
Instructor Information

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Office hours: Mon & Wed 12 noon to 2 pm and Tues & Thurs 11:00 am to 1:00 pm

Course Information

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. *Course Credits:* 3 hours *Prerequisites:* None

Learning Outcomes:

ICOs: 1, 2, 4, 5 & 6

- 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 Edition by Adler and Elmhorst.

BlackBoard: All work is submitted through BlackBoard

Documents: You will need to use Google DOCs or Microsoft Word to create Word documents

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 regularly. 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.

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

Help available:

DO NOT DROP THIS CLASS BEFORE CONTACTING ME FIRST PLEASE. 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 to help each learner to achieve his or her goals. Also, feel free to text me with questions so that I can help when you need it!

Technical Support:

Call 335-MORE if you have any issues logging into BlackBoard, WebAdvisor or your student email.

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:

Introductory Speech **50 points**

You will prepare and record a 1 to 2 minute introductory speech that you will present and record in front of at least 3 audience members over the age of 16. Use the Steps for Recording & Uploading Your Speech guide from BlackBoard. This speech about yourself should include some specific details such as your name, major or interest at OC, high school that you attended and/or graduated from, favorite foods/music/movies, places you have traveled or want to travel, if you have any kids or pets, if you work and where, and what you hope to accomplish in this class. This will help the class get to know you. Once you have recorded your speech you will need to upload it to YouTube and provide me with the link to your speech in BlackBoard.

Résumé & Cover Letter **100 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.** Examples are available online. I have posted a guide for each document that you should follow when completing this assignment. You should have a cover letter with at least 3 full paragraphs and a résumé that is one page in length.

Video Résumé Speech **100 points**

Video résumés are becoming a popular option for employers to review and “meet” potential job candidates. You will record a speech in which you discuss your education, experience, knowledge, skills and abilities for the job of your choice. Examples and a guide will be provided and you will use the details included on your cover letter and résumé to build this speech. You should dress in your best interview attire for this speech and record it in a place that allows you to showcase your professional image (an office area is best). Your speech will need to be 1-2 minutes and does not require an audience but does need to be recorded and uploaded to YouTube. Then you will submit the link to your speech in BlackBoard.

Career Planning Paper **100 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. 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 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, training required, 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. You will submit this paper in BlackBoard.

Career Planning Speech **100 points**

You will develop a 5-7 minute speech explaining why you chose this career, how you are preparing yourself to enter this career field, what you hope you to do in the job and any details from the Career Planning Paper that you want to include. Statements from your interview source are a great thing to have in these. Use facts and statistics from your research about the career. Basically inform the audience about your career, the reasons you are interested in doing this kind of work and specific data about the career field you have chosen. You will record this speech in front of an audience of at least 3 people over the age of 16. Once this speech is recorded you will upload it to YouTube and submit the link in BlackBoard.

Quiz & Exam Information:

Quiz 1

50 points

Chapters 1, 2, 3, 4 & 5

Quiz 2

50 points

Chapters 6, 7 & 9

Quiz 3

50 points

Chapters 10, 11, 12 & 13

Quiz 4

50 points

Chapters 8, 10 & 14

Final Exam

100 points

Chapters 1-14

This is a comprehensive, standardized 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.

Scores & Methods of Evaluation

Grading Scale:

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

Methods of Evaluation:	Points Possible:	Percent of Grade:
Introductory Speech	50 points	5%
Last Lecture Listening Quiz	50 points	5%
4 Quizzes (50 points each)	200 points	20%
Résumé & Cover Letter	100 points	10%
Video Résumé Speech	200 points	20%
Career Planning Paper	100 points	10%
Career Planning Speech	100 points	10%
5 Discussion Questions (20 points each)	100 points	10%
Final Exam	100 points	10%

Weekly Schedule: Work is due by midnight on the day of the week listed. Please meet the due dates.

Week 1: Jan. 22-Jan. 27

Log in to student email and BlackBoard
Review syllabus and all course information
Complete Student Information Sheet in BlackBoard
Answer DQ 1 by Friday

Week 2: Jan. 28-Feb. 3

Read Chapters 1, 2 & 3
Complete Introductory Speech by Friday

Week 3: Feb. 4-Feb. 10

Read Chapters 4 & 5
Complete Quiz 1 by Friday

Week 4: Feb 11-Feb. 17

Read Chapters 6 & 7
Answer DQ 2 by Friday

Week 5: Feb. 18-Feb. 24

Read Chapter 9
Complete Quiz 2 by Friday

Week 6: Feb. 25-March 3

Cover Letter and Résumé due by Friday

Week 7: March 4-March 10

Read Chapters 10 & 11 and Answer DQ 3 by Friday

Week 8: March 11-March 17

Spring Break-No Work Due

Week 9: March 18-March 24

Video Résumé Speech due by Friday

Week 10: March 25-March 31

Read Chapters 12 & 13 and Complete Quiz 3 by Friday

Week 11: April 1-April 7

Read Chapters 8 & 14 and Complete Quiz 4 by Friday

Week 12: April 8-April 14

Answer DQ 4 by Friday and Career Planning Paper due by Friday

Week 13: April 15-April 21

Career Planning Speech due by Friday

Week 14: April 22-April 28

Answer DQ 5 by Friday

Week 15: April 29-May 5

Last Lecture Listening Quiz due by Friday

Week 16: May 6-May 12

Practice Final Exam available in BlackBoard

Week 17: May 13-May 16

Complete the Final Exam by **midnight on Monday, May 13**

Policies and Procedures

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.

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.

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 including you completing at least 70% of the work with a passing grade. 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".

Attendance policy:

You are expected to be in class for each and every class day and your attendance is monitored closely in class and reported to the college. 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

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.