



# SPCH 1321: Business and Professional Speaking

## Course Syllabus

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

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OFFICE	Monday	Tuesday	Wednesday	Thursday	Friday	Online
HOURS	Email/Phone	Email/Phone	Email/Phone	Email/Phone	Email/Phone	

*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.*

**Course Description:** 3 credit hours. Lecture/Lab/Clinical: Three hours of class each week.  
**Prerequisite:** Eligibility to enroll in INRW 0302 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.

**Required Textbook(s):**

Public Speaking for College & Career 12<sup>th</sup> ed. by Hamilton Gregory - Connect Plus Access card  
*You have exclusive access to the e book and assignments which was included in your tuition and fees. You will register inside the course once it begins. There is no need to purchase anything for this course.*

**Publisher: McGraw Hill**

**ISBN Number:** 978-1-259-89988-1 GREGORY / PUBLIC SPEAKING DIGITAL TEXT W/CONNECT

**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.

**Core Competency Areas:**

**Critical Thinking 1.** Generate and communicate ideas by combining, changing, or reapplying existing information.

**Communication Skills 1.** Develop, interpret, and express ideas through written communication.

**Communication Skills 2.** Develop, interpret, and express ideas through oral communication.

**Communication Skills 3.** Develop, interpret, and express ideas through visual communication.

**Team Work 1.** Integrate different viewpoints as a member of a team.

**Personal Responsibility 1.** Evaluate choices and actions, and relate consequences to decision making.

## **Lectures, Discussions, & Assignments:**

This is a hybrid class, which means 50% of your time is spent doing online work that contributes to your learning and gaining of skills in this course, while the other 50% is face to face meetings. Each of the eight weeks we will be face to face in class will be a time for lectures and giving speeches. You will be required to present 3 graded speeches, 3 typed outlines, and online activities for each chapter of the textbook.

**Assignments:** Read the assigned Ebook chapters in Public Speaking for College & Career, 11TH edition by Hamilton Gregory in each week's folder. You are required to watch video clips, read supplementary articles and complete assignments found in the chapter folder. These resources are your major source of instruction in this course. WE will discuss the items covered in class. *As you click on the folder for any certain weeks's assignments, you may be taken to the McGraw Hill CONNECT website to view supplemental resources or complete assignments. After you have completed them, you will automatically be taken back to NTCC Blackboard. You are provided with printable transcripts for all CONNECT video clips.*

**Speeches:** You will have one introduction speech and 3 formal speeches in this course. (You are given ample time to complete these speech assignments.) These are explained in detail on a separate document and will be discussed in class thoroughly. Each of these speeches will be presented in class on an assigned night. You will be required to turn in a written outline for EACH formal speech on the night that you present it.

**Outlines:** Each formal speech will require a COMPLETE SENTENCE OUTLINE which you will turn in to the instructor when the speech is due. This outline is what you use to build your speech and organize your ideas. You may use the OUTLINE TUTOR found in the Chapter 12 folder on the homepage to create your outlines. You will never type out your speeches in paragraph form in this course. We use a Complete Sentence Outline only. You will learn how to do this by reading the E-book Chapter 12 on OUTLINING THE SPEECH and completing the learning activities for this chapter. Chapters 10, 11 and 5 will also reinforce your understanding of the outlines.

## **Evaluation/Grading Policy:**

GRADING: (3) formal Speech Average =	60%
(3) Outline Average =	15%
McGraw Hill Connect Assignments Average =	20%
Attendance and Participation=	5%
<b>FINAL GRADE =</b>	<b>100%</b>

## **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 partials (tardy, come & go, early self- dismissal) constitute an absence. 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.

### **ASSIGNMENTS & RESEARCH**

Assignments are due on the date called for by the instructor. These include selected reading materials, practicing skills, preparing for group discussions, written and oral preparation of speeches, etc. When research is required for a speech it must be verbally documented, and must appear on the TYPED outline. 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, slightly more than they normally do to attend classes.

### **COMMON COURTESIES:**

Cell phones and other distractions from instruction should be silenced and not in use unless part of a presentation or used for note taking during class.

### **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 Katherine Belew, Academic Advisor/Coordinator of Special Populations located in the Student Services. 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.

**Other:**

**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.