

**Course Syllabus**

**SPCH 1321**

**Business and Professional Communication**

**Communication Department**

**Division of Arts and Sciences**

**Reese**

**South Plains College**

**Spring 2022**

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**Office: RC316L**

**Office Hours:**

**Mon 9:00am-9:30am, 2:15pm-5:30pm**

**Tues 9:15am-11:00am, 12:15pm-1:00pm**

**Wed 9:00am-9:30am**

**Thurs 9:15am-11:00am**

**Fri By Appointment**

**Office Phone: 806-716-4025**

**South Plains College  
Common Course Syllabus: SPCH1321**

**Department:** Communications

**Discipline:** Speech Communication

**Course Number:** SPCH1321

**Course Title:** Business & Professional Communication

**Course Formats:** This course will be taught in the face-to-face/online hybrid format. Must attend Thursdays each week.

**Campuses:** Reese/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, 11<sup>th</sup> 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
6. One flash drive with at least 1gb storage space

**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:

Major Presentations	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. 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 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 Health and Wellness at 806-716-2529.

**Covid-19 Policy Statement:**

- Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.

**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.

**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).**

Note: Excessive absences is defined as any number of absences above 4 class periods.

**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.

**Late Assignment Policy:**

Late assignments and exams will not be accepted for any reason other than a documented emergency, illness, or a verified problem with the Blackboard server. If you cannot submit your assignment on time due to an accepted excuse, you must contact the instructor prior to the deadline in order to submit the assignment late.

If you plan to be out of town or involved in any extracurricular activity that interferes with a deadline, it is your responsibility to submit the writing assignment, discussion, and/or quiz prior to the deadline. Late work will not be accepted due to a trip or extracurricular activity.

**Submission of Assignments:**

It is your responsibility to double-check the submission of your work. If your work is not submitted (even though you may have attempted to submit it), I will not accept the assignment late.

If you have problems submitting an assignment through the correct submission link, it is your responsibility to send the assignment to me through SPC email by the assignment deadline or you will not receive credit.

**Computer Problems:**

You will need to plan ahead and allow sufficient time to submit your work. Computer problems (including WiFi problems) are not a valid excuse for submitting late work. If you do have computer problems when submitting an assignment, you will need to find another computer to use in order to submit your work. (Family members, friends, and libraries are excellent sources for locating another working computer.) Waiting until the last minute to submit your work and discovering that you have a computer problem is not an acceptable excuse for submitting late work.

Always, always, always back up your work on your computer. I recommend saving a copy to your hard drive and also saving a copy to a flash drive (or even email it to yourself). Losing your work because you have computer problems and do not have a back-up copy is not a valid excuse to submit late work.

**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**

<b>Exam 1</b>	<b>10%</b>
<b>Persuasive Speech</b>	<b>10%</b>
<b>Résumés and Cover Letters</b>	<b>10%</b>
<b>Exam 2</b>	<b>10%</b>
<b>Career Research Interview</b>	<b>10%</b>
<b>Group Impromptu</b>	<b>10%</b>
<b>Informative Report</b>	<b>10%</b>
<b>Final Exam</b>	<b>10%</b>
<b>Attendance/Activities</b>	<b>20%</b>

**Course Schedule:**

\* Please note that this schedule is tentative and slight changes may be made as the semester progresses.

	<b>Weekly Reading</b>	<b>Thursday</b> In class RC304	<b>ONLINE WORK due Wednesday nights @ 11:59pm unless otherwise indicated</b>
Week 1	<b>01/20-01/26</b>	Course Introduction <b>Complete Syllabus/Schedule Quiz on Blackboard in the Week 1 Folder</b>	<b>Ch. 1</b> Communicating at Work <b>Watch lecture video then complete assignment</b>
Week 2	<b>01/27-02/02</b> Chapter 1 & 9	<b>Ch. 9</b> Developing and Organizing the Presentation <b>Persuasive Speech Assignment</b>	<b>Ch. 2</b> Communication, culture, and work <b>Watch lecture video then complete assignment</b>
Week 3	<b>02/03-02/09</b> Chapter 2 & 10	<b>Ch. 10</b> Verbal and Visual Support in Presentations	Persuasive Speech Topics Due
Week 4	<b>02/10-02/16</b> Chapter 11	<b>Ch. 11</b> Delivering the Presentation	<b>Exam 1</b>
Week 5	<b>02/17-02/23</b> Chapter 12	<b>Ch. 12</b> Types of Business Presentations	<b>Ch. 6</b> Principles of Interviewing – part 1 <b>Watch lecture video then complete assignment</b>
Week 6	<b>02/24-03/02</b> Chapter 6	Résumés and Cover Letters ( <b>Assignment</b> ) Persuasive Speech Workshop ( <b>Outline Due</b> )	<b>Ch. 6</b> Principles of Interviewing – part 2 <b>Watch lecture video then complete assignment</b>
Week 7	<b>03/03-03/09</b> Chapter 6	<b>Persuasive Speech Day 1</b>	Work on Assignments
Week 8	<b>03/10</b>	<b>Persuasive Speech Day 2</b> <b>Résumés due</b>	<b>Spring Break!</b>
Week 9	<b>03/17-03/23</b>	<b>Spring Break!</b>	<b>Spring Break!</b>
Week 10	<b>03/24-03/30</b> Chapter 3	<b>-Mock Interviews Due</b> <b>-Information Gathering Interview Assignment</b>	<b>Ch. 3</b> Listening (Listener Survey) <b>Watch lecture video then complete assignment</b>
Week 11	<b>03/31-04/06</b> Chapter 4	<b>Ch. 4</b> Nonverbal Messages	<b>Ch. 4</b> Verbal Messages <b>Watch lecture video then complete assignment</b>
Week 12	<b>04/07-04/13</b> Chapter 7 & 5	<b>Ch. 5</b> Interpersonal Strategies and Skills <b>Informative Speech Assignment</b>	<b>Ch. 7</b> Leading and Working in Teams <b>Watch lecture video then complete assignment</b>
Week 13	<b>04/14-04/20</b>	<b>-Group Impromptu Speech</b> <b>-Make-up Speech Day (for excused absences)</b> <b>-Information Gathering Interview Due</b>	<b>Exam 2</b>
Week 14	<b>04/21-04/27</b>	Informative Speech Workshop ( <b>Outline Due</b> )	<b>Speech Prep</b>
Week 15	<b>04/28-05/04</b>	<b>Informative Speeches</b> Exam Review	<b>Speech Prep</b>
Week 16	<b>05/05-05/11</b>	<b>Informative Speeches</b>	<b>Exam Prep</b>
Week 17	<b>05/12</b>	FINAL EXAM Thursday 5:30pm-7:30pm	