

### **Instructor Information**

**Name:** Haley Draper-Bowers, M.A. **(Mrs. Bowers)**

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**Office location:** Fine Arts Bldg. Room 141 B

**Office hours:** Tues. & Thurs. 3:30 pm to 5:00 pm and Wed. 5:00 pm to 7:00 pm

**Web site:** <http://www.professorspeakeasy.com>

**Cell phone:** (432) 260-1593

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### **Course Information**

**Course Credits:** 3 hours

In this course, students learn to improve written and oral communication skills in a business setting. Emphasis is placed on organizational networks, interviewing, presentations, group communication and improving relationships with coworkers. Variables of culture and personality are integrated into the content. This class utilizes a "hands on" approach to applying course materials.

**Prerequisites:** None

### **Learning Outcomes:**

- Students will learn several core concepts of professional speech.
- Students will be able to create professional documents.
- Students will learn how to effectively perform in job interviews and professional environments.
- Students will be able to critique speeches and analyze speakers during performances.

### **Required Materials and Skills:**

**Textbook:** Communicating at Work, 9th or 10th Edition, by Adler and Elmhorst.

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### **Email:**

Students enrolled in Odessa College must use an Odessa College email address. I will only contact you at your OC email account so you need to check your student email at least three times a week. Go to <http://www.odessa.edu> and click on **Student Email** to set up your email account. You should contact 335-MORE if you are not able to log on using the instructions provided or if you experience any issues with your OC email account.

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**Access to Odessa College Library Online Catalog:** <http://www.odessa.edu/dept/library/>

### **Help available:**

I want you to succeed in this class and am available to work with you online or outside of class. I am more than happy to sit down with you and discuss unfamiliar concepts or terms. If you have a question on a speech or quiz, please call or email me. Please review your textbook and the course materials I have provided carefully to find the information but if you are still confused then contact me. If you are considering dropping the class, please contact me to discuss your options before doing so. I am willing to work with students within the Odessa College guidelines and help learners to achieve their goals in any way that I can.

### **Technical Support:**

Students can call 335-MORE for help with their WebAdvisor, BlackBoard and student email accounts.

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## **Assignment Information:**

### **Student Information Assignment**

#### **20 points**

You will need to set up an Odessa College email account. Then, create a Word document in which you include all of the following information:

- your first and last name
- your Odessa College email address
- cell phone number (or number at which I can contact you)
- how many semesters of college you have completed
- your major or interests and goals
- **Post this as a Word document under the Assignments tab in BlackBoard**

### **Résumé & Cover Letter**

#### **200 points**

You will create a professional résumé and cover letter for a job of your choice. Feel free to search a job on Monster.com or to make up a position that you want to apply for in the future. You should use standard résumé formats and develop a specific and personalized cover letter that highlights your skills and abilities. **Avoid using Microsoft Word templates because they end up looking very generic and will not get your application noticed as well as developing the document yourself.** Several examples will be posted online. You should have a cover letter with at least 3 full paragraphs and a résumé that is one page in length. Post your documents in Word format under the Assignments tab in BlackBoard.

### **Mock Interview**

#### **80 points**

Students will demonstrate proper interview skills including attire, punctuality, professionalism and have the opportunity to answer several common interview questions. Students will also have the chance to interview one of their peers and experience both roles in the interview process. The mock interview is a mandatory attendance day and this assignment can't be made up. Scores will be determined by the level of skill demonstrated and the ability to answer questions in an effective manner.

### **Persuasive Memo**

#### **100 points**

Develop a memo to your supervisor (either real or imagined) and describe the need for the company you work for to support a charity of your choice. You will need to provide accurate details about the charity itself and you should research the charity in depth for this memo so that you can use specific examples from the organization's web site at the very least. Decide if you want the company to donate money, support a fundraising activity or do something else that would be supportive of the charity you chose. Use the standard memo format and pay special attention to the memo header. Examples are posted online for you to review and you should post your memo under the Assignments tab in BlackBoard.

### **Career Planning Report**

#### **200 points**

This paper will be based on the career you hope to pursue after you graduate college. You will interview a professional in a career field that you are interested in. You should schedule the interview at least a week in advance (2 weeks is recommended to show the proper respect for the person's schedule) If you are undecided then choose one of the careers or fields that you are considering. For instance, if you are considering the medical field you should contact a local hospital and let them know you are an Odessa College student who needs 10-15 minutes of their time. Make sure you have several questions for the person you are interviewing, show up on time to the meeting and send a thank you note. This could be a great contact when you are applying for jobs in the future! You will develop a report based on that career and use research from at least 3 sources to write a paper about the job duties, typical salary, new developments, etc. about the career you chose. 1 of the 3 sources will be the professional that you interview so you will need to locate 2 other sources for additional information. This paper needs to be at least 3 pages, double-spaced, Times New Roman font with 1 margins. Post your document in Word format under the Assignments tab in BlackBoard.

## Group Sales Presentation

### 100 points

You will work with other members of the class to develop a unique and original product. It can be based on something that already exists but your product should be different in some way. Then you will all develop a sales presentation for the class. Worksheets for meetings will be provided to help you accomplish each of the group speech goals.

