

SPCH 1321

Business & Professional Speech

Instructor Information

Name : Jeremy Sanchez

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Office Hours: Fine Arts 101

MW: 10:30-1:30

Tues 12:30-4:30

Other times available by appointment.

Course Description

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.

Prerequisites/Corequisites

There are no prerequisites for this course.

Scans

SCANS 5, 6, 9, 10, 11

Learning Outcomes

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.

Required Readings/Materials

)You must purchase the following **required** readings/materials:

Communicating at Work, 10th Edition by Adler and Elmhorst, Available at Odessa College Bookstore.

The student will need to have the means to record a speech and either transfer the video to a CD/DVD or upload the speech to YouTube.

The student must have ready access to a computer with high-speed internet.

b)You are encouraged to buy the following *optional* books/materials: None

Course Requirements (Lectures, Assignments and Assessments)

Discussion Board Topics: (10 % of Final Grade)

Speech 1: Informative Speech (15% of Final Grade)

Speech 2: Persuasive Speech (20% of Final Grade)

Speech Analysis Paper (10% of final grade)

Quizzes (4 total) (5% each, 20 % of Final Grade)

Final Exam: (10% of Final Grade)

Career Interview Paper: (15% of Final Grade)

Summary of Assignments & Activities

Item(Name)	Type	Description	Due
Discussion Board Topics	Discussion/Attendance	Periodically, I will post a question or request for information on the Discussion Board. It will be indicated that the topic is mandatory. It will also be indicated the time frame in which the student will be able to post their response to receive credit. You will need to be checking in on the BlackBoard class DAILY so that you are aware of a mandatory discussion board topic and participate accordingly.	To Be Announced
<i>Speech 1 Informative Speech</i>	<i>Speech Presentation</i>	The student will select a topic that is relevant to their desired field of study and research the topic. They will prepare a speech outline and deliver an extemporaneous speech in front of an audience. Student will be provided with an evaluation form through BlackBoard which will indicate specific items that will be critiqued and graded. The	Oct. 11th

		student must record themselves giving the speech in front of an audience of at least 3 people and post the speech to YouTube. Specific instructions will be provided through BlackBoard. Also, the student may schedule an appointment to come in and deliver the speech in person during one of the instructors on campus classes. Please contact the instructor to schedule such an appointment.	
Speech 2 Persuasive Speech	Speech Presentation	This assignment is similar to Speech 1 and will be submitted in the same manner. The student will choose a new topic to research and deliver a persuasive extemporaneous presentation.	Dec. 5th
Quizzes	Exam	There will be four quizzes that the student will complete through BlackBoard. They are multiple-choice questions. Each quiz will have 20 questions each and the student will have a 30 minute time limit to complete each quiz. Each quiz may only be attempted once.	Before Dec. 7th
Final Exam	Exam	This exam will be a comprehensive final exam. The exam will be multiple-choice. A review indicating specific chapters and major topics to be covered on the exam will be provided through BlackBoard. Careful study of all chapters of the textbook during the course of the semester will be required.	Dec. 11 th , 11:59pm
Career Interview	Paper	The student will identify a professional in business world that is currently engaged in a career that is of interest to the student. The student will be responsible for contacting the person and scheduling an interview. The student will conduct the interview and summarize the information gathered into a short 1-3 page paper. A detailed description of this assignment will be provided in class.	Nov. 26th
Speech Analysis Paper	Paper	The student will watch a speaker deliver a presentation on Time Management. The student will then write a response paper based their critique of the speaker's public speaking methods as well as a reflection of how they can benefit from the content of the presentation.	Sept. 21

Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted. After I send feedback each week, I will post a notification in the **Main** forum.

Late assignments receive a 10% deduction for each day they are late if assignments are not posted by 11:59 p.m. central on the day they are due. Assignments more than 5 days late will not be accepted.

Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor.

Percentage %	Grade
90-100	A
80-89	B
70-79	C
60-69	D
<59	F

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](http://www.odessa.edu/gmail/), 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](http://www.odessa.edu/gmail/), 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 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.

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

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online 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 within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; 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
 - post grades for discussion postings within one week of the discussion thread closing.
 - 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
 - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or 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
 - getting "kicked off" of the system during tests or quizzes;
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.
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,
 - access my course several times during the week to keep up with assignments and announcements.