

SPCH 1321

Business and Professional Communication

Instructor: Jeremy Sanchez Office: FA 101
Office Hours: MW 10:30-1:30, Tuesday 12:30-4:30
Jsanchez@odessa.edu Phone: 335-6598

Course Overview: Your college education is designed to prepare you for the business world. However, whatever career you choose, there are communicative tools that you will need. Many are entering the workforce without these tools. This class is designed to help you develop skills of communication that will help you to get a job, work well with others at that job, and have the opportunity to advance in your career. I hope this class is an enjoyable experience, and if there is any aspect of this class that you do not understand or is not explained by this syllabus, please ask me right away. Thank you for taking this class and I am sure you will benefit from it.

There are no Prerequisites for this class

SCANS – 5, 6, 9, 10, 11

Course Objectives:

Students will learn several core concepts of professional speech

Students will be able to create professional documents

Students will learn skills to improve their ability to listen

Students will learn how to effectively perform in job interviews and professional environments

Assignments/ Total Weight of Final Grade

Career interview = 15 %

Exercises = 15 %

Attendance = 5%

Speech 1 = 5 %

Speech 2 = 15 %

Speech 3 = 15 %

Chapter Quizzes = 5% each (four total)

Final Exam = 10 %

Speech 1: Students will introduce themselves or a classmate.

Speech 2: Students will select a topic that relates to their audience of classmates or to a hypothetical audience related to their career interests. Students must research the topic, organize and prepare an outline to use during the speech. Grading will emphasize organization and content.

Speech 3: The student will select a topic, conduct research, and present a proposal that addresses a specific need or problem in the community or some organization. The student will persuade the audience regarding the action that needs to be taken. Students will be graded on the basis of structure and content as well as the delivery of the presentation.

Exercises: A number of class activities will be assigned during the semester. These will allow students to incorporate topics in class in practical ways. This may involve short written exercises, in class activities, and some participation on BlackBoard.

Career Interview Paper: The student will interview a professional who can enlighten them about the requirements and the communication tools needed to succeed in that profession. The student will summarize that interview and their conclusions in a short essay.

Chapter Quizzes: There will be four quizzes throughout the semester covering material discussed in class as well as additional material covered in the textbook. Students need to bring a pencil and a green scantron on the day of each quiz.

Final Exam: The exam is a comprehensive examination of all lecture notes and chapters in the book. Students will need to bring a green scantron and a pencil the day of the exam.

Course Policies: (READ CAREFULLY!)

1. No late work is accepted. (Exceptions include documented personal and family emergencies and school sponsored activities)
2. **Failure to be in class for a speech will result in a grade of 0 for that speech. The days are marked on the syllabus, so you should be aware of speech days.**
3. Plagiarism will result in a grade of 0 for that assignment as well as a notice to the Dean of Students.
4. This is a discussion-oriented class – rudeness to other students will not be tolerated, nor will behavior that is disruptive or threatening.
5. Attendance will be taken daily. More than two unexcused absences will result in a 10% decrease in the attendance grade.
6. Be aware of speech days – if you are late to class on a speech day, wait outside until you hear the applause before entering or knocking, otherwise your speech grade will be penalized.
7. Be a good audience member. Give the speaker your support and attention.
8. Rude audience behavior will result in your being asked to leave the classroom. You will not be allowed to return until after you have spoken with me. Might I point out that talking on cell phones and TEXT-MESSAGING is considered rude audience behavior.

Tentative Course Schedule/Due Dates

Date:	Session A	Session B
Aug. 28 th	Course Intro	Chapter 1
Sept. 4	CA	Time Management
11	Speech 1	Chapter 10
18	Chapter 10	Chapter 11
25	Outlining	Chapter 12
Oct. 2	Outlines Due	Revised Outlines Due/Quiz 1
9	Speech 2	Speech 2
16	Speech 2	Chapter 6
24	Chapter 7	Chapter 7
30	Chapter 8 Quiz 2	Chapter 8/9
Nov. 6	Chapter 2	Quiz 3
13	Chapter 3	Chapter 4
20	Chapter 5	Quiz 4
27	Speech Analysis Papers Due	Speech 3
Dec. 4	Speech 3	Speech 3
Dec. 10 th -13th	Final Exams	Final Exams

Nov. 14th is the last day to drop the class and receive an automatic “W”.

The Final Exam will be on **Tuesday, Dec. 11 @ 7:30pm.**

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

Student E-mail

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

“The SEI (Student Evaluation of Instruction) process for face-to-face and online courses is scheduled for the week of November 26th.”

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,

attend class regularly to keep up with assignments and announcements

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.