

Course Syllabus

SPCH 1321

Business and Professional Communication

Communication Department

Division of Arts and Sciences

Reese

South Plains College

Spring 2021

Seth McLean

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Office: RC316L

Office Hours:

Mon 12:15pm-2:15pm

Tues 8:00am-9:30am, 12:15pm-12:45pm

Wed 12:15pm-2:15pm

Thurs 8:00am-9:30am, 12:15pm-12:45pm

Fri By Appointment

Office Phone: 806-716-4025

South Plains College
Common Course Syllabus: SPCH1321
Revised Spring 2021

Department: Communications

Discipline: Speech Communication

Course Number: SPCH1321

Course Title: Business & Professional Communication

Available Formats: This course will be taught in the Hybrid (online/face-to-face) format This class will meet a total of 5 times face-to-face throughout the semester: 01/25, 02/14, 03/08, 03/29, & 05/03.

Campuses: Reese Campus and Online

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

Textbook: Communicating at Work: Strategies for Success in Business and the Professions by Ronald B. Adler and Jeanne Marquardt Elmhorst, 11th Edition

Supplies:

1. Text
2. One audio recording device
3. Notebook(s) and pen/pencil/highlighter
4. Choice of sensory aid materials for oral presentations
5. Internet Access/Access to a computer for online activities

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

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 Evaluation:

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

Exams, Major Presentations, Group Activities, Interviews	60%
Daily Work, Critiques, Class Participation, Quizzes	20%
Final Examination/Projects (No exemptions)	20%

Attendance Policy:

Students are expected to participate in the learning environment and must attend all face-to-face meetings.

Face Covering Policy:

It is the policy of South Plains College for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation. Students who believe they have been exposed or may be COVID-19 positive, must contact Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.

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 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.

Disability 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.

Nondiscrimination Policy: 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 the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Course Requirements:

1. To read the information assigned in the text; you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. To perform speeches and written material in a language understood by the instructor and class.
3. To take thorough notes (no pictures of notes) and study all lecture material, informational handouts, and assigned readings.
4. To actively participate in class discussions and group activities.
5. To show maturity and professionalism in preparation of assignments and in classroom behavior.
6. To show courteousness to fellow classmates/speakers (i.e. no electronic devices during speeches).
7. To initiate consultations with the instructor whenever assistance is needed regarding class assignments.
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. A student may not pass the course if (s)he fails to complete two or more major assignments.
10. Laptops/tablets are not permitted for the purpose of note taking in the classroom.
11. All online coursework is to be turned in via Blackboard unless otherwise stated.

Specific Attendance Policy Restated

1. All students enrolled for this course are expected to attend class regularly, be on time, and remain until dismissed.
2. Roll will be taken at each class meeting.
3. If a student is tardy, he/she should speak with the instructor after class to avoid having tardies count toward absences.
4. Students are responsible for all classwork covered during absences from class even in cases in which they are able to satisfy the instructor that the absence was unavoidable.
5. If a student leaves class prior to dismissal of the class, he/she will be counted absent.
6. The only absences labeled as "excused" are those absences due to participation in school functions, or documentable absences due to illness (doctor's note required in the next class period), or a death in the family requires the student to be in attendance of a funeral (proof required).
7. **The instructor may administratively drop a student due to excessive absences (lack of participation).**

Behaviors that will get you counted absent:

1. Wearing earbuds during class is disrespectful and not conducive to learning during class.
2. Watching videos during class.
3. Sleeping during class.
4. Disengaging from the class (cell phone/electronic usage).
5. Reading/studying for other courses during my class.
6. Disruptive behavior.
7. Leaving early.
8. Leaving for excessively long periods of time during class.

Make-up Work:

Make-up work is **NOT** guaranteed. **All work has a deadline and deadlines must be met even if the student is absent.** An absence on the day that you are scheduled for oral presentations or examinations will result in a grade of zero for the assignment unless you meet one of the standards for and "excused absence" according to course policy. Being unprepared OR not knowing the date of your speech or exam is not an acceptable excuse! If, according to the instructor's discretion, the student is allowed to make up such a presentation or exam, the student may receive a late penalty for the assignment. Only **ONE** speech may be made up during the semester on the designated date for make-ups.

Note:

The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

Course Assignment Weights

Exam 1	10%
Persuasive Speech	15%
Résumés and Cover Letters	10%
Exam 2	10%
Career Research Interview	10%
Informative Speech	15%
Final Exam	10%
Attendance/Activities	20%

	Weekly Modality	Monday		
Week 1 01/19-01/23	Online	Online		
Week 2 01/24-01/30	F2F Chapter 1 Read before class	In Person Meeting Monday 01/25 Chapter 1 Communicating at work Persuasive Speech Assignment		
Week 3 01/31-02/06	Online Chapter 2	Chapter 2 Online Homework <ul style="list-style-type: none"> • Chapter 2 Homework • Persuasive Speech Topic 		
Week 4 02/07-02/13	Online Chapter 9-10	Chapter 9-10 Online Homework <ul style="list-style-type: none"> • Chapter 9 Homework • Chapter 10 Homework 		
Week 5 02/14-02/20	F2F Chapter 11 Read before class	In Person Meeting Monday 02/15 Chapter 11 Homework Due: Persuasive Speech Outline due in class		
Week 6 02/21-02/27	Online	Exam 1		
Week 7 02/28-03/06	Online Chapter 12	Chapter 12 Online Homework <ul style="list-style-type: none"> • Chapter 12 Homework 		
Week 8 03/07-03/13	F2F	In Person Meeting Monday 03/08 Persuasive Speeches Due in class (performance) Résumés and Cover Letter (Assignment)		
Week 9 03/14-03/20		SPRING BREAK		
Week 10 03/21-03/27	Online Chapter 3	Chapter 3 Online Homework <ul style="list-style-type: none"> • Chapter 3 Homework • Résumés and Cover Letter Assignment Due 		
Week 11 03/28-04/03	F2F Chapter 6 Read before class	In Person Meeting Monday 03/29 Chapter 6 Information Gathering Interview Assignment		
Week 12 04/04-04/10	Online Chapter 4	Chapter 4 Online Homework <ul style="list-style-type: none"> • Chapter 4 Homework 		
Week 13 04/11-04/17	Online Chapter 5	Chapter 5 Online Homework <ul style="list-style-type: none"> • Chapter 5 Homework 		
Week 14 04/18-04/24	Online Chapter 7	Chapter 7 Online Homework <ul style="list-style-type: none"> • Chapter 7 Homework 		
Week 15 04/25-05/01	Online	Exam 2 Online Homework <ul style="list-style-type: none"> • Information Gathering Interview Due 		
Week 16 05/02-05/08	F2F	In Person Meeting Monday 05/03 Informative speeches		
Week 17 05/09-05/15	Online	Final exam		