ha! I am just remembering how hard it was to do most of these things in college, and that was before I was a parent and caretaker.

I care about your mental and physical health. I realize that the vast majority of students have many responsibilities and we each have different loads that we carry. I want you all to succeed. We all have problems. If there is anything I can do to help you, please let me know! Really.

SPC does have mental health information and services. This is a link to where you can find the resources online.

<https://www.southplainscollege.edu/health/studenthealth.php> This information comes from the website:

Licensed professional counseling is available free of charge to students. Counseling services in-person are available on the Levelland Campus and Lubbock Downtown Center. Virtual appointments are available for all campuses.

Office Hours: Monday – Friday 8:00am-4:00pm

For more information, please call 806-716-2529 or email rcanon@southplainscollege.edu

Withdrawal Policy

The last day to withdraw/drop with a grade of “W” is November 30. It is the student’s responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated frequently, and students can seek guidance from Professor Greene throughout the term to help decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit

<https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>

Late Work Policy

Quizzes, learning activities, discussions, vlogs/comments, speeches, and peer and self-evaluations are due by 11:59pm Central Standard Time on the due date listed on the Course Schedule.

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You must be an attentive audience member for presentations given during your scheduled group time, and you must present speeches in class to pass this course. Points will be deducted from your presentation if you are late, not ready when it is your turn to speak, and/or not an attentive and respectful audience member. The speech assignments are explained in the Course Resources/Major Assignments section of Blackboard. Additional information can be found within the Weekly folders for the corresponding chapters and information.

2. **Peer and Self-Evaluations** You will complete peer evaluations and self-evaluations. These evaluations will give you the opportunity to reflect on your own speeches and the speeches of your group members.
3. **Weekly Quizzes** You will take weekly quizzes based on chapter and supplemental readings, lecture videos, and any other supplemental material presented in each week.
4. **Learning Participation & Activities** You will complete learning activities designed to help you apply course material and prepare for your upcoming speeches.
6. **Career Research Interview** You will find a professional in a job you would like to have 5-10 years after finishing your education. You will interview the professional about that career. You may either audio record the interview or do a short, videoed presentation about what you learned in your interview.
7. **Group Project** You will be assigned a group and together you will use multimedia and create an infographic project OR a short video file project.
8. **Exams** There will be 3 major exams during the course.

Professor Expectations of the Student

- You are expected to log into the Blackboard course **at LEAST 3 times/week** to be aware of announcements/reminders and to pace your progress in the course.
- Higher education institutions recommend that students plan to spend 2-3 hours of outside study for every 1 hour of in-class time. For a 3 credit-hour semester class, that means a total time investment of 9-12 hours per week. This is a time investment! Make sure you have the time.
- Online and in-class course activities promote learning and the creation of a learning community, so they are encouraged and expected.
- Students are expected to maintain an environment conducive to learning, which includes “netiquette” (Internet etiquette). Ensure that your e-mail messages, discussion board postings, and other electronic communications are thoughtful. Be concise and clear. Diverse opinions are welcome in this course, and you are expected to demonstrate an open mind and courtesy when responding to the thoughts and ideas of others. If you disagree with someone, respond with respect.
- Keep all your assignments until the semester is over. Occasionally, something goes wrong, and you need to re-submit an assignment or a file can't be opened.

Course and Technical Help

Please call or e-mail me if you have course-related questions. I am here to guide you through the course. I will try to respond to calls and e-mails within 24 hours during the week and 48 hours (about 2 days) on the weekend. If you do not hear from me within that time, please contact me again.

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 make 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

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Secretary to the Director of Instructional Technology
Ext. 2180
Direct: 806-716-2180
blackboard@southplainscollege.edu

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, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination 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 Health and Wellness Center. 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 the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

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 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.

Covid-19 Policy Statement

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

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches

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- 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. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

SPC Bookstore Price Match Guarantee Policy

The SPC bookstore has a policy about price matching. Visit the bookstore for more details.

SPC TextBook Syllabus Statement

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

- **What is TextBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TextBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (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 100% of the book for offline access.
- **Help with TextBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TextBook:** Participating in TextBook 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 TextBook fee 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 pwells@texasbook.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 with the process, contact the SPC Bookstore:

