HOUSTON COMMUNITY COLLEGE Southeast
6815 Rustic, Houston, TX 77087

Spring 2016 Mini Session (3-Week) Course (December 14, 2015 - January 8, 2016)
Business & Professional Communication, (DE Class)
Speech 1321-0001-95334
Room 303, Felix Morales Bldg., 3rd Floor

*Instruction for this course is 100% electronic.*

Instructor: Prof. P. Shivers, Office Location: Room 124, Arts & Language Dept., Felix Morales Bldg.
Phone: 713/718-7156 (Office) or (713) 816-5052 (Cell) leave voice/text message
Email: paralee.shivers@hccs.edu

(Textbook is REQUIRED for this class).

Course Description: A survey course in the basic principles of oral communication includes the study of the use of the body and voice, the speaker-listener relationship, and preparation and delivery of platform speeches.

Open to all students: Required for speech majors.

Course Prerequisites(s): Must be placed into college-level reading (or enroll in GUST 0342 as a co-requisite) and be placed into college-level writing (or enroll in ENGL 0310/0349 as a co-requisite)

Academic Discipline: 1. Identify and explain the components of the communication process, as well as clarify how they relate to diverse communication models. 2. Demonstrate business etiquette. 3. Initiate conversations, and participate in conversations. 4. Use appropriate listening skills for various situations. 5. Display self-confidence. 6. Use theories of communication as a foundation to understand human interactions. 7. Identify and illustrate ways to handle conflict. 8. Coordinate professional events, and do so in a professional manner.

Mission of Business & Professional Communication intends to acquaint students with aspects of various sub-areas of the program Communication, such as interpersonal, nonverbal, organizational, public speaking, and group communication. Additionally, its aim is to enhance self-confidence, develop conversations, oratorical skills, interviewing, critical thinking skills, and leadership skills, as well as improve the way students think and interact with others. The ability to read, write and speak clearly and complete college-level work is important to students’ learning and succeeding in this course.

Program Learning Outcomes: 1. Analyze issues, and identify possible resolutions for problems. 2. Read aloud, using the appropriate vocal cues, verbal and nonverbal skills. 3. Organize and deliver speeches. 4. Coordinate various types of activities, such as symposia, discussions, and meetings. 5. Speak in a conversational tone and other appropriate tones, as applicable to the communication situation. 6. Initiate conversations, as well as participate in them with self-confidence. 7. Work with others in groups and on teams, and serve as an effective leader or follower.

8. Serve as interviewer and interviewee. Equally important is a student’s commitment to class attendance, relentless participation, and cooperation.
Learning Objectives: 1. Teach students how to think critically and to listen discriminatively, particularly when discussing issues and attempting to understand and describe behavior. 2. Train students to improve their vocal, aural, and nonverbal skills. 3. Provide opportunities for students to research and use different resources to obtain data for formal and informal discussions, presentations, and conversations.

4. Work with students individually and collectively to build self-confidence.

5. Direct students to initiate and engage in conversations.

6. Give assignments that promote team and group participation, as well as those that develop leadership skills.

7. Place students in roles of interviewer and interviewee to enhance their interviewing skills for employment and other aspirations.

Core Curriculum Competencies: This course fulfills the Academic Core Requirements: reading, writing, speaking/listening, critical thinking, and computer/information literacy. Additionally, it fulfills the six objectives as prescribed by the Texas Coordinating Board: critical thinking skills, communication skills, empirical and quantitative skills, teamwork, social responsibility, and personal responsibility.

SECTION I: Overview
A. Course Description – Course is designed to teach learners process and principles of speech communication in four key areas: public speaking, listening, speech planning and preparation and presentation.

B. Expanded Course Description – Teach how communicate effectively in the workplace and in organizations.

SECTION II: Student Learning Outcomes – The student should be able to demonstrate his or her ability to:
A. Explain the theoretical process of speech communication.
B. Understand the role speech communication plays in society.
C. Identify techniques for different types of listening.
D. Develop public speaking skills for informative and persuasive presentations.
E. Speak or present information to an audience with confidence and poise.

