

Hybrid/Online Course Syllabus **SPCH 1321 Business and Professional Speech**

Department: Communication Department

Discipline: Speech Communication

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 and ITV

Campus: Plainview

Textbook : Fox, J. & Finley, K. (2018). From Entry Level to Executive: All Communication Counts. Fountainhead Press. ISBN: 978168036778

Supplies:

1. Textbook-Campus bookstore
2. One audio recording device (optional)
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

Technology Requirements:

1. Desktop or laptop computer
2. High speed internet access
3. SPC email
4. Adobe Reader (download from Adobe.com)
5. Flash Player (download from Adobe Flashplayer)
6. Silverlight Player (for MediaSite videos)
7. Audio and video capabilities (for watching and listening to course content)
8. Blackboard Collaborate System Requirements

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.

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.

ADA 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 Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

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. If anyone is openly rude in class, s/he will be asked to leave class. If s/he is repeatedly rude, s/he will be dropped from the class.

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, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.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.

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 or email. The quickest way to get in touch with me is through email. I typically respond to emails within 24 hours on weekdays and 48 hours on weekend/holidays.

Hilary Nixon

hnixon@southplainscollege.edu

806.716.2805

Plainview Office Hours: M 1:30-2:30pm & 4:00-5:00pm

Evaluation:

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

Major Presentations	30%
Major Assignments, Daily Work, Critiques, Class Participation, Quizzes, & Exams	70%

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:

For online/hybrid sections, you MUST attend face-to-face meetings and complete online coursework. If you have more than 1 unexcused absence or miss more than 2 major assignments, you may be dropped 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).**

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:

Exam 1	100 points
Cover Letter/Resume	100 points
Informative Presentation	100 points
Group Presentation	100 points
Persuasive Presentation	100 points
Quizzes	100 points
Activities & Attendance	100 points
Career Research Interview	100 points
Exam 2	100 points
Final Exam: Impromptu Speech	100 points

Course Work:

1. Exams-There will be 2 major exams during the semester. Each exam covers the information preceding the exam. There are no cumulative exams.
2. Presentations-Completion of the three presentations (speeches) is a requirement for passing this class. On your 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 group time, and you must complete all speeches to pass this course. Points will be deducted from your presentation if you are late, and not an attentive and respectful audience member. The two individual speech assignments are explained in the Assignments section of Blackboard. Additional information can be found within the Module sections for the correct chapters.
3. Participation-You will be asked to engage in discussions and to do learning activities throughout the semester. These assignments and discussion boards count as participation grades.
4. You will find all chapter quizzes within each module in Blackboard. You **MUST** take the quiz by the deadline.

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 and 48 hours on the weekend.

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
Secretary to the Director of Instructional Technology
Ext. 2180
Direct: 806-716-2180
blackboard@southplainscollege.edu
3. On the Student tab of MySPC, there is a menu of folders on the left. Click the folder labeled “Distance Education” for more information about blackboard and web browser.

This schedule is subject to change

	Weekly Readings	Monday	Wednesday (Online)	Online Work DUE Monday 11:59 pm
Week 1 08/27/2018	Ch. 1	Syllabus/ Course Introduction	Chapter 1: Communication Principles	09/03/2018
Week 2 09/03/2018	Ch. 2	LABOR DAY HOLIDAY	Chapter 2: Listening	09/10/2018
Week 3 09/10/2018	Ch. 9	Chapter 9: Resumes & Cover Letters (p.79-81)	Work on resume/cover letter	09/17/2018
Week 4 09/17/2018	Ch. 3, 4 & 11	Chapter 3: Speech Development	Chapter 11: Special Topics (p99-104) Chapter 4: Types of Speeches (p. 37-38)	09/24/2018
Week 5 09/24/2018	Ch. 5 &7	Chapter 5: Organizational Patterns (p.45-47) Chapter 7: Research & Citations	Work on Informative Speech <u>CL/Resume Due</u>	10/01/2018
Week 6 10/01/2018	Ch. 6	Informative Speech Day 1	Chapter 6: Oral & Written Communication	10/08/2018
Week 7 10/08/2018		Informative Speech Day 2	Exam 1	10/15/2018
Week 8 10/15/2018	Ch. 4 & 5	Persuasion	Persuasion	10/22/2018
Week 9 10/22/2018	Ch. 4 & 5	Chapter 4: Types of Speeches (p. 37-38) Chapter 5: Organizational Patterns (p.45-47)	Chapter 8: Presentational Aids	10/29/2018
Week 10 10/29/2018		Persuasive Speech Day 1		11/05/2018
Week 11 11/05/2018		Persuasive Speech Day 2	Read over career interview & group presentation	11/12/2018
Week 12 11/12/2018	Ch. 9	Chapter 9: Interviewing	Chapter 9: Interviewing	11/19/2018
Week 13 11/19/2018	Ch. 10	Chapter 10: Collaborating in Teams	THANKSGIVING HOLIDAY	11/26/2018
Week 14 11/26/2018	Ch. 11 & 12	Group Speech Day 1	Chapter 11: Special Topics (p.105-110) Chapter 12: So What? Case Studies & Research	12/03/2018
Week 15 12/03/2018		Career Interview Due Practice Impromptu	Exam 2	12/10/2018
FINAL EXAMS 12/10/2018-12/13/2018		Monday December 10 Section 22: 1:00pm Section 23: 5:30 pm		