

# Houston Community College Southwest

[Speech, Communication & Sign Language](#)

## Course Syllabus

**HCC Academic Discipline: Speech**

**Course Title: Business and Professional Speaking**

**Course Rubric and number: SPEECH 1321**

**Course CRN: 12026**

**Semester Term: Summer II 2019**

**Campus and Room Location with Days and Times: West Loop, C247, T TH 1:00PM – 3:15PM and online**

**Course Semester Credit Hours (SCH): 3.00**

**Course contact hours per semester: 48**

**Course length: 5 weeks**

**Type of Instruction: Lecture**

**Instructor: Ruth Salisbury**

**Contact Information: Department: Speech, Communication & Sign Language, Alief Hayes Campus, Room: A424**

**Instructor: West Loop Campus, Room: C256**

**Phone: 713-718-2074 (instructor); 713-718-6258 / Fax: 713-718-8890 (Speech, Communication & Sign Language Office)**

**Email: [ruth.salisbury@hccs.edu](mailto:ruth.salisbury@hccs.edu)**

**Learning web address: <http://learning.hccs.edu/faculty/ruth.salisbury>**

**Instructor Scheduled Office Hours: West Loop Campus, C256, Faculty Workroom; TTH 9:30 a.m. – 10:30a.m. or by appointment**

### **Course Description**

A performance-based course which applies the techniques of oral communication to situations most common to business and professional people. The course covers discussion methods, conference techniques, committee reports, instructions, lectures and public speeches. The course teaches both theory and practice, acquiring skills and knowledge, the study of a text, and making presentations. Credit: 3 semester hours (3 hour lecture).

### **Course Prerequisites:**

Currently under review for August 15

### **Course Goal:**

Speech 1321 is designed to assist the business and professional student to acquire skills necessary to function in speaking situations relative to the business community so that s/he can display practical knowledge and skill in his/her business functions. The course attempts to get the student to think about his communication abilities and inadequacies and then to assist him/her in restructuring

his/her habits so that s/he displays effective job performance while improving these communication skills.

**Course Student Learning Outcomes:**

Currently under review for August 15

**Course Student Learning Objectives:**

The primary objective of Speech 1321 is the mastery of the process of oral communication. To achieve these ends, the student should be able to:

1. develop practical communication skills usable on his/her job
2. understand basic principles of communication, including verbal and non-verbal activities
3. improve interpersonal relations
4. understand the interviewing process and principles
5. participate in small group encounters as a leader and a member
6. deliver verbal information in an organized, coherent, professional manner
7. deliver five to six oral presentations in class either individually or in group activities
8. research and properly document information
9. use complete sentences conforming to the tenets of Standard English usage both in oral and written communication, including acceptable spelling and pronunciation of words

As minor steps in achieving these ends, students should:

1. read all out-of-class assignments
2. participate in class discussion and complete all required assignments
3. purchase and use the designated textbooks for SPEECH 1321
4. score a minimum of "C" or its equivalent on all exercises, tests, assignments, midterm, and final examinations
5. attend class regularly and punctually, missing NO MORE THAN SIX (6) HOURS of instruction - more than this will be penalized

Secondary objectives of SPEECH 1321 are designed to:

1. provide practical course content and experience
2. help the student to decrease anxiety in professional communication situations
3. aid in improving and developing a positive self-image
4. help students to be accurate critics of themselves and others

**Core Curriculum:**

This course fulfills the following core intellectual competencies: reading, writing, speaking, listening, critical thinking and computer literacy. A variety of academic experiences are used to develop these competencies.

This course fulfills the core competencies:

**Critical Thinking:** to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.

**Communication Skills:** to include effective written, oral, and visual communication.

**Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data and observable facts resulting in informed conclusions.

**Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**Social Responsibility:** to include intercultural competency, knowledge, of civic responsibility, and the ability to engage effectively in regional, national and global communities.

**Personal Responsibility:** to include the ability to connect choices, actions, and consequences to ethical decision-making.