SECTION III: Learning Activities

SECTION IV: Learning Assessment
A. Evaluation & assessment based on learning outcomes – Measurement devices used to ascertain student mastery of learning outcomes may include:
1. Quizzes, Assignments, Journals, Discussion Questions, Definition: (online)
2. Mid Term Exam (online)
3. Final Exam (Online & face to face)
4. Evaluation and Self-Assessment Exercises
B. Grade Determination – Grades will be determined by the following Grading Criteria:

(Based on Points Achieved)

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<thead>
<tr>
<th>Points Achieved</th>
<th>Grade</th>
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<tbody>
<tr>
<td>900-1000</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
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<tr>
<td>Quizzes</td>
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<tr>
<td>Assignments</td>
<td>14</td>
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<td>Discussion Questions</td>
<td>14</td>
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<tr>
<td>Journals</td>
<td>14</td>
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<tr>
<td>Mid Term/ Exam 1</td>
<td>1</td>
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<tr>
<td>Exam 2</td>
<td>1</td>
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<tr>
<td>Final Exam Special Project</td>
<td>1</td>
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<td><strong>Grand Total</strong></td>
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**SECTION IV: Make-up Policy**
Is the responsibility of the student to make up any assignments missed during his/her absence. Make-up examinations will be given only if there is a documented reason for missing the examination.

**SECTION V: Academic Honesty**
Students observed cheating on examinations or assignments will receive a failing grade.

**SECTION VI: Attendance**
Attendance is determined by students participating in online discussions, quizzes, assignments, and exams as well as online activities.

**SECTION VII: Students with Disabilities**
Any student with a documented disability who needs to arrange reasonable accommodations must contact Southeast College’s Disabilities Counselor. Faculty is authorized to provide only accommodations requested by the Disability Support Services office. **John Reno is the ADA counselor for Southeast. His number is 713-718-8397.**

**SECTION VIII: Use of Tape Recorders, Cameras, Cell Phones, Etc. in Class.**
Students must request permission from instructor to use tape recorders, cameras, cell phones, or other equipment that may be misused or improperly interpreted when academic instruction is taking place.

**DISCUSSION OF GRADED ASSIGNMENTS**
If there is a discrepancy with a grade, it is the student's responsibility to discuss in person or over the phone (not through the e-mail) the matter with the instructor. Not only is this important for creating open communication between the instructor and student, but it also ensures that all grade disputes are handled in the same way for all students. After an assignment is graded, students may call the instructor on Tuesday or Thursday from 2:00 p.m. til 4:00 p.m. to discuss (over the phone) or face to face, any grading discrepancies with the instructor. Although communication with the instructor is encouraged, timeliness is essential for the success of the course.

**ADDITIONAL INFORMATION**

**DE STUDENT SERVICES:**
The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student’s responsibility to be familiar with the handbook’s contents and part of the mandatory
orientation. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: http://de.hccs.edu/de/de-student-hand. The DE counselor is Ms Dameria Curry-Boston. Her number is 713.718.7281. Email: dameria.curry@hccs.edu

E-mails: I will respond back to e-mails within 72 hours from Sunday-Thursday only.

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the semester.

Teaching Strategies: The objectives of this course will be achieved through online instructions and a face to face Final Exam. Reading is Mandatory! All chapters in the text will be assigned to read and participate in activities, discussions, quizzes, etc.

Make-up/Late Policy: No makeup on quizzes, midterm exam, or final exam.

SPEECH MAKE-UP DAY: The “speech make-up day” is available to students who cannot come to class on their due date and/or communicated with the instructor 24 hours in advance about an extenuating circumstance. Students will not be able to make up the informative speech if they do not show up on the due date and fail to contact the instructor 24 hours in advance. Fifty (50) points will be deducted from the make-up speech. If students have questions about the informative speech prior to the due date, your instructor welcomes your questions and concerns. Feel free to call or send an email to find out what day and time to schedule the make-up speech.

Withdrawal Procedure: By attending one or more class periods, you must officially withdraw from class should you decide to stop attending class. Otherwise, receive the grade “F” as your final semester grade. Whether or not the instructor withdraws you, you are fully responsible for withdrawing yourself if you no longer desire to remain in this class. The letter grade “W” is no longer given by instructors.

Electronics: Cellular telephones must be put on vibrate when in the classroom. Those with camera phones may not take photographs of anyone without the individual’s permission. Tape recorders are also disallowed. Exceptions may be made at the instructor’s discretion.

Online work is due on the due date before or by 10:00pm.

NOTICE: Students who repeat a course three or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as
possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities or other assistance that might be available.

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**MENINGITIS IMMUNIZATION REQUIRED FOR SPRING REGISTRATION** Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. Beginning with Spring registration, November 7, students will have to satisfy this requirement prior to enrollment. For more information and a list of exemptions please go to http://www.hccs.edu/hccs/admissions-registration.