BUSINESS AND PROFESSIONAL COMMUNICATION
SPCH.1321.63640
Spring 2016
January 20, 2016 – May 12, 2016

Professor: Tony L. Kroll
Email: tkroll@dcccd.edu
Office Phone Number: 214.860.8878 (voice mail is not available)
Office Number: W271
Office Hours: Anytime, by appointment through Skype (ProfessorTonyKroll)
By appointment on the MVC campus
M/W 2:00 pm to 3:00 pm
T/Th 11:00 am to 12:30 pm

Meeting Days & Time: Daily, online
Credit Hours: 3

Division: Arts and Communication
Division Office Hours: M-Th 7:30 am to 7:00 pm
F 7:30 am to 5:00 pm
Division Phone: 214.860.8783
Office Location: E40

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.

Course Pre-requisites: One of the following must be met:
(1) Developmental Reading 0093 AND Developmental Writing 0093;
(2) English as a Second Language (ESOL) 0044 AND 0054; or
(3) have met Texas Success Initiative (TSI) Reading and Writing standards.

Course Materials/Supplies Needed

DCCCD Core Objectives:
Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
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

Student Learning Outcomes for SPCH 132
Upon successful completion of this course, students will:
1. Demonstrate communication competence and critical thinking through an understanding of the 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 Outline (this is a general overview – a calendar is provided in this document): The course content is organized into ten learning modules. Each module has required discussion assignments and a quiz. You will be in a Thursday/Sunday rhythm for posting to the Discussion Board, reading/responding to other students in the Discussion Board, and quizzes. The speaking assignments will begin after we have studied the course content. The speaking assignments and the Application Essay extend beyond the learning Modules, but these are major assignments that take time for synthesis of information, writing/revision of drafts, and reflection.

Evaluation Procedures: The final grade for the semester will be determined by the student's success on ten quizzes, one application essay, three presentations, an interview project, and ten online discussion activities. Writing will be an emphasis in the course with written outlines to support the presentations, weekly online writing assignments in the Discussion Board, and one essay/application assignment.

Quizzes (Learning Objectives 1, 2, 3, and 6): Each of the 10 Modules will have a short quiz (25 points each for a total of 250 points, notated as Q1 through Q10 in the Grade Center) comprised of multiple choice and true/false questions. The quizzes will be taken in eCampus and each must be completed before the date and time due in the Module where it is assigned (always the last day of the module at 11:55 pm).

Application Essay (Learning Objectives 1, 2, 3, and 6): There will be one application assignment that includes an essay (100 points, notated as E1 in the Grade Center).

Presentations (Learning Objectives 1, 2, 4, 5, and 7): All sections of SPCH 1321 at MVC require students to give three extemporaneous presentations. We will give an Informative, a Persuasive in a Problem/Solution format, and a Persuasive in a Refutation format. Each presentation will include a typed preparation outline, a one-page speaking outline, and a bibliography that lists sources used in the presentation. The presentations will be 3 to 5 minutes in length and will require verbal citation of at least three scholarly sources. The presentations will count 300 points toward the final course grade. The presentations will be recorded through Vimeo with a link copied and pasted in the assignment folder.

Discussion Assignments (Learning Objectives 1, 2, 3, 4, 5, and 6): Each of the ten modules will have an online discussion of the reading assignment for that module. In the first part of each module you will be required to post a response to the discussion prompt. In the second part of each module you will be required to respond to two of your classmates. Our goal is to engage in discussion to help each other learn and think about the content we are studying. Proper grammar, spelling, and professional writing is expected in the discussion postings along with course content/concepts with a page number (25 points each for a total of 250 points, notated as D1 through D10 in the Grade Center).
Interview Project (Learning Objectives 1, 2, 3, 4, and 5): You will work in pairs to conduct a professional interview through Skype. Each student will serve as interviewer in one interview and as interviewee in one interview. The project involves a written reflection on your role as both EE and ER (100 points, notated as Interview in the Grade Center).

Instructor Attendance Policy: You must participate daily in online discussion and assignments. Due dates are not extended due to excused or unexcused absences.

