

Syllabus for Business and Professional Speech

Spring 2023 - Tuesday / Thursday 1p - 2:15p

Instructor: Andrew Vierling

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Office:

Communication Building Room 141

Office Hours:

Tue - Fri: 9:30 to 11:30am

Digital Office Hours by appointment

South Plains College
Course Syllabus: SPCH1321
Revised Fall 2022

Department: Communications

Discipline: Speech Communication

Course Number: SPCH1321

Course Title: Business & Professional Communication

Available Formats: Conventional, Internet, Hybrid

Campuses: Levelland, Plainview, Downtown Lubbock Center

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.

Prerequisite: None

Credit: 3 Lecture: 3 Lab: 0

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.

Textbook: From Entry Level to Executive: All Communication Counts, Fox & Finley

TopHat Access IS REQUIRED

Isbn: 978 - 1 - 64485 - 284 - 2

This course is part of the inclusive textbook program at SPC:

Inclusive Access Syllabus Statement

Inclusive Access:

Textbook: The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.

E-book features: Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book 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. Visit <https://solve.redshelf.com/hc/en-us/requests/new> for e-book issues and support.

Upgrading to a physical textbook: Students who prefer a printed textbook rather than an e-book may purchase a loose-leaf edition from the SPC Bookstore or the textbook publisher at a reduced price.

How to opt out of Inclusive Access: As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform (like Mindtap or Connect). If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded after the official census date to students who opt out.

Course Evaluation:

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

Evaluation

Grades in this course are as follows: 90-100% = A; 80 – 89% = B; 70 – 79 % = C; 60 – 69% = D; 59% and below = F

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

Major Presentations (speeches)	30%
Exams / major grades	40%
Daily Work, Class Participation	30%

Supplies:

1. Textbook, with TopHat access
2. Computer, capable of accessing Blackboard and TopHat
3. Speech visual aids
4. Audio Recording Device for IGI

Interactive Notebooks – You may have heard of this style of note-taking and studying. The basic idea is that you will have a notebook which has information from each chapter, along with activities completed in class, end of chapter assignments, and other necessary course materials. This will, by the end of the semester, be something you can keep as a communications reference guide for future use in class or your career.

In order to get credit for your Interactive Notebook test grade, you will be required to have a written notebook to submit at the end of the term for me to review. You are expected to keep it organized, or be able to show me the location of all vocabulary lists and definitions for each chapter found in the book.

Technical Requirements

- Desktop or laptop computer
- High speed internet access
- SPC E-mail
- Word Processing software

Course Requirements:

1. To read the information assigned in the text; anything assigned to be read from the text might appear on an exam.
2. To follow directions in class and from blackboard, including using TopHat to complete assignments
3. To deliver speeches and written materials in a language understood by the instructor.
4. To participate in class discussions.
5. To show maturity and professionalism in preparation of assignments and in classroom behavior. This means speech topics must be appropriate.
6. To show courteousness to fellow classmates/speakers.
7. To seek help from the professor if assistance is required in some way.
8. 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.
9. To initiate withdrawal from the course if absences become excessive.
Your professor will drop you from the course if you miss more than two weeks' worth of class.
10. To keep electronic use during class at a minimum. If you have to be told to put your device away more than once in a class period you will not receive credit for daily work completed in class that day.

Grade Distribution

Major presentations (30%):

- Introductory Presentation
- Informative Presentation
- Persuasive Presentation
- Group Presentation

Test Grades (40%):

- Resume/Cover Letter/Mock Interview
- Information Gathering Interview
- Exam 1
- Exam 2
- Final Exam
- Interactive Notebook

Daily Grades (30%):

- In-class activities
- Peer-evaluations
- Self-evaluations
- Speech rough drafts

Late Work Policy

Module quizzes, learning activities, vlogs/comments, speech uploads, and peer and self-evaluations are due the date mentioned in the syllabus or in class. Late work will not be accepted. The only exception that will be made will be for extended illnesses or a death in the family. In such instances, you must submit verifiable and official documentation to your instructor (e.g., a doctor's note indicating an extended illness or extenuating circumstance). Technological issues are not an excuse for late work. Do your assignments, quizzes and speeches early to ensure you have time for any issues that might arise.

If for any reason you miss a speech you can make up 1 speech as determined by your instructor for a 20 point deduction.

Attendance Policy:

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

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.

Diversity Statement

In this class, the teacher 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. 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.

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 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.

Covid-19 Policy Statement:

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
 1. Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.
2. COVID reporting
 1. Please have students and employees notify me if they have tested positive. They need to contact me to verify dates before returning to class or work.
 2. The home test are sufficient but students need to 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.
 3. A student is clear to return to class without further assessment from me if they have completed:
 - i. the 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.
 4. Please instruct students and employees to communicate with me prior to their return date if still symptomatic at the end of the 5-day isolation.

3. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

Academic Honesty: Appropriate citation and documentation will 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 Student Handbook for more information.

Contacting your professor: Please feel free to contact your professor if you have questions or concerns about your progress in this class. Please try to let him know in advance if you will have to miss class. You may contact your professor in person during office hours, or by email.

Course Schedule: Very Tentative, Subject to changes during semester. I will issue a new schedule as necessary to accommodate said changes. Please note that daily activities are not listed. This is deliberate; I will assign daily tasks during class. This means missing class will almost certainly result in missing grades.

<u>Week #</u>	<u>Dates</u>	<u>Content Covered</u>	<u>Assignments Due</u>
<u>Week 1</u>	January 17 January 19	Intro to course Chapter 1 / Intro Speech Assigned	Audience Analysis Form Speech Preparation Form
<u>Week 2</u>	January 24 January 26	Chapter 11 Part A/IGI assigned	Introductory Speech Delivery
<u>Week 3</u>	January 31 February 2	Chapter 2 Chapter 3 / Informative Assigned	Speech Preparation Form
<u>Week 4</u>	February 7 February 9	Chapter 4 Chapter 5	Informative Workshop
<u>Week 5</u>	February 14 February 16		Informative Speech Delivery Informative Speech Delivery
<u>Week 6</u>	February 21 February 23	Chapter 9	Exam 1
<u>Week 7</u>	February 28 March 2	Resume / Cover Letter Assigned Chapter 6	Resume workshop
<u>Week 8</u>	March 7 March 9	Chapter 7	R+CL due Mock Interviews
<u>Week 9</u>	March 14 March 16	SPRING BREAK	SPRING BREAK
<u>Week 10</u>	March 21 March 23	Chapter 8 / Group Spch Assn Chapter 10 / Persuasive Spch Assn	Mock Interview Evals due
<u>Week 11</u>	March 28 March 30	Chapter 11 Part B Chapter 12	
<u>Week 12</u>	April 4 April 6	Persuasive Workshop Persuasive Workshop	Persuasive Outline Due Persuasive Visual Aid Due
<u>Week 13</u>	April 11 April 13		Persuasive Speech Delivery Persuasive Speech Delivery
<u>Week 14</u>	April 18 April 20	Exam 2 Review	Exam 2 / IGI due
<u>Week 15</u>	April 25 April 27	Group Project Workshop Group Project Workshop	Group Project Workshop Group Project outline due
<u>Week 16</u>	May 2 May 4	Group Project viewing	Group Project Viewing Review for Final
<u>Finals:</u>	May 8 - 11	Finals Week	
Important Dates:		Mar 13 - 17 - SPRING BREAK!	