

SPCH 1321 Business and Professional  
Communication

Instructor: Jeremy Sanchez Office: FA 101  
Office Hours: MW 1:30pm-4:00pm, Tues. 3-4pm.  
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**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**

Career interview = 15 %  
Exercises = 10 %  
Speech 1 = 5 %  
Speech 2 = 15 %  
Speech 3 = 20 %  
Midterm = 15 %  
Final Exam = 20 %

**Speech 1:** Student will introduce themselves or a classmate.

**Speech 2:** Student will work with a group to prepare a group training session with the class as the intended audience. Each student will submit an outline of their portion of the presentation. Students will be graded primarily on structure and content of the presentation. A detailed description of speech requirements will be provided.

**Speech 3:** This is an entirely solo presentation. 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.

**Midterm:** A multiple-choice exam administered in class covering chapters and lectures during the first half of the semester. A review detailing specific chapters covered will be provided to students. The student will need to bring a green scantron and a pencil the day of the exam.

**Final Exam:** The exam is a comprehensive examination of all lecture notes and chapters in the book. It will follow the format of the midterm and 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. Campus policy enforced.
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

<b>Week Starting</b>	<b>Monday/Tuesday</b>	<b>Wednesday/Thursday</b>
<b>January 17</b>	Syllabus	Chapter 1
<b>24</b>	Course Completion	Chapter 1
<b>31</b>	CA	<b>Speech 1</b>
<b>February 7</b>	Chapter 10	Chapter 10
<b>14</b>	Chapter 10	Chapter 10
<b>21</b>	Outline Check	Chapter 12
<b>28</b>	Chapter 12	<b>Speech 2</b>
<b>March 7</b>	<b>Speech 2</b>	<b>Speech 2</b>
<b>14</b>	<i>Spring Break</i>	<i>Spring Break</i>
<b>21</b>	Chapter 6	<b>Midterm</b>
<b>28</b>	Chapter 7	Chapter 2
<b>April 4</b>	Chapter 2	Chapter 10
<b>11</b>	Chapter 12	Chapter 3
<b>18</b>	Chapter 4	Chapter 5
<b>25</b>	Chapter 8	<b>Career Paper Due.</b>
<b>May 2</b>	<b>Speech 3</b>	<b>Speech 3</b>
<b>9</b>	<b>Speech 3</b>	Grade Check Day

Thursday, April 14<sup>th</sup> is the last day to drop the class and receive an automatic “W”.

The Final Exam will be on \_\_\_\_\_ at \_\_\_\_\_.

## Special Needs

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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)

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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

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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

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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

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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](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Important School Policies

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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](#).