Business & Prof Comm-16679

SPCH-1321

SS 2021   Section 0017   3 Credits   09/20/2021 to 12/12/2021   Modified 09/22/2021

🕐 Course Meetings

Course Modality

Online Anytime

Meeting Days

Anytime

Meeting Times

Anytime

Meeting Location

Online

👤 Welcome and Instructor Information

What's Exciting About This Course

Business and professional communication is designed for students interested in learning about communication within the organizational setting. The course applies the techniques of oral communication to situations most common to business and professional people. It covers discussion methods, conference techniques, committee reports, instructions, lectures, and public speeches.

My Personal Welcome

Welcome to the course!

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to discuss issues is in person and I am available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with confidence in your communication skills.

Preferred Method of Contact

Please contact me via email or through Canvas messaging. I will respond to emails within 48 hours, Monday through Friday; I will reply to weekend messages on Monday mornings. If you need to reach me by phone, please call my office extension - 713-718-2074 - Monday-Friday, between the hours of 8:00 a.m.-4:00 p.m. and leave me a voicemail. Leave me a detailed message and your email or other form of electronic contact. I am currently not returning phone calls while I am not routinely on campus. If you are unable to reach me, please contact our department Administrative Assistant at 713-718-6258.

Office Hours

At these specific times, otherwise by appointment
Tuesday, Thursday, 10:30 AM to 12:00 PM, Professor's Zoom Room

Virtual Office Hours: Fridays via Live Conference 10 AM - Noon

Follow the link and use the password to enter:

https://zoom.us/j/5656742105?pwd=TiswL1VRdEpQWjh0UCtiNSt5Zzgrdz09 (Links to an external site.)

Meeting ID: 565 674 2105
Password: 9evQJA

Full-Time Faculty - Speech, Communications, and ASL: Ruth Salisbury

Email: ruth.salisbury@hccs.edu
Office: 5601 West Loop South, Room C256 Faculty Work Room, Houston, TX 77081
Phone: 7137182074
Website: http://learning.hccs.edu/faculty/ruth.salisbury (http://learning.hccs.edu/faculty/ruth.salisbury)

🖥 Course Overview

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.

Department Website

https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/speech/ (https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/speech/)

◎ Core Curriculum Objectives (CCOs)

The HCCS Speech Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills**—to include effective department, interpretation and expression of ideas through written, oral and visual communication.
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

📊 Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs)

Can be found at: https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/speech/ (https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/speech/)

Course Student Learning Outcomes (CSLOs)

Upon completion of SPCH 1321, the student will be able to:

1. Demonstrate communication competence and critical thinking through an understanding of the foundational 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.

 Learning Objectives

1. Conduct interviews to enhance students interviewing skills for employment, admission, membership, etc., serving as interviewer and interviewee.
2. Require assignments that will enable students to be creative in marketing strategies to attract an audience to their events, as well as those that will challenge them to produce professional documents and to make presentations that meet business and industry standards.
3. To integrate activities that build self-confidence and self-esteem.
4. To provide role development as leader, manager, and follower.
5. To foster understanding about what is meant by business and professional, and to address how communication is vital to both.

� Departmental Practices and Procedures

Department Specific Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required.

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Program-Specific Student Success Information

Expect to spend at least three hours per week completing assignments. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as your guide.

Instructional Materials and Resources

Instructional Materials

The HCC Online Bookstore (https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course

fees.

Other Instructional Resources

Courseware:

This course incorporates the use of the CONNECT course was accompanying this textbook for Participation assignments and Quizzes. The publisher gives a 14-day trial period but then to continue students must purchase the full version of the course to continue access.

"Business and Professional Communication: Putting People First" (1st edition)

Author: Dr. Kory Floyd and Dr. Peter Cardon
Publisher: McGraw-Hill Higher Education
Edition: 1st
ISBN: 1260514498
Availability: HCC Bookstore

✔ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
SPEECH I INFORMATIVE	20%	Business Policies	Some business policy of your company or any company that you know - or fabricate one - explain and define the policy – for example policy on time off, benefits, job training, quality control, or some other - perhaps more than one policy - 2 to 6 minutes in length.
SPEECH II PERSUASIVE	20%	Persuasion	Sell something to the class, persuade them to think, talk, or act like you do – for example endorse a candidate or a product. 2 to 7 minutes. Presentation aid is REQUIRED
Participation	20%	Discussions, activities and other assigned participation assignments	Individual activities relating to the course material and concepts as scheduled in the course calendar. These will be directly related to both the assigned chapter(s) for the week and also as part of any preparation for upcoming major assignments. These will be due by midnight on Sunday of the week they're scheduled. The textbook used in this course is linked to McGraw-Hill's CONNECT and will be using that forum for ALL textbook/participation activities assigned. You must purchase the textbook with CONNECT in-order to complete these and to pass the course. Syllabus Quiz and submission of syllabus acknowledgement form ONLINE Attendance; Weekly check in at the course Weekly Attendance Forum on to establish participation in the course on CANVAS.

