

- **Ashley Click**



**Name:** Ashley Click

**E-Mail:** [aclick@odessa.edu](mailto:aclick@odessa.edu)

**Phone:** 432-335-6369

**Office:** Fine Arts RM#100

<i>Office Hours</i>	
<b>Campus Office Hours:</b>	Tuesday & Thursdays 9:30-11  Wednesdays 9:30-2  I will conduct field office hours at various campuses on Monday & Friday.
<b>Online Office Hours:</b>	Wednesdays 9:30-2

**Preferred Method of Communication:**

*Please use my email as your first method of reaching me. [aclick@odessa.edu](mailto:aclick@odessa.edu)*

**Expectations for Engagement for Instructor:**

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide 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 during the time I am unavailable

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.

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.

-  **Textbook Information and Required Hardware/Software**



### **Textbook(s):**

Title: Communicating at Work 11th Edition

Authors: Adler, Elmhorst, & Lucas

ISBN: 978-0-07-803680-4

### **Software:**

You will need access to the Internet and Microsoft Word & PowerPoint.

### **Websites:**

Youtube.com

-  **Grading**



### **Grading Distribution:**

Attendance/Assignments/Participation 25%

Project #1 10%

Project #2 20%

Project #3 20%

Final Exam/ Quizzes 25%

Grading Scale:

“A” = 90-100

“B” = 80-89

“C” = 70-79

“D” = 60-69

“F” = 0-59

### **Late work:**

**Submit assignments on time. Late work will be accepted for up to 50% credit. If you are aware of a circumstance that may prevent you from submitting an assignment on time you must contact me in BEFORE the due date in order to be offered consideration. Be proactive rather than reactive!**

-  **Student Course Participation**




**As a student, I understand that I am responsible for keeping up with the course. To help with this, I will**

- identify alternative computer and internet access in case my primary computer crashes or my internet service 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.

**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.

**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.
-  **Course Policies**



## **Disclaimer**

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

## **Original Effort**

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

## **AVID**

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your

effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

### Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

## General Course Requirements

1. Attend class and participate. I suggest you log into the course 3 times per week.
2. Contribute and cooperate with civility. BE NICE :)
3. **Submit assignments on time. Late work will be accepted for up to 50 % credit. If you are aware of a circumstance that may prevent you from submitting an assignment on time you must contact me in BEFORE the due date in order to be offered consideration. Be proactive rather than reactive!**
4. It is your responsibility to check your grades and inform me if there is a mistake. (If you are attending a face to face class and I have an incorrect attendance or participation grade, you must notify me within 2 class days in order to get your grade changed.)
5. If you attend a face to face class and are late or leave early multiple times, your attendance grades will go from 100 to 50 each time you are late. I will notify you if you are in danger of receiving a 50.
6. If you attend a face to face class, attendance is double on presentation days.

7. You are required to bring your textbook to class each day.
8. Please do not walk into class if a student is delivering a speech. Wait until you hear applause, then enter.
9. I will not drop you from my course regardless of how many absences you have.
10. Each day I will assign attendance an attendance grade of either a 100 if you are present and active, a 0 if you are absent (there are no such things as excused absences), if you are late or leave early you are subject to a point deduction.
11. Attendance and participation grades can not be made up. You must be present to earn these points.
12. I do not need doctors notes or any other form of paper work.
13. Please speak to me in person if there is a concern about your grades.

## Incomplete Policy

An 'Incomplete' grade may be given only if:

14. The student has passed all completed work
15. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

-  **Course Schedule**



***(Tentative and Subject to Change)***

Date	Topic & Chapter	Due
------	-----------------	-----

SPCH 1321 Fall 2014 Syllabus

<b>Week # 1</b>		
Tuesday 8/26	Introduction Game, Brainstorming Activity, Blackboard, Partner Interviews, Create 4 Boxes, Outlining	
Thursday 8/28	Go over rubric, Outline Workshop	Outline Draft
<b>Week # 2</b>		
Tuesday 9/2	Present Speeches	Partner Speech Project Due
Thursday 9/4	Chapter 1, 2, 6, 11	Chapter Reading
<b>Week # 3</b>		
Tuesday 9/9	Interview Activity & Business Project Overview	
Thursday 9/11	Business Project Work Day	
<b>Week # 4</b>		
Tuesday 9/16	All Business Project Drafts DUE	
Thursday 9/18	Business Project Presentations	Project #2 DUE
<b>*****Week # 5</b>		
Tuesday 9/23	Chapters 3 & 4 Activity	Chapter Reading
Thursday 9/25	Chapter 7 Activity	Chapter Reading
<b>Week # 6</b>		
Tuesday 9/30	Project # 3 Instructions/Introduction	
Thursday 10/2	Project #3 Work Day	
<b>Week # 7</b>		
Tuesday 10/7	Project #3 Work Day	
Thursday 10/9	Project # 3 DUE	
<b>Week # 8</b>		
Tuesday 10/14	Final Exam Due by 11:59 PM (ONLINE)	

-  Institutional Core Objectives (ICOs)



## Description of Institutional Core Objectives (ICO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73*)

## Odessa College's Institutional Core Objectives (ICOs):

0. *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1. *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
2. *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions



3. *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
4. *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
5. *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

- **↓ Course Objectives**



-

**Learning Outcome 1:** Demonstrates an understanding of techniques and dynamics of oral communication process in the business and professional setting.