### Quiz & Exam Information:

<b>Quiz 1</b> <b>50 points</b> Chapters 1, 2, 3, 4 & 5	<b>Quiz 3</b> <b>50 points</b> Chapters 10, 11 & 12
<b>Quiz 2</b> <b>50 points</b> Chapters 6, 7 & 9	<b>Quiz 4</b> <b>50 points</b> Chapters 8, 10 & 13

## Final Exam

### 100 points

Chapters 1-14

This is a comprehensive exam over all the textbook chapters and any information covered in class. The test will consist of 50 multiple choice and true/false questions. You will take the final exam in BlackBoard like the quizzes. Final exams must be taken by the due date and will not be accepted late for any reason.

### Weekly schedule:

#### Week 1 – 1/18 & 1/20

Log in to your Odessa College email account  
Log in to BlackBoard

#### Week 2-1/25 & 1/27

Post Student Information Assignment as a Word document in BlackBoard  
Read Chapters 1 & 2

#### Week 3-2/1 & 2/3

Read Chapters 3, 4 & 5  
Complete Quiz 1

#### Week 4-2/8 & 2/10

Read Chapters 6, 7 & 9  
Complete Quiz 2

#### Week 5-2/15 & 2/17

Résumé and cover letter styles and formatting discussed in class Tuesday  
Develop your own cover letter AND résumé using your real information and career goal  
Post Cover Letter and Résumé in BlackBoard BEFORE class on Thursday

#### Week 6-2/22 & 2/24

Read Chapters 10-12  
Complete Quiz 3

#### Week 7-3/1 & 3/3

Persuasive memos discussed in class  
Develop your Persuasive Memo and post in BlackBoard BEFORE class on Thursday

**Week 8-3/8 & 3/10**

Read Chapters 8 & 13

Complete Quiz 4

Contact a professional in your career field to arrange an interview

**Week 9-3/15 & 3/17**

No Class! Spring Break.

**Week 10-3/22 & 3/2**

Interviewing techniques discussed in class on Tuesday

Mock interviews done in class on Thursday (dress professionally and be early!)

**Week 11-3/29 & 3/31**

Develop your career planning report fully (At least 3 pages and 3 sources for the paper)

Create a visual aid that you can use while presenting this report in class (graph, chart, etc.)

**Week 12-4/5 & 4/7**

Present your Career Planning Report in class (5 minute summary of your report)

Students must be present and prepared to speak on TUESDAY and/or THURSDAY

**Week 13-4/12 & 4/14**

Group Sales Presentation work

Topic and role assignments due in class

**Week 14-4/19 & 4/21**

Group Sales Presentation work

Group research, outline (draft) and visual aid must be completed

**Week 15-4/26 & 4/28**

Present Group Sales Presentations in class

Students must be present and prepared to speak on TUESDAY and THURSDAY

Group outline is due BEFORE the group performs

**Week 16-5/3 & 5/5**

Final exam review in class on Tuesday

Complete the Final Exam in BlackBoard BEFORE class on Thursday or in-seat by the final exam date

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***Course Evaluation*****Grading Scale:**

90%-100% A, 80%-89.9% B, 70%-79.9% C, 60%-69.9% D, 59.9% & below F

<b>Methods of Evaluation:</b>	<b>Points Possible:</b>	<b>Percent of Grade:</b>
Student Information	20 points	2%
4 Quizzes (50 points each)	200 points	20%
Résumé & Cover Letter	200 points	20%
Career Planning Report Speech	200 points	20%
Mock Interview	80 points	8%
Persuasive Memo	100 points	10%
Group Sales Presentation	100 points	10%
Final Exam	100 points	10%

### ***Extra credit:***

There is not a guarantee that any extra credit work will be available so do your best on each assignment!

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## ***Policies and Procedures***

### ***Incomplete policy:***

If you are unable to complete the course, please speak to me as I will consider problems on an individual basis. You will be required to provide substantial evidence as to why you cannot complete the course and must meet all Odessa College requirements. If granted an “I” (incomplete) you will have to complete any outstanding work by the end of the following semester or your grade will automatically be converted to a “F”. Withdrawing from the course must be done by the due date in order to earn a “W”.

### ***Instructor’s response time:***

I will respond to your e-mails within 24 hours. If you do not get a reply from me within that time please give me a call as I am always available to help.

### ***Attendance policy:***

You are expected to be in class for each and every class day. The students who do not attend class on a regular basis and fail to contact me in any way will be reported to the registrar’s office. Some days are required (indicated on the course calendar) and your absence on these days will result in a deduction of points from your overall course grade. You will need to get contact information for a classmate to find out any information that you miss when/if you are absent.

***Academic honesty*** is fundamental to the activities and principles of college. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. **A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an “F” in the course.** All persons involved in academic dishonesty will be disciplined in accordance with Odessa College’s regulations and procedures. For complete information on student conduct and discipline procedures, please consult the handbook. Assignments such as speeches that are downloaded from the Internet are considered under the auspices of academic dishonesty. Academic dishonesty will not be tolerated in this course.

### ***Statement of special accommodations:***

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 335-6861 to request assistance and accommodations or Becky Rivera-Weiss at 432-335-6861 or at [brivera@odessa.edu](mailto:brivera@odessa.edu)

### ***Computer Crash***

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities on scheduled time. You have access to several computers on campus at the LRC and WiFi Java Café. You can save your work under “Documents” in your OC email account and print anything you need for free at the LRC.

**NOTE: Identify a second computer that you can use when/if your personal computer crashes.**

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***Let this syllabus serve as an outline to the objectives and materials that we will cover. This syllabus is subject to revision at the discretion of the instructor and students will be notified of any changes.***