Type	Weight	Topic	Notes
Video Resume and Interview	40%	Digital Video Resume and Partner Interview	Chapter 9 relates the Interview process and successfully creating and going through the process as both interviewee and interviewer. The following assignment will help to better understand those principles and how to best apply them.

This is a partner assignment. Students will be paired to complete the evaluation and interview process.

Students will create a video resume with a closing objective for why they are the best candidate. Once the video is completed and uploaded then a partner will review the video and respond with their initial evaluation via a video reply.

Once each partner has reviewed and evaluated their partners video resume then they will upload a response video with three interview questions for their partner to reply to in either a follow up video or arrange a live conference to conduct the questions. |

✳ Instructor's Practices and Procedures

Speech Grading Breakdown:

Speech grades will consist of a final average of three separate portions:

Video Submission – 25 Points (No video submission is an automatic zero for the ENTIRE assignment)

Submission of required materials to Canvas: 50 points – Final Outline Submission

 25 points – Presentation Aid(s)

 Total: 75 Points

Speech evaluation – 100 points

This final grade will be provided on the grading form with professor's evaluation and critique.

Presentation Assessments:

1) The **minimum times** listed for speeches are **absolute** minimums. Points are forfeited for insufficient length as follows: 1) If the speech is under 1 minute the automatic grade is an "F." For every 10 seconds less than the minimum 10 points will be deducted from your grade. The minimums are absolute minimums so adhere to them.

2) The maximums are absolute maximums. A five point penalty is deducted for the first 30 seconds over the maximum. And additional ten points is deducted for every additional minute(s) over. Speeches that exceed beyond 5 minutes over the maximum receive an automatic 50 point penalty.

3) All speeches require the use of presentation aids. (Chapter 13 in the textbook for more examples and clarification) _40 points of each speech grade depends upon your proper use and inclusion of presentation aids._

- Such aids can include, but are not limited to - handouts, use of props, video and audio segments, computer-generated aids (such as Power Point, Prezi or other slideshow software), etc.
- Video clips may include YouTube videos, personal videos and any other media sources. Video and audio segments MAY NOT be

longer than ONE/THIRD of the total time of your presentation and the length of the video or audio **is** included in your TOTAL presentation time.

- Your cell phone MAY NOT be used during your presentation as part of your speech. Use of your cell phone during your presentation for ANY reason will result in a 10 point deduction from your total speech grade.

4) <u>At least one speech before the end of the term MUST include a slideshow presentation software aid</u> such as Power Point, Prezi or Emaze and failure to use one before the end of the term will result in a 20% deduction from your total speech average.

You are responsible for learning to use any of these presentation programs on your own.

www.prezi.com

www.emaze.com

7) Students must turn in an outline with every speech.

- Outlines must be typed and in either standard academic outline format (see Chapter 11 in the textbook) or students may use the speaking outline samples provided on the course Eagle Online page.
- Students will submit a rough draft the week before for partial credit and for instructor approval.
- No other formats will be accepted. The following is NOT acceptable – speech notes, the speech manuscript in essay or other composition format, the Slideshow slides, the outline sample that has not been modified to that student's specific speech, and any other written form of the speech that IS NOT in the required outline format as requested.

<u>Failure to provide a final draft of your outline with presentation submission will result in a 50 point penalty.</u>

<u>Recording and Uploading the Speech:</u>

1. Record your speech by using a camcorder, tablet, cell phone, or other quality camera.

2. Place the camera in front of you; you should be visible from the front, not the side or back. You can use a tripod to ensure that the camera does not shake while recording. This is a professional exercise and appropriate dress IS REQUIRED. No casual/informal clothing: such as – pajamas, sweats, exercise clothing of any kind, inappropriate attire such as tight clothing, shirts with obscene messages, etc.

3. The video should show your body from the waist up; do not only record your face. This is still a formal presentation and should done so while standing.

If you are sitting then your video will not be accepted.

The recording must show you at a steady angle and distance. Place your recording device on a tripod or other steadying stand if not held by an audience member so I can see you clearly and there is no shaking or unprofessional/inappropriate angles to your

recording.

The use of a go-pro or selfie stick is prohibited. Do not record your video in a selfie or Facebook live style. All videos submitted in any of these prohibited methods will receive a zero and cannot be resubmitted.

