



SPCH 1321: Business & Professional Speaking
Course Syllabus: Fall 2017

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

Danny Moss, MA

Office: IT 114

Phone: 903-434-8228

General Email: dmoss@ntcc.edu

Course Work Bb Email via <https://myeagle.ntcc.edu>

Students are expected to complete a course evaluation the end of the semester.

Check Bb and email@NTCC.edu accounts regularly

OFFICE HOURS	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Online</u>
	9:30-11:00 12:30-1:20 3:50-4:00 After Class as Needed & by Appt.	12:30-1:20 1:30-2:50 6:00-6:30 After Class as Needed & by Appt.	9:30-11:00 Office 12:30-1:30 Drive Time 5:30-6 HSC After Class as Needed & by Appt.	11:00-12:20 12:30-1:30 Needed & by Appt.	Via Bb & by Appt.	Via Bb

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog 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. **COREQUISITE:** Eligibility to enroll in ENGL 0302 and READ 0302. Three (3) college level transferable semester hours. Below College level work will receive a failing grade.

Required Textbook: Public Speaking for College and Career, 9th Edition, Hamilton Gregory, 2010.

Publisher: McGraw-Hill Higher Education

ISBN Numbers: 9780078036989, 0078036984

Student Learning Outcomes:

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.

SCANS Skills: N/A

Lectures, Discussions, & Assignments:

UNIT 1: Language, The Communication Process, and Listening Chps. 1 & 3.

Introduction (3-5 minutes)* Prepare and deliver a speech of introduction. Your structure should include an attention getting INTRODUCTION, a multiple pointed BODY of information, and a CONCLUSION. Research: Optional. Vis Aid: Optional Sample Content: Your name stated in a clever way. No “My name is....” Biographical data: birth place, family background, educational background academic major, college or university choice when transferring, career choices. Unique features or aspects could include places visited, special events, like being born on an historic date or in some exotic locale, or an interesting career, hobby. Avoid using “Thank You” or “Are there any questions” as a clincher. CAREER INFORMATION IS REQUIRED.

UNIT 2: Public Speaking

Chps. 2, 15, 9, 5, 10, 11, 6, & 8

Business Informative (5-7 minutes)* Prepare an informative speech over a business topic. Your topic should be carefully narrowed, reflective of your professional interests, and be interesting to the class. The introduction should gain the attention and orient the audience. The body should have 2-5 well-organized points, and the conclusion should summarize and wrap up the speech. Research: Minimum 3 sources, 5-7 recommended. Visual Aid: Required.

UNIT 3: Working in Teams & Impromptu

Chp. 19 + “Impromptu Speaking” pages 276-277.

Team Presentation (10-15 minutes) You will be assigned to self-select a team (3-5 members). Present a team speech over a business related topic. Each team must have an introduction and conclusion. Formats may include a symposium, panel discussion, debate, or open forum.

Research: 2 source per member, a business portfolio including a printed agenda for in class board meeting, outline, team notes taken during meetings in/out of class, and Xerox copies of research. Visual Aid: PowerPoint.

Impromptu (No time limit)* Come to class on designated day and give a presentation on a topic the instructor gives to you. Research: None Visual Aid: None

Job Readiness Packet Story the packet posted on Bb for class discussion and quiz.

UNIT 4 Occasional Speaking & Rhetorical Criticism; Chp. 19 & SPAM Handouts

Occasional Speech (Final) (3-6 minutes) A speech of special occasion such as those often delivered in the business and professional setting: introduction, presentation, acceptance, after dinner, tribute, etc. Research: Optional Visual Aid: Optional.

Evaluation/Grading Policy:

Individual Speeches*	30%
Written Work	20%
Team Project	20%
SPAM TEST	10%
Final Speech	20%
Extra Credit	1.5 pts (Each)

Semester Grades are assigned a ten-point grade distribution: $\leq 90\% = A$; $90\% \geq 80\% = B$, $80\% \geq 70\% = C$, $70\% \geq 60\% = D$, $60\% \geq 0\% = F$ As extra-credit is offered, rounding will not occur.

Evaluation/Grading Policy Continued:

Extra Credit 1.5 SEMESTER PTS each (1) Perfect Attendance. (3) Read a current book written on communication in the professional setting. Summarize the book in a one-page typed paper. (3) Article Survey. Read three full- text articles published during the current school year written about any aspect of human communication. Print/copy and turn in the articles with the major ideas contained in the articles highlighted.

Tests/Exams:

Speaking assignments are averaged as tests grades.

Unit Quizzes (1 per unit), Outlines, and other written assignments will be averaged as daily grades.

Student Responsibilities/Expectations:

ATTENDANCE & PUNCTUALITY

Speech is a discipline of both theory and practice, requiring the acquisition of skills through participation and observation. Regular attendance is expected. Students who are excessively absent (more than 3) may have their final semester grade lowered by a letter. For attendance purposes two tardies/early self dismissals constitute an absence. Further absences will incur further penalties up and being dropped or failing the course. Lateness is distracting to the speakers. If you do arrive late (occasionally) and a speech is in progress, please wait in the hall until the speaker is finished.

CELLPHONES/PAGERS/PERSONAL COMMUNICATION/NEW TECHNOLOGIES

The Speech classroom is an electronic gadget/ personal communication free zone. There is **no excuse** for owners to allow these devices to disturb the class. Students who violate this rule will be asked to leave class, and will accrue an absence.

ASSIGNMENTS & RESEARCH

Assignments are due on the date that is called for by the instructor. These include selected reading materials, practicing skills, preparing for team discussions, written and oral preparation of speeches, etc. Student will draw for speaking dates and positions. When research is required for a speech it must be verbally documented, and must appear on the TYPED outline using MLA or APA format (pages 114-115 in textbook). Oral plagiarism is just as serious of an infraction as written plagiarism, and will result in a failing grade. No more than 10% of any speech may be directly quoted from another source.

ATTIRE

Students are expected to dress up for presentations. Males should wear slacks; shirt with collar, belt, dress shoes, jackets, or suits. Females should wear dress, skirt/blouse, pant suits, slacks, and dress shoes. Topic specific attire is allowed. Audience members may dress in everyday casual and comfortable attire. No exposed underwear or hats (outside of couture) are to be worn indoors at any time.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with Shannin Garrett, Academic Advisor/Coordinator of Special Populations located in the College Connection. She can be reached at 903-434-8218. For more information and to obtain a copy of the Request for Accommodations, please refer to the NTCC website - Special Populations.

Family Educational Rights And Privacy Act (Ferpa):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

LIFE HAPPENS

Every human experiences calamities. Make sure to keep your instructor informed and every reasonable thing that can be done will be done to help you complete this course. I'm glad you are here, do your work, earn your grade, behave the way a good student behaves, remember me, and come see me sometime when you're done.



"I do not agree with what you say, but I will defend to the death your right to say it."