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 1321
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 at the end of this document): The course content is organized into four learning modules. Each module will start with a warm-up activity and then has a required discussion assignment and a quiz. You will be posting to the Discussion Board, reading/responding to other students in the Discussion Board, and completing quizzes. The application assignments will begin in Module 2 and continue through the course.

Evaluation Procedures: Quizzes (Learning Objectives 1, 3, 4, and 6): Each of the four modules will have a short quiz (50 points each for a total of 200 points, noted as Q1 through Q4 in the Grade Center) comprised of multiple choice and true/false questions. The quizzes will be taken in BlackBoard 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 Projects (Learning Objectives 1, 3, 4, 5, and 6): There will be three application projects that include an activity, a written reflection, and/or an application essay (300 points). In these assignments you show how course concepts can be applied to examples that you have experienced. You want to provide a very clear definition, description, and application of course concepts.

Presentations (Learning Objectives 1, 2, 3, and 5): All sections of SPCH 1321 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 Presentation Feedback Forms, included in the rubrics tab, will be used to evaluate the presentations. The presentations will be recorded and uploaded to Vimeo with a link to the presentation copied and pasted in the assignment folder. Due dates are not extended because of problems with technology. Please be careful to save enough time for recording and uploading your recording. The video quality of your recording is not the priority. Some telephones are set to high resolution by default. You will want to adjust the resolution down so that it is easier to manage smaller files. Extemporaneous style is required – presentations in a manuscript or memorized style will receive a 50-point penalty. All three presentations must be attempted for a passing grade in course, regardless of the number of points earned on other assignments.

Discussion Assignments (Learning Objectives 1, 3, 4, 5, and 6): Each of the four 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 at least two of your classmates. Simple responses to other students (e.g. “I agree,” “You nailed this one,” or “Great job!”) are not eligible for course points. Our goal is to engage in discussion to help each other learn and think about the content we are studying. It is important to read the entire discussion board, not just the posts you select for a reply. Proper grammar, spelling, and professional writing are expected in the discussion postings along with course content/concepts with a page number (50 points each for a total of 200 points, noted as D1 through D4 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. Due dates are not extended due to problems with technology.

**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>Application Project - Corner Office Leader</td>
<td>100</td>
</tr>
<tr>
<td>Application Project - Interview</td>
<td>100</td>
</tr>
<tr>
<td>Application Project - Essay</td>
<td>100</td>
</tr>
<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 Discussion Assignments (4 at 50 points each)</td>
<td>200</td>
</tr>
<tr>
<td>Module Quizzes (4 at 50 points each)</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total Points Available</strong></td>
<td>1000</td>
</tr>
</tbody>
</table>

The following chart indicates the requirements for each letter grade:

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

The withdraw date for this class is December 22, 2017.

**Academic Dishonesty:**

*Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at [https://www1.dcccd.edu/catalog/ss/code.cfm](https://www1.dcccd.edu/catalog/ss/code.cfm).*

Academic dishonesty (cheating on a quiz or a speech, as an example) will result in the student receiving a failing grade on the assignment a second case during the semester will result in a failing grade for SPCH 1321.

**Plagiarism:** Plagiarism is discussed in the Code of Student Conduct. For this course, both “casual” and “flagrant” plagiarism are specific violations of the Student Code of Conduct and, as such, will result in grade penalties. Penalties for any type of plagiarism (e.g. preparation outline, discussion postings, essay, use of visual images in a PowerPoint presentation without giving credit, etc.) include a grade of “0/F” on the plagiarized assignment. Revisions of the plagiarized assignment will not be accepted. A repeat offense by the same student will result in a grade of “F” for the course. In some cases, at the discretion of the Executive Dean of Student Support Services, plagiarism can result in suspension or removal from the College.

**Institution Policies:** Please visit [http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf](http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf) for a complete list of
institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; Title IX; and Campus Emergency Operation Plan and Contingency Plan).

Course Calendar: The course content is organized into four learning modules. Each module has required discussion assignments and a quiz. You will be posting to the Discussion Board, reading and responding to other students in the Discussion Board, and quizzes.

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

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

December 11

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. Copy and paste the link to your video in the discussion thread.

Module 1  Presentation Basics

December 11 to December 17

D1 Initial Post Due on December 14
D1 Responses Due on December 17
Q1 Due on December 17

Module 2  Communication Basics

December 18 to December 24

D2 Initial Post Due on December 21
D2 Responses Due on December 24
Q2 Due on December 24

Informative Presentation Due on December 19

Module 3  Verbal, Nonverbal, and Listening

December 25 to December 31

D3 Initial Post Due on December 28
D3 Responses Due on December 31
Q3 Due on December 31

Problem/Solution Presentation Due on December 26

Refutation Presentation Due on December 29
Module 4  Small Group Communication, Leadership, and Professional Interviews

January 1 to January 5

*Notice the dates for this module are not the same as the other modules (Module 4 is Monday through Thursday only, instead of Monday through Sunday)*

- D4 Initial Post Due on January 2
- D4 Responses Due on January 5
- Q4 Due on January 5

Application Project – Corner Office Leader Due on January 1

Application Project - Essay Due on January 3

Mock Interviews to be Completed no Later than January 4

Application Project - Interview Due on January 5