4. Your visual aid (e.g. PowerPoint) should be visible on camera, as well as you if you are making a recording for upload to YouTube.

When using a computer-generated aid, you may display it using the laptop, computer monitor, or a TV monitor (it is suggested you use a monitor of 32" or larger) connected to your display device. This can be done for all visual/multimedia aids that require a monitor or screen to display.

In addition all presentations aids that are in the form of digital files (Power Points, handouts, weblinks, etc.) Must be uploaded as an attachment in Eagle Online to the assignment link provided. If you are using the Kaltura Video App then you must use the Screen and Webcam option to ensure this is done and you are still responsible with provided a copy of all digital files of your presentation aids or necessary links as well.

5. Please be sure to control noise and other distractions during the recording (e.g., pets, cell phones, babies, telephones). In addition, avoid recording outside or in front of curtains/blinds as it will create a dark shadow. If you use a PowerPoint, please do not turn down the lights so that you are obscured or in the dark. A speech is a formal event, regardless if it is done in person or in a virtual medium and should be treated as such.

6. Your speech should be one continuous recording. If you mess up, you should do it again from the beginning. Do not start and stop the recording during the speech or edit your final video. Doing so will result in a deduction of 10 points from the video critique grade.

7. If you record in an auditorium, conference room or large classroom, please be sure to place the camera close, as the microphone is usually not very good on most recording devices in those larger spaces. If it is too far away, your volume will be low and this will reduce the quality of your audio. This will result in a 10 point penalty from your delivery score.

8. Check your video before you submit it to me. If you do not meet the above mentioned requirements, you will receive a zero for your TOTAL speech grade. Remember to showcase professionalism throughout your speech.

9. Submit your video as a Kaltura video directly through Canvas or as a YouTube link. If you choose to submit via YouTube then you will need to create a YouTube account to upload your video. There will be a submission link for web-links and you can submit your YouTube link there directly. If you video is submitted via the Kaltura App then it will appear as awaiting to be published in the Course Media Gallery under the speeches folder and the instructor will approve for publishing. A copy of the video then will then be uploaded under your name in Canvas in the Video Submission link.

If you are submitting a video file check the following before submitting:

1) Give yourself time to upload your video. The assignment link for video submissions are open at least a week prior to the deadline. The link will close at midnight of the Sunday scheduled and any uploads in progress will be cancelled and not be submitted. IF this occurs the instructor has the discretion to deny any resubmission due to a lack of time management and no opportunity will be given to do so without prior documentation of previous technical difficulties. See Missed Assignment section for clarification of instructor's policy.

2) Be sure that you are submitting the video in a format that be viewed on any HCC computer, such as a .MOV, .MP4 or other Windows format.

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

If you are unable to upload your speech to EAGLE ONLINE on the appointed due date then that speech may only be made up **if the student presents a legitimate excuse**, such as a already noted above regarding technical difficulties or in the case of a real world emergency such as a doctor's note. A makeup or late grade may also be considered if prior notice has been given to the professor of a conflict between scheduled day and the student. Such notice must be given *immediately* or within at least a 48hr time period. Such prior notice **must be given** in the form of an email to provide documentation of excuse for professor's records and as proof of a legitimate excuse. Then the speech may only be made up at the assigned time given by the instructor. If the students fails to use the make up opportunity at the professor's discretion then a failing grade of ZERO will be given and cannot be appealed.

Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Cheating on a test includes:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not bee administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Violations: Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

Attendance Procedures

For All HCC Students:

Students are expected to attend classes regularly. Students are responsible for material covered during their absences, and it is the student's responsibility to consult with instructors for makeup assignments. Class attendance is checked daily by instructors.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor has the authority to drop a student for excessive absences.

A student may be dropped from a course for absenteeism after the student has accumulated absences in excess of 12.5 percent of the hours of instruction (including lecture and laboratory time).

For example:

For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), a student may be dropped after six hours of absences.

Administrative drops are at the discretion of the instructor. If you are doing poorly in the class, but you have not contacted your professor to ask for help, and you have not withdrawn by the official withdrawal date, it will result in you receiving a grade of "F" in the course. . A "W" WILL NOT be given for absenteeism.

NOTE: LAST DAY FOR STUDENT/ADMINISTRATIVE DROP THIS SEMESTER:

Last day to drop classes with a grade of W

Course Withdrawals-First Time Freshmen Students-Fall 2007 and Later:

Effective 2007, section 51.907 of the Texas Education Code applies to first-time in college freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in HCC Dual Credit and Early College are waived from this requirement until they graduate from high school.

