

**Syllabus for Business and Professional Speech**

Spring 2022

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Office:

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Office Hours:

Thursdays 5:30 - 6 pm; or as needed

South Plains College  
Common Course Syllabus: SPCH1321  
Revised Spring 2022

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:** 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.

**Textbook:** Communicating at Work: Strategies for Success in Business and the Professions, WITHOUT CONNECT access, by Ronald B Adler, Jeanne Elmhorst, and Kristen Lucas, 12<sup>th</sup> Edition.

**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

**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:

**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%

**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:**

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

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- 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](mailto:dedens@southplainscollege.edu) or 806-716-2376.

Supplies:

1. Textbook
2. One audio recording device (may be acquired from SPC Library when needed, phones generally can do this)
3. Composition notebook and writing utensil for Interactive Notebook
4. Speech visual aids
5. Access to a computer (SPC has student computer labs)
6. Flash Drive with at least 1gb storage for interview (cell phones often work)
7. Access to Blackboard for assignments, grades, and important dates

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 take effective notes in class over lecture material and class discussions, anything discussed in class might appear on an exam.
3. To deliver speeches and written materials in a language understood by the instructor and the class.
4. To participate in classroom 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 (i.e. no electronic devices).
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 (this means you get two total absences before drop)
  10. Interactive Notebook – you will be expected to bring, and use, a composition notebook every day.

**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.

**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.

**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](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 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.

#### Grade Distribution

Major presentations (30%):

- Introductory Presentation
- Informative Presentation
- Persuasive Presentation
- Special Occasion Presentation

### Test Grades (50%):

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

### Daily Grades (20%):

- 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.

### **Make-up Policy:**

Make-up work is NOT guaranteed. All work has a deadline and deadlines must be met even if the student is absent. See the professor's locator information for emailing work if you are not in class. 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 following requirements. Students may only make up speeches in the event of sickness or the death of a family member and in both cases must provide proof. In the case of sickness, a doctor's note is required to make up a speech. If you don't go to the doctor, then you are not sick enough to miss class! In the event of a funeral, the funeral program or obituary is required. These are the only two cases accepted for any form of makeup speeches. Being unprepared or not knowing the date of your speech 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 will automatically receive a grade drop of 10 points for the assignment. Only ONE speech may be made up during the semester or the designated date for makeups.

Course Schedule - Tentative, subject to change as needed. Assignment due dates are as assigned in class; it is for these reasons that attendance on each class day is crucial for your success. Also note that daily activities are not listed on particular days. This is deliberate. Daily activities can include anything done as a class and submitted on paper to the professor before class is dismissed, via interactive notebooks, or via blackboard. Once again, this means attendance is crucial.

Week #	Dates	Content Covered	Major Assignments
Week 1	Jan 20	Course Introduction Chapter 1	Introductory Assigned
Week 2	Jan 27	Chapter 2	Introductory Speeches
Week 3	Feb 3	Chapter 9	Informative Assigned
Week 4	Feb 10	Chapter 10 + 11	IGI Assigned
Week 5	Feb 17		Exam 1/Inf. Speeches Resume/CL Assigned
Week 6	Feb 24	Chapter 3	Resume / Cover Letter due
Week 7	Mar 3	Chapter 6	Persuasive Assigned
Week 8	Mar 10	Chapter 12	Mock Interview
Week 9	Mar 17	Spring Break!	Spring Break!
Week 10	Mar 24		Persuasive Speeches
Week 11	Mar 31	Chapter 4	
Week 12	Apr 7	Chapter 5	
Week 13	Apr 14	Chapter 7	Special Occasion Assigned
Week 14	Apr 21	Chapter 8	IGI due/Special Occasion
Week 15	Apr 28	Exam 2	Exam 2
Week 16	May 5	Review for Final	Review for Final
Finals Week:	May 12	Comprehensive Final	
Important Dates:	March 14 - 18:	Spring Break	