HCC Calendar: Per specific Semester	
Classes Begin	July 8 <sup>th</sup>
Last day to drop classes with a grade of W	July 28 <sup>th</sup>
Instruction ends	Aug 6 <sup>th</sup>
Final examination ( <b>FOR ALL HCC CLASSES</b> )	<b>Aug 7 – 11th</b>

Date	Lectures / Topics / Assignments / Projects / Quizzes / Exams
<b>Week 1</b>	MEET IN CLASS: July 9 <sup>th</sup> and 11 <sup>th</sup> IN CLASS: Introduction to class; Syllabus Acknowledgement Form Due; Introduction of a Classmate; Assign Groups for Group Project Lecture: Chapter 11; Discuss Speech I & Group Project ON CANVAS: Review Chapters 1 - 3 , Complete Activity One; Establish Group Project communication through Canvas Group Page
<b>Week 2</b>	MEET IN CLASS: July 18 <sup>th</sup> IN CLASS: Lecture Chapter 12; Group Project Workshop ON CANVAS: Chapters 9 & 10; Submit Outline Speech I; Submit Group Project Topic for Approval; Complete Activity Two
<b>Week 3</b>	MEET IN CLASS: July 23 <sup>rd</sup> & July 25 <sup>th</sup> IN CLASS: Presentations – Speech I; Group Project Workshop ON CANVAS: Review Chapters 4 - 6 ; Complete Activity Three; Submit Outline Speech II;
<b>Week 4</b>	MEET IN CLASS: July 30 <sup>th</sup> & Aug 1 <sup>st</sup> IN CLASS: Presentations – Speech II; Group Project Workshop ON CANVAS: Review Chapters 13 & 14; Complete Activity Four
<b>Week 5</b>	MEET IN CLASS: Aug 6 <sup>th</sup> & 8 <sup>th</sup> IN CLASS: Group Project Workshop; Group Project ON CANVAS: Complete all remaining activities; Submit all Group Project materials

**Please remember that this syllabus is subject to change.  
All changes will be documented by the instructor.**

### **Instructional Methods:**

Methods of instruction may include: lectures, readings (from textbooks, peer-reviewed articles, books, original source seminal texts), slide presentations, video/film presentations, art demonstrations, and in-class critiques.

**ALL ASSIGNMENTS ON CANVAS WILL DUE THE SUNDAY BY MIDNIGHT 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 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 STUDENTS 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 AN 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.**

### **STUDENT ASSIGNMENTS:**

- **SPEECH I INFORMATIVE** - *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 5 minutes in length.
- **SPEECH II PERSUASIVE** - 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 10 minutes. **Presentation aid is REQUIRED.**(see in assessment criteria below)
- **GROUP PROJECT**: The purpose of the group project will be to present a new or update to a product or service to the CEO of your company (represented by Prof. Salisbury) for inclusion in the company's catalog of products and/or services. 20 – 40 minutes. **Presentation aid is REQUIRED.**(see in assessment criteria below as well as handout provided on Learning Web Page)

### **Student Assessments:**

**STUDENTS ARE RESPONSIBLE FOR ENSURING THAT THEIR PRESENTATION MEETS THE FOLLOWING REQUIREMENTS IN ORDER TO OBTAIN A PASSING GRADE:**

(1) The **minimum times** listed for speeches above are **absolute** minimums. Points are forfeited for insufficient length as follows: 1) If the speech is under 1 minute the automatic grade is an 0. For every 10 seconds less than the required 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 timer will be set up to inform when the student has one minute to the maximum. Student **MUST CONCLUDE** the speech once the timer has signaled the maximum has been reached regardless of where the student is in the presentation. Student will receive one more warning if they continue past the maximum and 10 points will be deducted from your grade. **Failure to end speech after the first warning will result in an additional 5 points deducted from the speech total.**

(3) If you are absent on a presentation day then that speech may only be made up **if** the student presents a legitimate excuse, such as a doctor's note, or has otherwise informed the professor of reason for absence **immediately** (within at least a 48hr time period, preferably) following the absence **OR** if prior notice was given to the professor of a conflict between scheduled days and the student's personal schedule. Then the speech may only be made up during the next scheduled speech session or as otherwise arranged with the professor. 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 absence.

(4) **Due to time constraints, presentations are conducted over several days to accommodate all enrolled students.**

**Professor determines the presentation order and students will be required to present as the order is determined. This order is not released before the scheduled date on the syllabus therefore ALL students must be prepared for presentations on the scheduled due date on the syllabus calendar.**

### **NO EXCEPTIONS.**

**Attendance is mandatory on ALL presentation days. Students who do not present on the speech day they are scheduled, whether by lack of preparation or absence, will get an automatic "0" and cannot make up the speech (see section 3 above).**

**Unexcused absences on any of the presentation days will result in a 20 point penalty to the final speech grade if the student has already presented.**

**Unexcused absences on presentation days will also result in a penalty of a full presentation point.**

**(5) THE PERSUASION SPEECH AND THE GROUP PROJECT REQUIRE THE USE OF PRESENTATION AIDS. USE OF A PRESENTATION AID IS 20% OF THE PERSUASION SPEECH GRADE AND 40% OF THE GROUP PROJECT GRADE .**

- 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. Cell phones may **ONLY** be used as an external drive or as a timer but must remain on the teaching station or lectern. Otherwise students **MUST** bring all files and materials on an external drive, flash drive or have uploaded the files to an online drive or through their email. Use of your cell phone during your presentation for **ANY** reason other than acceptable uses mentioned above will result in a 10 point deduction from your total speech grade.

