
Course Syllabus

Effective January 25, 2011

Instructor Information

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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, 10th Edition by Adler and Elmhorst.

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 335-6673 if you are not able to log on using the instructions provided or if you experience any issues with your OC email account.

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.

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

150 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.

Persuasive Memo

40 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.

Professional Business Letter

40 points

Using a standard business letter format you will write a professional letter addressed to the Chamber of Commerce in a town of your choice. In this letter you will explain why a business that you like should be added to that town. For instance, you may want Six Flags to come to Midland. Address the members of the Chamber of Commerce in professional manner and try to convince them to pursue the business that you would like to see open in the town that you chose. Be sure to follow the rules for persuasive appeals. Examples will be provided and posted online for you to review. Be sure to use the business letter heading correctly and find the correct address for the Chamber of Commerce by searching online. Examples will be provided and posted online for you to review. Post your document in Word format 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.***

Discussion Questions (DQs)

50 points

You will respond to a discussion question and one of your classmates each week during the second half of the semester. There will be a total of 5 discussion questions over the last 5 weeks of class. Your first discussion question (DQ) will be due during Week 11. Be sure to follow the due dates in the class calendar closely so that you can earn all points possible. You can earn up to 5 points for each posting (10 points per week) if your message is at least 5 to 7 sentences and substantively addresses the DQ issues of the week. Your work must be original and it must be respectful of your peers. You will be able to access all the DQs under the **Discussion Board** link in BlackBoard.

Quiz & Exam Information:

Quiz 1 100 points Chapters 1, 2, 3, 4 & 5	Quiz 3 100 points Chapters 10, 11 & 12
Quiz 2 100 points Chapters 6, 7 & 9	Quiz 4 100 points Chapters 8, 10 & 13

4 Quizzes

100 points each

Each quiz will be 20 questions. You will begin the timed quiz in BlackBoard and select your answers. Then click 'Submit' when you have finished. Be sure to finish before the timer expires.

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 online in BlackBoard.

Weekly Schedule: Complete all assignments by Friday of the week in which they are listed.

Week 1

- Read syllabus and all course information
- Log in to your Odessa College email account
- Post Student Information Assignment as a Word document in BlackBoard

Week 2

- Read Chapters 1-5
- Complete Quiz 1

Week 3

- Read Chapters 6, 7 & 9
- Complete Quiz 2

Week 4

- Research current cover letter and Résumé styles and formats
- Review instructions in this syllabus and look over the examples posted online
- Develop your own cover letter AND résumé using your real information and career goal
- Post Cover Letter and Résumé in BlackBoard

Week 5

Read Chapters 10-13
Complete Quiz 3

Week 6

Research how memos are used in the business environment that you plan on entering
Review instructions on page 2 of this syllabus and look over the examples online
Post Persuasive Memo in BlackBoard

Week 7

Read Chapters 8 & 14
Complete Quiz 4
Contact a professional in the career field you hope to enter after college to arrange an interview

Week 8

Research professional business letters and current formats and styles being used
Review instructions in this syllabus and look over the examples online
Post Professional Business Letter in BlackBoard

Week 9

Research your career choice and begin building your career planning report
Interview person who works in your field and gather other data about the job

Week 10

Develop your career planning report and include specific details and data
Post your Career Planning Report as a Word document in BlackBoard

Week 11

Post your response to DQ 1 in BlackBoard under Discussion Board
Reply to any classmate's post regarding DQ 1 in BlackBoard

Week 12

Post your response to DQ 2 in BlackBoard under Discussion Board
Reply to any classmate's post regarding DQ 2 in BlackBoard

Week 13

Post your response to DQ 3 in BlackBoard under Discussion Board
Reply to any classmate's post regarding DQ 3 in BlackBoard

Week 14

Post your response to DQ 4 in BlackBoard under Discussion Board
Reply to any classmate's post regarding DQ 4 in BlackBoard

Week 15

Post your response to DQ 5 in BlackBoard under Discussion Board
Reply to any classmate's post regarding DQ 5 in BlackBoard

Week 16

Review all chapter and course information to prepare for the final exam
Complete the Final Exam in BlackBoard

DUE DATES: Each item is due by Friday of the week it is listed under unless an actual due date is assigned.
All due dates will be posted under the Announcements section in BlackBoard

Course Evaluation

Grading Scale:

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

<u>Methods of Evaluation:</u>	<u>Points Possible:</u>	<u>Percent of Grade:</u>
Student Information	20 points	2%
4 Quizzes (100 pts. each)	400 points	40%
Résumé & Cover Letter	150 points	15%
Career Planning Report Speech	200 points	20%
Professional Business Letter	40 points	4%
Professional Persuasive Memo	40 points	4%
5 Discussion Questions (10 pts. each)	50 points	5%
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!

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:

Online students are monitored for attendance and if you fail to log in or complete the assignments within a reasonable amount of time you will be reported to the Registrar's office as non-attending.

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

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.

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.