Based on this law, HCC or any other Texas Public institution of higher education may not permit students to drop after the official day of record more than six college level credit courses for unacceptable reasons during their entire undergraduate career.

Course Withdrawals:

Be sure you understand HCC policies about dropping a course. It is the student's responsibility to withdraw officially from a course and prevent an "F" from appearing on the transcript. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal.   Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important

If you plan on withdrawing from your class, you MUST contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done PRIOR to the withdrawal deadline to receive a "W" on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

For Eagle Online Courses and Hybrids:

Regular attendance and consistent activity is expected on the Eagle Online course page and is monitored by the instructor.

Attendance is monitored by the instructor and will be taken weekly. Students are required to sign in with a "present" of "checking in" reply to the attendance forum before midnight of every class week to receive attendance credit, full credit for all assignments due in the scheduled weeks and for participation activities. Failure to sign into this forum will result in an absent for the entire week and a zero for all assignments due.

Student Conduct

Online participation in the class will be respectful and follow the instructions directed by the instructor in all interactions with all participating members of the course. Students will reply to discussions with courtesy and honesty.

Student interactions with the instructor, whether via email or other form of virtual communication, will still follow the HCC Code of Conduct and be done so in a respectful and timely manner for all considerations.

Students will follow the HCC Code of Conduct regarding academic honesty (review the policies laid out under Academic Integrity) and in the HCC Student Handbook.

Instructor's Course-Specific Information

In order to achieve a passing grade and succeed in this course it is the student's responsibility to follow all instructions as detailed in this syllabus, on the Canvas Course page and in all provided materials regarding assignments. It is the student's personal responsibility to navigate the Canvas course page successfully and to find these instructions and materials independently.

As your instructor I will communicate regularly through Canvas in the form of Weekly Announcements, emails and other form of communication as needed. I will provide expectations and instructions to all required pages.

Feedback and grading of assignments will be done in as timely a manner as possible. As part of my regular communication with the class, updates will be given on the progress of grading and provide any additional information as requested by the student.

Grading percentile: the official HCC grading rubric is as follows:

90–100 percent   A   Exceptionally fine work; superior in presentation, visual observation, comprehension and participation

80–89 percent   B   Above average work; superior in one or two areas

70–79 percent	C	Average work; good, unexceptional participation
60–69 percent	D	Below average work; noticeably weak with minimal participation
Below 60 percent	F	Clearly deficient in presentation, style and content with a lack of participation

The grade of "FX" will be given to any student who ceases attendance in the course after the official withdrawal date. This grade is not the same as a "W" or an "F."

The grade of "W" (Withdrawal) appears on grade reports when students withdraw from a class by the drop deadline. Instructors have the option of dropping students up to the deadline. After the deadline, instructors do not have that option — not even when entering final grades.

Instructor-Specific Grading Criteria:

Speeches are graded on:

- Content
- Organization
- Language use
- Delivery
- Visuals.
- Creativity and Originality
- Honesty: Submit your own work.

Group Projects are graded on:

- Group presentation and packet
- Individual presentation and summary
- Peer evaluation of participation in group

Devices

Your cell phone may not be used during your presentation as part of your speech. It may only be used as your recording device. Use of your cell phone during your presentation for any reason other than what is listed as permissible will result in a 10 point deduction from your total speech grade.

Faculty Statement about Student Success

Expect to spend at least three hours per week completing assignments. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as your guide.

Faculty-Specific Information Regarding Canvas

This section of SPCH 1321 will use Eagle Online Canvas (https://eagleonline.hccs.edu) to supplement in-class assignments,

exams, and activities.

All assignments that are due in Canvas will be due at midnight on the Sunday of the week scheduled – see assignment calendar at the end of the syllabus for specific due date.

All materials needed for this course are provided on the course Eagle Online page as well as the professor's Learning Web Page and students are expected to use only the materials provided there. This includes the course syllabus, all needed materials for presentations and other provided supplemental materials – grading forms, outline samples and assignment handouts. Failure to use the materials provided can result in penalties and other negative effects to the student's assignment and course average.

All assignment submissions for Canvas must be done through the course Eagle Online page only. No email submissions will be accepted at any time. If any assignment submission is sent via email it will be disregarded.

If a student fails to submit a Canvas assignment on time due to technical difficulties, the student must contact eagle online tech support and provide a copy of their correspondence to the professor to receive credit or for arrangements for resubmission. Failure to provide such documentation will result in the assignment receiving an automatic zero.

