

Instructor Information

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Office hours: Mon 10-12, Tues 12:30-2:30, Wed 3-6, Thurs 12:30-1:30

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Course Information

Course

Title: SPCH 1321

Course Credits: 3 hours

Course Description

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.

Prerequisites: None

SCANS 5, 6, 9, 10 & 11

Learning Outcomes:

Students will learn several core concepts of professional speech.

Students will be able to create professional documents.

Students will learn skills to improve their ability to listen.

Students will learn how to effectively perform in job interviews and professional environments.

Required Materials:

Textbook: Communicating at Work, 9th or 10th Edition by Adler and Elmhorst.

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 at least three times a week. Go to <http://www.odessa.edu> and click on **Student Email** to set up your email account. You should contact 335-6673 if you are not able to log on using the instructions provided or if you experience any issues with your OC email account.

DO NOT DROP THIS CLASS WITHOUT SPEAKING TO ME FIRST, PLEASE!

Help available:

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. I am willing to work with students within the Odessa College guidelines and help learners to achieve their goals in any way that I can.

Assignment Information:

Student Information Assignment

20 points

You will need to set up and Odessa College email account. Then, create a Word document in which you include all of the following information:

- your first and last name
- your Odessa College email address
- cell phone number (or number at which I can contact you)
- how many semesters of college you have completed
- your major or interests and goals
- **Post this as a Word document under the Assignments tab 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.** Several examples will be posted online. You should have a cover letter with at least 3 full paragraphs and a résumé that is one page in length. Post your documents in Word format under the Assignments tab in BlackBoard.

Mock Interview

100 points

You will arrive to class dressed to impress a potential hiring manager for the job of your choice. Students will serve as interviewers and interviewees to gain practice at answering questions. You must be present this day to participate and earn the points.

Career Planning Report

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 (2 weeks is recommended to show the proper respect for the person's schedule) 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. You will use this information, along with 2 other sources, to write a paper about the job duties, typical salary, new developments, etc. about the career you chose. This paper needs to be at least 3 pages, double-spaced, Times New Roman font with 1 margins. Post your document in Word format under the Assignments tab in BlackBoard.

Career Planning Speech

100 points

You will develop a 5-7 minute informative presentation about the career you chose. Develop 3 main points and organize your information in a logical way. Work to be as conversational and direct as possible with the audience. You will not be allowed to have your paper on stage but are allowed to use note cards if needed. Creating and using a visual aid while speaking is required.

Group Sales Presentation

100 points

You will work with other members of the class to develop a unique and original product. It can be based on something that already exists but your product should be different in some way. Then you will all develop a sales presentation for the class. Worksheets for meetings will be provided to help you accomplish each of the group speech goals.

Quiz Information:

Quiz 1 100 points Chapters 1, 2, 3, 4 & 5	Quiz 3 100 points Chapters 10, 11, 12 & 13
Quiz 2 100 points Chapters 6, 7 & 9	Quiz 4 100 points Chapters 8, 10 & 14

Final Exam

100 points

Chapters 1-14

This is a comprehensive exam over all the textbook chapters and any information covered in class. The test will consist of 50 multiple choice and true/false questions.

Weekly schedule:

Week 1-Aug. 23 & 25

Read syllabus and all course information

Log in to your Odessa College email account

Chapter 1

Post Student Information Assignment as a Word document in BlackBoard by Friday

Week 2-Aug. 30 & Sept. 1

Chapters 2 & 3

Week 3-Sept. 6 & 8

Chapters 4 & 5

Complete Quiz 1 by Friday

Week 4-Sept. 13 & 15

Chapters 6 & 7

Week 5-Sept. 20 & 22

Chapter 9

Complete Quiz 2 by Wednesday

Week 6-Sept. 27 & 29

Résumés & Cover Letters

Develop your own cover letter AND résumé using your real information and career goal

Post Cover Letter and Résumé in BlackBoard by Friday

Week 7-Oct. 4 & 6

Chapters 10 & 11

Week 8-Oct. 11 & 13

Chapters 12 & 13

Complete Quiz 3 by Friday

Week 9-Oct. 18 & 20

Mock Interviews in class on Tuesday

Last Lecture Listening Quiz in class on Thursday

Contact a professional in your career field to arrange an interview by Thursday

Week 10-Oct. 25 & 27

Chapters 8 & 14

Complete Quiz 4 by Friday

Research your career choice and begin building your career planning report

Interview person who works in your field and gather other data about the job

Week 11-Nov. 1 & 3

Career research day in class

Week 12-Nov. 8 & 10

Perform Career Planning Speech on Tuesday

Week 13-Nov. 15 & 17

Group meetings in class (*attendance required*)

Week 14-Nov. 22 & 24

Group meetings in class (*attendance required*)

Week 15-Nov. 29 & Dec. 1

Perform Group Sales Presentations in class (*attendance required*)

Week 16-Dec. 6

Final exam review in class

Complete the final exam in BlackBoard by Wednesday, Dec. 7

Course 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:
Student Information	20 points	2%
Last Lecture Listening Quiz	80 points	8%
4 Quizzes (100 points each)	400 points	40%
Résumé & Cover Letter	100 points	10%
Career Planning Paper	100 points	10%
Career Planning Speech	100 points	10%
Group Sales Presentation	100 points	10%
Final Exam	100 points	10%

Extra credit:

There is not a guarantee that any extra credit work will be available so do your best on each assignment!

Policies and Procedures

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. 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".

Instructor's response time:

I will respond to your e-mails within 24 hours. If you do not get a reply from me within that time please give me a call as I am always available to help.

Attendance policy:

You are expected to be in class for each and every class day. The 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.

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

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.