South Plains College
Common Course Syllabus: SPCH1321

Department: Communications
Discipline: Speech Communication
Course Number: SPCH1321
Course Title: Business & Professional Communication
Available Formats: This course will be taught in Online – Asynchronous format
Campuses: Online
Course Description: Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.
Prerequisite: None
Credit: 3 **Lecture:** 3 **Lab:** 0
Textbook: <u>Communicating at Work: Strategies for Success in Business and the Professions</u> by Ronald B. Adler and Jeanne Marquardt Elmhorst, 11th Edition
Technology Requirements:
1. SPC username and password
2. SPC email address
3. Regular access to a computer with video/recording capability
4. Regular access to reliable internet service
5. Microsoft Office 365 You will need to install these programs on your computer.
6. One audio recording device

This course partially satisfies a Core Curriculum Requirement:
Institutional Foundational Component Area (090)
Core Curriculum Objectives addressed:
- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Social Responsibility**—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Student Learning Outcomes:
Upon successful completion of this course, students will:
1. Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
2. Demonstrate essential public speaking skills in professional presentations.
3. Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals.)
4. Apply essential dyadic and small group processes as they relate to the workplace.
5. Utilize various technologies as they relate to competent communication.
6. Demonstrate effective cross-cultural communication.

Course Evaluation:
Course grade will be assessed according to the completion of the following using percentages noted:

Major Presentations	30%
Exams, Projects, Daily Work, Class Participation	70%

Attendance Policy: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy. It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning**.** Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

WITHDRAWAL POLICY: The last day to withdraw/drop with a grade of "W" is April 27th. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated regularly, and guidance will be available throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit **https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php**.

COVID-19: For information and resources about COVID-19, please visit **https://www.southplainscollege.edu/emergency/covid19-faq.php**.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit: https://www.southplainscollege.edu/syllabusstatements/.

Course Requirements:
1. To read the information assigned in the text; you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. To perform speeches and written material in a language understood by the instructor and class.
3. To study all lecture material, informational handouts, and assigned readings.
4. To actively participate in the class activities.
5. To show maturity and professionalism in preparation of assignments and in class behavior.
6. To show courteousness to fellow classmates/speakers.
7. To initiate consultations with the instructor whenever assistance is needed regarding class assignments.
8. To appropriately cite information obtained from other sources, both in written and verbal formats. Please refer to the academic honesty section below for further details.
9. A student may not pass the course if (s)he fails to complete two or more major assignments.

Late Assignment Policy:
Late assignments and exams will not be accepted for <u>any</u> reason other than a documented emergency, illness, or a verified problem with the Blackboard server. If you cannot submit your assignment on time due to an accepted excuse, you must contact the instructor prior to the deadline in order to submit the assignment late.
If you plan to be out of town or involved in any extracurricular activity that interferes with a deadline, it is your responsibility to submit the writing assignment, discussion, and/or quiz prior to the deadline. Late work will not be accepted due to a trip or extracurricular activity.

Submission of Assignments:
It is your responsibility to double-check the submission of your work. If your work is not submitted (even though you may have attempted to submit it), I will not accept the assignment late.
If you have problems submitting an assignment through the correct submission link, it is your responsibility to send the assignment to me through SPC email by the assignment deadline or you will not receive credit.

Computer Problems:
You will need to plan ahead and allow sufficient time to submit your work. Computer problems (including WiFi problems) are not a valid excuse for submitting late work. If you do have computer problems when submitting an assignment, you will need to find another computer to use in order to submit your work. (Family members, friends, and libraries are excellent sources for locating another working computer.) Waiting until the last minute to submit your work and discovering that you have a computer problem is not an acceptable excuse for submitting late work.
Always, always, always back up your work on your computer. I recommend saving a copy to your hard drive and also saving a copy to a flash drive (or even email it to yourself). Losing your work because you have computer problems and do not have a back-up copy is not a valid excuse to submit late work.

Make-up Work:
Make-up work is **<u>NOT</u>** guaranteed. **All work has a deadline and deadlines must be met even if the student is absent.** An absence on the day that you are scheduled for oral presentations or examinations will result in a grade of zero for the assignment unless you meet one of the standards for and "excused absence" according to course policy. Being unprepared OR not knowing the date of your speech or exam is not an acceptable excuse! If, according to the instructor's discretion, the student is allowed to make up such a presentation or exam, the student may receive a late penalty for the assignment. Only **ONE** speech may be made up during the semester on the designated date for make-ups.

Note:
The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

Course Assignment Weights

Exam 1	**10%**
Exam 2	**10%**
Final Exam	**10%**
Résumés and Cover Letters	**10%**
Career Research Interview	**10%**
Presentation 1	**10%**
Presentation 2	**10%**
Presentation 3	**10%**
Homework/Activities	**20%**