(6) In order to create a respectful and realistic atmosphere for each presentation:

- Students must remain in class until the final classmate has presented. Only excused students who have given prior notice may leave early. Students who leave class **unexcused** before the final presentation will be deducted a **FULL PARTICPATION GRADE** and 10 points from their total speech grade.
- The classroom door is closed once class has begun. Students who arrive late on presentation days will remain outside the door until the presentation is complete and are allowed in by the instructor. Students who enter and interrupt a presentation will be deducted participation points and have 5 points taken from their speech grade. Students must wait in between presentations to leave the classroom, **FOR ANY REASON**, and will be deducted 5 points for every interruption as well as participations points.
- Students will refrain from unsolicited outbursts during other student's presentations. This is disrespectful to the presenter and will not be tolerated. 10 points will be deducted for the first interruption. Any

subsequent interruptions can result in being asked to leave the class. If the student is asked to leave and has presented, an additional 10 points will be deducted from their speech grade. If the student has not presented, they will not be allowed to present and will receive an automatic "0."

- Students will also refrain from using all electronic devices, including laptops, tablets, and cell phones on presentation days. All electronic devices must be on silent and out of sight during presentations. This is to create a respectful and attentive atmosphere for all presentations. 5 points will be taken from their total speech grade for EVERY instance that a student has to be reminded of this policy as well as participation points.
- Students will be alert and attentive to fellow student presentations. Falling asleep during a presentation will result in 5 points being deducted from that student's speech grade. (See participation assessment criteria below)

#### **8) STUDENTS MUST TURN IN AN OUTLINE WITH EVERY SPEECH.**

- **Outlines must be typed and in either standard academic outline format (Chapter 11 in the textbook) or students may use the speaking outline samples provided on the professor's learning web page.**
- **Students will submit a rough draft the week before for partial credit and for instructor approval. Failure to submit rough draft will result in a ten points penalty from final speech grade.**
- **Students may submit the outline via email before presentations are due but an outline will not be accepted after their presentation is given.**
- **NO OTHER FORMATS WILL BE ACCEPTED. The following is NOT acceptable – note cards, the speech manuscript, print out of the Slideshow slides, a print out of the outline samples 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 format as requested.**

**FAILURE TO PROVIDE AN OUTLINE WILL RESULT IN A 10 POINT PENALTY.**

**9) Grading rubrics (presentation critique forms), as provided on the instructor's Learning Web page, along with the outline MUST BE**

presented the day of presentations.

Students are responsible for printing the grading rubrics and **CANNOT PRESENT WITHOUT ONE.**

Failure to be prepared in class with the **APPROPRIATE** grading form for the assigned speech will result in a five point penalty.

**Participation Assessment:**

*Participation is out of 25 points:*

**ON CANVAS -**

**Weekly Activity;** Individual activities relating to the course material and concepts – 20 Points

**ONLINE Attendance;** Weekly check in at the course attendance forum on ONLINE days to establish participation in the course on CANVAS.

**IN CLASS** - Participation includes: Class discussions and activities, adhering to presentation day rules, regular class participation, Introduction of a Classmate activity and students must peer evaluate at least ONE of their fellow student presentations before the end of the term. Failure to do so will result in a full participation grade penalty.

**Participation Activity:**

***Introduction of a Classmate*** – After being partnered with a classmate, student will introduce them to rest of the class in one – to two minute Speech of Introduction. This is an ice-breaker exercise and not a formal presentation. No outline, presentation aid or other is required. This activity is part of your participation grade. To receive participation credit, student must attend class on the day of introductions and present their partner. This activity is worth 2 points of the total participation grade.

**Participation Penalties -**

Arriving late unexcused: 15 minutes after class starts - 0.5 point

30 minutes after class starts – 1 point

On presentation days and interrupting another student's presentation - 1 point

Every two tardies counts as an unexcused absence

Unexcused absences - 0.25 points

Leaving early unexcused: 30 minutes before class ends - 0.5 points

Leaving before the final presentation unexcused – 1 point

Electronic device use: excessive and disruptive use during lecture – 1 point

During presentations – 2 points

Outbursts during presentations: 10 points from speech grade

Disruptions during lectures, including disruptive private conversations, outbursts or leaving class unexcused at any time - 2 points

Failure to hand in syllabus questionnaire after Week One – 5 points

Failure to do a peer speech evaluation – 1 point

**Instructional Materials:**

- Hamilton, Cheryl, *COMMUNICATING FOR RESULTS*. Belmont, CA: Thompson Learning, Inc., 2008, 11th ed.
- Supplies for note-taking



### **Suggested Materials:**

- A supply of 3 x 5 unlined index cards
- A reliable flash drive.