Professor reserves the right to refuse any late submissions unless prior arrangements have been made.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

🏛 HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0

Grade	Grade Interpretation	Grade Points
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook [https://www.hccs.edu/resources-for/current-students/student-handbook/ (https://www.hccs.edu/resources-for/current-students/student-handbook/)](https://www.hccs.edu/resources-for/current-students/student-handbook/)   In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

[https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/ (https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/)](https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

[https://www.hccs.edu/departments/police/campus-carry/ (https://www.hccs.edu/departments/police/campus-carry/)](https://www.hccs.edu/departments/police/campus-carry/)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID (https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (https://www.hccs.edu/departments/institutional-equity/ (https://www.hccs.edu/departments/institutional-equity/))

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to https://www.hccs.edu/support-services/ability-services/ (https://www.hccs.edu/support-services/ability-services/)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (mailto:Institutional.Equity@hccs.edu)

http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/ (http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/ (https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: https://www.hccs.edu/online/ (https://www.hccs.edu/online/)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. https://eagleonline.hccs.edu/login/ldap (https://eagleonline.hccs.edu/login/ldap)

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook (https://www.hccs.edu/resources-for/current-students/student-handbook/)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS[3] (Evaluation for Greater Learning Student Survey System (https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS[3] surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/ (https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Student Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services (https://www.hccs.edu/resources-for/current-students/tutoring/)](https://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at [https://library.hccs.edu (https://library.hccs.edu/)](https://library.hccs.edu/).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at [https://www.hccs.edu/resources-for/current-students/supplemental-instruction/ (https://www.hccs.edu/resources-for/current-students/supplemental-instruction/)](https://www.hccs.edu/resources-for/current-students/supplemental-instruction/).

Resources for Students:

[https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/ (https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/)](https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/)

Basic Needs Resources:

[https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/ (https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/)](https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/)

Student Basic Needs Application:

[https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH (https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

Here's the link to the HCC information about COVID-19:

[https://www.hccs.edu/resources-for/current-students/communicable-diseases/ (https://www.hccs.edu/resources-for/current-students/communicable-diseases/)](https://www.hccs.edu/resources-for/current-students/communicable-diseases/)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

📅 Course Calendar

Week	Dates	Topic/What's due
1	Sep. 20 -Sep. 26	Classes officially begin Sep. 20 Lecture/Materials Due: Download and read syllabus; Assignments Due: Syllabus Quiz and Syllabus Acknowledgement Form Due ON CANVAS;
2	Sep. 27 - Oct. 3	Lecture/Materials Due: Chapters 1 Assignments Due: Activity One; Quiz One;
3	Oct. 4 - Oct. 10	Lecture/Materials Due: Presentation Aid Webinar Assignments Due: Presentation Aid Power Point Good/Bad examples;
4	Oct. 11 - Oct. 17	Lecture/Materials Due: Presentation Aid Webinar; Begin communication and interaction with Video Resume Partner Assignments Due: Presentation Aid Power Point Good/Bad discussion Due;
5	Oct. 18 - Oct. 24	Lecture/Materials Due: Chapters 13 & 14; Assignment Due: Discussions One and Two
6	Oct. 25 - Oct. 31	Lecture/Materials Due: Chapter 11 Assignments due: Outline Activity; Informative Speech Rough Draft Outline due
7	Nov. 1 - Nov. 7	Lecture/Materials Due: Chapters 2 & 6 Assignments Due: Activity Two; Quiz Two Assignments Due: Informative Speech – Business Policies Due;
8	Nov. 8 - Nov. 14	Lecture/Materials Due: Chapters 3 & 4 Assignments Due: Activity Three; Quiz Three; Persuasive Speech Rough Draft Outline Due

Week	Dates	Topic/What's due
9	Nov. 15 - Nov. 21	Lecture/Materials Due: Chapter 7 Assignments Due: Activity Four; Quiz Four; Persuasion Speech Due
10	Nov. 22 - Nov. 28	THANKSGIVING HOLIDAY – NOV. 25 - NOV. 28; No Classes Lecture/Materials Due: Chapter 5 Assignments Due; Activity Five; Quiz Five;
11	Nov. 29 - Dec. 5	Lecture/Materials Due: Chapters 8 & 9 Assignments Due: Interview Questions for Partner due for Approval
12	Dec. 6 - Dec. 12	Lecture/Materials Due: Chapter 10 Assignments Due: Activity Six; Quiz Six; Video Resume and Partner Interview

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

▤ Additional Information

Departmental/Program Information

The Speech Department at HCC offers the students a variety of courses to help fulfill the Communications portion of their core requirements.

AWARD TYPES: Courses Only

AREA OF STUDY: Liberal Arts, Humanities & Education

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Department Chair: Dr. Danielle Stagg

Email address: danielle.stagg@hccs.edu

Telephone Number: 713-718-5478