

**Instructor Information**

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**Course Information**

**Course Title:** SPCH 1321

**Course Credits:** 3 hours

**Course Description**

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

**SCANS: 5, 6, 7, 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 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, 10<sup>th</sup> or 11<sup>th</sup> Edition by Adler and Elmhorst.

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**Email:**

Students enrolled in Odessa College must use Odessa College email address. Go to <http://www.odessa.edu> to set up your email account. You should contact the Help Desk at 335-MORE if you need any help with this.

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***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.***

## **Assignment Information:**

### **Student Information**

**20 points**

**DUE: June 8, 2012**

**Create a WORD document with the following information and post it in BlackBoard under Assignments**

- your first and last name
- cell phone number (or number at which I can contact you)
- alternative phone number (mom, dad, relative, etc.)
- how many semesters of college you have completed
- your major or interests and goals
- any concerns you have about the class

### **Discussion Questions**

**(25 points each)**

**100 points total**

**DUE: Weekly**

Each week a DQ will be posted for a total of four weeks and questions. Answer the question fully in the Discussion board in BlackBoard by midnight on Sunday of the week it is posted. Be sure to use proper grammar, correct sentence structure and practice your most professional and polite written communication. You can reply to each other's posts but this is not required.

### **Résumé & Cover Letter**

**100 points**

**DUE: June 15, 2012**

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.

### **Career Planning Report**

**100 points**

**DUE: June 22, 2012**

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 2 or 3 main points 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.

## **Speech Presentation Assignments:**

### **Informative Speech**

**80 points**

**DUE: June 25, 2012**

You will develop a short (5-7 minute) informative speech describing why you chose the career you have chosen, what steps you are taking to enter this career field (classes, training, work, etc.) and what other goals you will need to reach in the future to be successful in your field. Be specific and use the research you used in your Career Planning Report to inform the audience about the career. Also describe your personal reasons and motivation for pursuing the career. Use the Informative Outline Guide to develop your speech outline that you will submit as a Word document. You will record this with at least 3 audience members over the age of 16 and then upload the speech to YouTube. Detailed instructions on recording and uploading correctly are posted under Course Documents. After you have uploaded your speech you will then copy and paste the URL (link) to your outline BEFORE you submit it under the Assignment tab in BlackBoard.

### **Persuasive Speech**

**100 points**

**DUE: June 29, 2012**

You will develop a short (5-7 minute) persuasive speech in which you aim to gain the support of your audience for the charity of your choice. There is a list of charity organizations at <http://www.charitywatch.org/azlist.html>. You need to use at least three sources of data or research to prove your arguments. Most charities have web sites and you can use them as one of the sources. The other two sources should be from outside the organization. For instance, a speech about the American Cancer Society might use statistics from the Department of Health. Use the Persuasive Outline Guide to develop your speech outline that you will submit as a Word document. You will record this with at least 3 audience members over the age of 16 and then upload the speech to YouTube. Detailed instructions on recording and uploading correctly are posted under Course Documents. After you have uploaded your speech you will then copy and paste the URL (link) to your outline BEFORE you submit it under the Assignment tab in BlackBoard.

## **Quiz & Exam Information:**

### **Quiz 1**

**100 points**

Chapters 1, 2, 3, 4 & 5

**Due: June 9, 2012**

### **Quiz 2**

**100 points**

Chapters 6, 7 & 9

**Due: June 16, 2012**

### **Quiz 3**

**100 points**

Chapters 10, 11, 12 & 13

**Due: June 23, 2012**

### **Quiz 4**

**100 points**

Chapters 8, 10 & 14

**Due: June 30, 2012**

## 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 items with multiple choice and true/false questions.

**Due: July 3, 2012**

### *Weekly schedule:*

#### Week 1

Post introduction thread on Discussion Board  
Read syllabus and all course information  
Complete Student Information Assignment  
Read Chapters 1-5  
Complete Quiz 1

#### Week 2

Post answer to DQ 2 on Discussion Board  
Read Chapters 6, 7 & 9  
Complete Quiz 2  
Submit Cover Letter and Résumé

#### Week 3

Post answer to DQ 3 on Discussion Board  
Read Chapters 10-13  
Complete Quiz 3  
Submit Career Planning Report  
Submit Informative Speech

#### Week 4

Post answer to DQ 4 on Discussion Board  
Read Chapters 8 & 14  
Complete Quiz 4  
Submit Persuasive Speech

#### Week 5

Complete the Final Exam

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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 (100 points each)	400 points	40%
4 Discussion Questions (25 points each)	100 points	10%
Résumé & Cover Letter	100 points	10%
Career Planning Report	100 points	10%
Informative Speech	80 points	8%
Persuasive Speech	100 points	10%
Final Exam	100 points	10%

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

There is no extra credit available for web based classes. Do your best on each assignment and meet the due dates to earn as many points as possible overall.

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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:***

If you do not post the work that is due for each week you are considered absent from the web class and excessive absences will be reported to the Registrar's office.

***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.

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## ***Preparation for Emergency***

### ***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.

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

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

### ***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 quiz or exam, please call or email me. Please review your textbook carefully as all the questions are found in the textbook. 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.

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