

Course Syllabus

Department : Speech
Course Title : Business & Professional Speech
Section Name : SPCH_1321_WB9

Modality : ONLINE

Instructor Information

Name : Jeremy Sanchez
OC Email : jsanchez@odessa.edu
OC Phone # : (432) 335-6598

Course Description

Your college education is designed to prepare you for the business world. However, whatever career you choose, there are communicative tools that you will need. Many are entering the workforce without these tools. This class is designed to help you develop skills of communication that will help you to get a job, work well with others at that job, and have the opportunity to advance in your career. I hope this class is an enjoyable experience, and if there is any aspect of this class that you do not understand or is not explained by this syllabus, please ask me right away. Thank you for taking this class and I am sure you will benefit from it.

Prerequisites/Corequisites

There are no prerequisites for this course.

[Scans](#)

SCANS 5, 6, 9, 10, 11

Course Objectives

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 Readings/Materials

a) You must purchase the following **required** readings/materials:

Communicating at Work, 10th Edition by Adler and Elmhorst, Available at Odessa College Bookstore.
 The student will need to have the means to record a speech and either transfer the video to a CD/DVD or upload the speech to YouTube.

The student must have ready access to a computer with high-speed internet.

b) You are encouraged to buy the following *optional* books/materials: None

Course Requirements (Lectures, Assignments and Assessments)

- Discussion Board Topics: (10 % of Final Grade)
 - Speech 1: Informative Speech (15% of Final Grade)
 - Speech 2: Persuasive Speech (20% of Final Grade)
 - Midterm Exam (20 % of Final Grade)
 - Final Exam: (20% of Final Grade)
 - Career Interview Paper: (15% of Final Grade)
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Summary of Assignments & Activities

Item(Name)	Type	Description	Due
Discussion Board Topics	Discussion/Attendance	Periodically, I will post a question or request for information on the Discussion Board. It will be indicated that the topic is mandatory. It will also be indicated the time frame in which the student will be able to post their response to receive credit. You will need to be checking in on the BlackBoard class DAILY so that you are aware of a mandatory discussion board topic and participate accordingly.	To Be Announced
<i>Speech 1 Informative Speech</i>	<i>Speech Presentation</i>	The student will select a topic that is relevant to their desired field of study and research the topic. They will prepare a speech outline and deliver an extemporaneous	<i>Oct. 5th</i>

		<p>speech in front of an audience. Student will be provided with an evaluation form through BlackBoard which will indicate specific items that will be critiqued and graded. The student must record themselves giving the speech in front of an audience of at least 3 people and either post the speech to YouTube or send in a DVD or Video-CD of the speech to the instructor. Specific instructions for doing either will be provided through BlackBoard. Also, the student may schedule an appointment to come in and deliver the speech in person during one of the instructors on campus classes. Please contact the instructor to schedule such an appointment.</p>	
Speech 2 Persuasive Speech	Speech Presentation	<p>This assignment is similar to Speech 1 and will be submitted in the same manner. The student will choose a new topic to research and deliver a persuasive extemporaneous presentation.</p>	Nov. 30th
Midterm	Exam	<p>This exam will cover a number of chapters from the textbook as well as information delivered during class lectures. The exam will be multiple choice. A review indicating specific chapters and major topics to be covered on the exam will be provided it through BlackBoard. The test is online and is effectively open-book, but there is a time limit on the exam. Also, the exam may only be attempted once and once you begin the exam, you must finish it.</p>	Oct. 12th
Final Exam	Exam	<p>This exam will cover a number of chapters from the second half of the semester as well as cover some chapters previously covered in the midterm, resulting in a comprehensive final exam. The exam will be multiple-choice. A review indicating specific chapters and major topics to be covered on the exam will be provided through BlackBoard</p>	Dec. 7th
Career Interview	Paper	<p>The student will identify a professional in business world that is currently engaged in a career that is of interest to the student. The student will be responsible for contacting the person and scheduling an interview. The student will conduct the interview and summarize the information gathered into a short 1-3 page paper. A detailed description</p>	Nov. 21

		of this assignment will be provided in class.	

Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted. After I send feedback each week, I will post a notification in the **Main** forum. Late assignments receive a 10% deduction for each day they are late if assignments are not posted by 11:59 p.m. central on the day they are due. Assignments more than 5 days late will not be accepted. Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor.

Percentage %	Grade
90-100	A
80-89	B
70-79	C
60-69	D
<59	F

Special Needs

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.

Learning Resource Center (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 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/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

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/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical 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.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).