Email: pwells@texasbook.com / Phone: 806-716-2097

Email: agamble@texasbook.com / Phone: 806-716-4610

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Week begins Week # Chapter #	Monday/Tuesday	Wednesday/Thursday	Homework *Almost all online assignments are due at 11:59pm*
Jan 16 Week 1 Chapter 1	Intro to Communication & Syllabus	The Communication Process	1/23 Story/growth mindset assignment due on 1/23 Syllabus Quiz due
January 22 Week 2 Chapter 2	Communication Process	Listening Listening TED Talk Chapter 2	See Week 2 Folder 1/30 Comm Process Quiz 1/30 Listening quiz
January 29 Week 3 Chapter 9	Advertising your skills and abilities: Creating a resume to get you the interview	Cover Letters that enhance your chances for an interview Preparing for Career Interviews	See Week 3 Folder 2/6 Quizzes 2/8 JD, Resume & Cover Letter-10%
February 5 Week 4 Chapter 9	Interviewing Handling Illegal Questions LinkedIn	Career Research Interview Professional Communication	See week 4 folder 2/13 Quizzes
TEST 1 –Review the quizzes from Weeks 1-4. Test opens 2/14 and closes on 2/20. Test 1 is worth 7% of your grade.			
February 12 Week 5 Chapter 3	Audience Analysis -find topics -find articles about topic	-Speech organization -Bring 2 articles about topic to class -Main points interesting	See Week 5 folder 2/20 Quizzes due 2/20 TEST 1 due Bring 1 main point to class nxt week
February 19 Week 6 Chapter 4	-Source citations -Organization -Work on one main point in class, vocal delivery	- Speech Organization -Interesting content - Start doing reviews	2/27 Quizzes due See Week 6 Folder One main point
February 26 Week 7	-Appointments for rough draft review	-Delivery-EYE CONTACT -Set up days of presentations, note cards -Select presentation day	3/5 Quiz due Finish rough drafts Practice your presentations
March 4 Week 8	Informative Presentation Turn in your outline online BEFORE class	Informative Presentation Turn in your outline online BEFORE class	Informative Outline due before class on speech day Peer Feedback in class 3/19 Self Feedback due
March 9-March 17 Have a wonderful and safe SPRING BREAK!			
March 18 Week 9 Chapter 3-outline	Persuasion-select a topic Strongest argument	Logos/Ethos/Pathos Interesting main points	3/19 Self Feedback due Find 3 great sources of info Quizzes due 3/26
Test 2-Review the quizzes from Weeks 5, 6, 7, and 9. Test 2 opens 3/27 and closes 4/2. This test is worth 8% of your grade.			
March 25 Week 10 Chapter 8	Charismatic Leadership Tactics/Presentation Aids	Bring rough draft to class Persuasive Activity	See Week 10 folder 4/2 Quizzes due 4/2 Test 2 due

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Week begins Week # Chapter #	Monday/Tuesday	Wednesday/Thursday	Homework <i>*Almost all online assignments are due at 11:59pm*</i>
April 1 Week 11	Persuasive Presentation Turn in your outline online BEFORE class	Persuasive Presentation Turn in your outline online BEFORE class	Persuasive Outline due before speech Peer Feedback in class 4/9 Self-Feedback due
April 8 Week 12 <i>Chapter 11</i>	Interpersonal Communication	How to handle conflict without destroying things Bullying/Sexual harassment	See Week 12 Folder 4/16 Quizzes due
April 15 Week 13 <i>Chapter 11</i>	How to handle bullying and sexual harassment	Cultural & Gendered Communication	See Week 13 Folder 4/23 Quizzes due
April 22 Week 14 <i>Chapter 10</i>	Career Research Interview Work Day	Collaborating in Groups Begin Group project	See Week 14 Folder 4/30 Quizzes due
Career Research Interview Due 4/23 at 11:59 pm-10% of grade			
April 29 Week 15	Group Project workday	Group project workday	5/2 Group Project Due-10%
TEST 3—Review the quizzes from Weeks 10, 12, 13, and 14. Test 3 opens May 1 and closes May 8. This test is worth 10%			
May 6-9 Week 16	No Regular Class Meetings during finals. Take Test 3-see above.		

Important Notes

1. **Cell phones and other technology:** We will occasionally use cell phones in class. At all other times, please turn off or put your phone on “airplane” or “do not disturb” mode and keep it out of sight. Many studies have found cell phone use to be an obstacle to learning in class. Cell phone use is a distraction to all members of the class—especially yourself. They distract me too. In addition, cognitive and behavioral scientists have found that electronic devices can erode the ability to concentrate. The ability to focus is highly correlated with educational and occupational success. In addition, many college students report feeling addicted to their cell phones. I am. Let’s consider this class an oasis from our devices. Read the following article to understand one of the main reasons I use this policy. This article written by Eric Dolan [“Just having your cell phone in your possession can impair your learning, study suggests.”](#) from PsyPost.org is very informative.
2. If you have an emergency and you need to have your phone available, please let me know. If I see you on your phone, I will ask you once (if possible, privately) to please put your phone away. If your phone continues to be a problem, I reserve the right to count you absent that day. Being on your phone for much of class means you are in class in body only. The same applies for keeping earbuds in during class.
3. **Quizzes and tests are taken on Blackboard. Deadlines for quizzes and test are ALMOST ALWAYS Tuesday at 11:59pm.**
4. 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. 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. Check your SPC email often, or forward it to the email address you check regularly.
6. You have TWO weeks after a grade or absence is posted to discuss the grade with me. After such date, the grade will not be changed.
7. Laptops used in class should be used for class purposes only. If you are using it for other purposes, I may ask you to put it away. You may be counted absent if it is obvious you are doing other classwork during class.
8. No tobacco products allowed in this classroom.
9. You may only make up ONE presentation for full points in the event of You must make up the presentation LIVE. No pre-recorded presentations will be accepted. **If you miss doing your presentation for any other reason, 20 points will be deducted.**
10. **April 25** is the last day for a student to drop a course with a W.
11. **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. You MUST present at least one presentation in front of the class to successfully complete the course.