Grading Scale:

The following chart indicates the maximum number of points available for each assignment:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informative Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Persuasive Presentation – Problem/Solution</td>
<td>100</td>
</tr>
<tr>
<td>Persuasive Presentation - Refutation</td>
<td>100</td>
</tr>
<tr>
<td>Module Quizzes (10 at 25 points each)</td>
<td>250</td>
</tr>
<tr>
<td>Application Essay</td>
<td>100</td>
</tr>
<tr>
<td>Interview Project</td>
<td>100</td>
</tr>
<tr>
<td>Discussion Assignments (10 at 25 points each)</td>
<td>250</td>
</tr>
<tr>
<td>Total Points Available</td>
<td>1000</td>
</tr>
</tbody>
</table>

The following chart indicates the requirements for each letter grade:

<table>
<thead>
<tr>
<th>Course Grade of A</th>
<th>900 to 1000 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Grade of B</td>
<td>800 to 899 points</td>
</tr>
<tr>
<td>Course Grade of C</td>
<td>700 to 799 points</td>
</tr>
<tr>
<td>Course Grade of D</td>
<td>600 to 699 points</td>
</tr>
<tr>
<td>Course Grade of F</td>
<td>0 to 599 points</td>
</tr>
</tbody>
</table>

Course Calendar: The course content is organized into ten learning modules. Each module has required discussion assignments and a quiz. You will be in a Thursday/Sunday rhythm for posting to the Discussion Board, reading and responding to other students in the Discussion Board, and quizzes. The speaking assignments will begin after we have studied the course content. The speaking assignments and the Application Essay extend beyond the learning Modules, but these are major assignments that take time for synthesis of information, writing/revision of drafts, and reflection.

The withdraw date for this class is April 14, 2016

Course Calendar

All due dates are 11:55 pm on the day due unless a different time is specified.

Course Introduction – Becoming Familiar with BlackBoard, Vimeo, and the Course Design

January 20 to January 24
Please post a self-introduction in the Discussion Board so we can get to know each other. Make a short recording with your telephone and upload to Vimeo (vimeo.com). Once uploaded, create a link to the recording and send the link to a friend to make sure it works.

Module 1  
Getting Started and Finding Materials  
January 25 to January 31  

D1 Initial Post Due on January 28  
D1 Responses Due on January 31  
Q1 Due on January 31  

Module 2  
Organizing an Extemporaneous Presentation  
February 1 to February 7  

D2 Initial Post Due on February 4  
D2 Responses Due on February 7  
Q2 Due on February 7  

Module 3  
The Communication Process  
February 8 to February 14  

D3 Initial Post Due on February 11  
D3 Responses Due on February 14  
Q3 Due on February 14  

Module 4  
Communication in the Workplace  
February 15 to February 21  

D4 Initial Post Due on February 18  
D4 Responses Due on February 21  
Q4 Due on February 21  

Module 5  
Conflict, Culture, and Relationships  
February 22 to February 28  

D5 Initial Post Due on February 25  
D5 Responses Due on February 28  
Q5 Due on February 28  

Module 6  
Listening and Nonverbal Communication  
February 29 to March 6  

D6 Initial Post Due on March 3  
D6 Responses Due on March 6  
Q6 Due on March 6
Module 7
Small Group Communication
March 7 to March 13

D7 Initial Post Due on March 10
D7 Responses Due on March 13
Q7 Due on March 13

Module 8
Employment Interviews
March 21 to March 27

D8 Initial Post Due on March 24
D8 Responses Due on March 27
Q8 Due on March 27

Module 9
Strategies to Persuade
March 28 to April 3

D9 Initial Post Due on March 31
D9 Responses Due on April 3
Q9 Due on April 3

Interview Project Due on April 3

Module 10
Verbal and Visual Support
April 4 to April 10

D10 Initial Post Due on April 7
D10 Responses Due on April 10
Q10 Due on April 10

Informative Presentation Due April 17

Application Essay Due April 24

Persuasive – Problem/Solution Presentation Due May 1

Persuasive – Refutation Presentation Due May 8