*Performance objectives/Method(s) of measurement for each objective:* The student will be tested quantitatively on oral communication techniques through instructor evaluations. The dynamics of the oral communication process will be evaluated qualitatively through textbook reading, class discussion, activity, and during the performance of oral presentations.

**Learning Outcome 2:** Demonstrates ability to prepare for an oral presentation including topic selection, organizational patterns, research and supporting material, and language devices in the business and professional setting.

*Performance objectives/Method(s) of measurement for each objective:* The student will be evaluated quantitatively and qualitatively on the ability to select significant and appropriate topics for demonstration, informative, and persuasive oral presentations by completing objectives on the instructor's grade sheet for the assignment. The capstone oral presentation will be evaluated more heavily on the effectiveness and appropriateness of the topic chosen.

*Performance objectives/Method(s) of measurement for each objective:* The student engages in using critical thinking cognitive skills by selecting topics for speeches. A student's presentation topic will be evaluated on audience analysis of demographics and psychographics and the effectiveness and appropriateness of the topic chosen in the oral presentation.

*Performance objectives/Method(s) of measurement for each*

objective: The student will be evaluated quantitatively on the ability to identify, select, and use effective supporting material. Specifically, the student will compile research on his/her topic and orally cite sources in the oral presentation. The capstone oral presentation will be evaluated more heavily on the selection and use of research citations and supporting material.

Performance objectives/Method(s) of measurement for each objective: The student will be evaluated quantitatively and qualitatively on the ability to arrange ideas in an organized manner, including the use of patterns of arrangement, compelling introduction and conclusions, and effective transitional statements in oral presentations. Students also may be tested on these competencies through class assignments. The capstone oral presentation will be evaluated more heavily on the effectiveness of the arrangement of content, introduction and conclusion, and transitional statements.

Performance objectives/Method(s) of measurement for each objective: The student will be evaluated quantitatively on the ability to use various language devices (careful choice of words) in oral presentations. The capstone oral presentation will be evaluated more heavily on language devices and word choice.

**Learning Outcome 3:** Demonstrates effective delivery techniques including vocal variety in rate, pitch, and intensity, clear articulation, and proper nonverbal techniques--movement, eye contact, and use of presentational aids in the business and professional setting.

Performance objectives/Method(s) of measurement for each objective: The student will be evaluated quantitatively on the ability to have good delivery techniques including vocal variety in rate, pitch, and intensity, clear articulation and proper use of notes in demonstration, informative, and persuasive oral presentations by mastering the objective on the instructor's grade sheet for the assignment. Furthermore, the student will be evaluated on using visual aids effectively during a presentation. The capstone oral presentation will be evaluated more heavily on the effectiveness of the student's delivery.

**Learning Outcome 4:** Demonstrates fair-minded critical thinking skills and will be willing to construct fair and accurate points of view and reasoning on issues to address the business and professional audience.

Performance objectives/Method(s) of measurement for each objective: The student will be evaluated quantitatively on the ability to make claims, construct arguments, support arguments with research and have sound reasoning in class assignments.

**Learning Outcome 5:** Demonstrates an understanding of the basic principles of interpersonal communication (i.e., self concept, conflict resolution, listening, and relationship development) in the business and professional setting.

*Performance objectives/Method(s) of measurement for each*

*objective:* The student will be evaluated quantitatively on his/her ability to use specific techniques in specific situations as identified by the instructor's guidelines. Qualitatively, the student will be evaluated on the effectiveness of his/her use of specific techniques as identified by the instructor's guidelines.

**Learning Outcome 6:** Demonstrates an understanding of the basic principles of business and professional group communication.

*Performance objectives/Method(s) of measurement for each*

*objective:* The student will be evaluated quantitatively based on his/her participation in problem solving activities and the use of leadership techniques as identified by the instructor's guidelines. The student will be evaluated qualitatively on the expertise with which those guidelines are followed.

Demonstrates an understanding of the techniques and principles of effective business and professional interviewing.

*Performance objectives/Method(s) of measurement for each*

*objective:* The student will be evaluated quantitatively on the degree to which he/she completes the interview process including the process of preparation, conducting and evaluating the interview. **Learning**

**Outcome 7:**

-  **Odessa College Policies**



## **Academic Policies**

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities*  
<http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

## Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

### **"Cheating on a test" shall include:**

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

## Special Populations/Disability Services/Learning Assistance

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.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at [www.odessa.edu/dept/counseling/disabilities.htm](http://www.odessa.edu/dept/counseling/disabilities.htm). The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-

335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

## Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

-  **Student Support Services and Technical Support**



### Blackboard Support

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).

(insert more here)

## **Learning Resource Center (LRC; Library)**

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 Success Center (SCC)**

Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit [www.odessa.edu/dept/ssc/](http://www.odessa.edu/dept/ssc/) (Source: *Odessa College Catalog of Courses 2012-2013, page 54*)

## **Student E-mail**

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/>. **Correspondence will be submitted using your Odessa College email as an alternative method to contact you with information regarding this course.**

## **Wrangler Express**

(insert here)