### **Title IX**

HCC is committed to provide a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at (713) 718-8271 or email at [oe@hccs.edu](mailto:oe@hccs.edu).

### **HCC Gun Policy and Open Carry**

For all information regarding HCC and the Open Carry Legislation as well as HCC Gun Policy please refer to the follow link:

<http://www.hccs.edu/media/Handgun-Carry-Fact-Sheet.pdf>

### **NO FIREARMS ARE ALLOWED ON CAMPUS**

**If you see anyone carrying a firearm on campus call the HCC Police Department at 8-8888 immediately!**

### **HCC Policy Statement: Americans With Disabilities Act (ADA)**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

If you have any questions, please contact the Disability Counselor at your college or the District Disability Office at 713-718-5165 or the Southwest College Counselor: Dr. Becky Hauri at 713-718-7909.

To visit the ADA Web site, log on to [www.hccs.edu](http://www.hccs.edu),

Click Future Students

Scroll down the page and click on the words Disability Information. <http://www.hccs.edu/hccs/future-students/disability-services>

### **HCC Policy Statement: Academic Honesty**

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

“Scholastic dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**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 been 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.

**Official HCC Attendance Policy:**

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

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

Last day to drop classes with a grade of W	July 28th
--	-----------

**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

### **Early Alert Program:**

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

### **Repeat Course Fee:**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. 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 for tutoring or other assistance that might be available.

### **Individual Instructor's Requirements Statement**

#### **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 class activities, discussions, and critiques
- Provide a clear description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

#### **To be successful in this class, it is the student's responsibility to:**

- Attend class and participate in class discussions and activities
- 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

**HCC Grading Information:**

**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 "I" (Incomplete) is conditional. It will only be assigned if at least 80% of the course work is complete. Students receiving an "I," must make an arrangement with the instructor in writing to complete the course work within six months. After the deadline, the "I" becomes an "F." All "I" designations must be changed to grades prior to graduation. Changed grades will appear on student record as "I"/Grade (example: "I/A").

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 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

**Instructor's Final Grading Legend:**

Grading:	Small Group Presentation	40%
	Speeches	40%
	Participation	20%

**Assignment Calendar:**

SPEECH I OUTLINE	Week 2	July 16 <sup>th</sup>	On Canvas
SPEECH I	Week 3	July 23 <sup>rd</sup>	
SPEECH II OUTLINE	Week 3	July 23 <sup>rd</sup>	On Canvas
SPEECH II	Week 4	July 30 <sup>th</sup>	
SMALL GROUP PRESENTATION	Week 5	Aug 8 <sup>th</sup>	

**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 term.

SYLLABUS ACKNOWLEDGEMENT FORM – BUSINESS AND PROFESSIONAL  
SPEAKING

Student is responsible for completing this form and **MUST** turn it in by WEEK 1. By turning in this form the **STUDENT ACKNOWLEDGES** that they have read the syllabus and will adhere to the rules and requirements contained within.

**IF IT IS NOT TURNED IN BEFORE THE END OF THE TERM , YOU WILL RECEIVE A FAILING GRADE IN THE COURSE REGARDLESS OF PARTICIPATION. STUDENT WILL ALSO BE DEDUCTED FIVE PARTICIPATION POINTS FROM THE THEIR FINAL AVERAGE IF IT IS HANDED IN AFTER WEEK ONE.**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ (required)

**Learning web address:**

**<http://learning.hccs.edu/faculty/ruth.salisbury>**

I have gone to the Instructor's Learning Web page, downloaded and read the syllabus provided by the instructor and acknowledge that I will adhere to the rules and requirements contained within.

I understand that all materials needed in this course, including the Syllabus, grading rubrics and outline formats as accepted by the instructor, are provided and it is my responsibility to download all necessary materials.

I have read the section on the Speech assignments and assessments and acknowledge my understanding of the professor's expectations and requirements.

I have read the section of the Instructor's grading legend and criteria and understand the contents as they will affect my grade.

I have read the section on the assignment calendar and understand and acknowledge the expected due dates of all assignments in this course.

By providing my name and email address on this questionnaire I am confirming my acknowledgement of the above and my status as a member of this class. I understand that I am responsible for my grade and meeting the requirements of the Instructor as established within.

Note: Students are responsible for seeing to it that this information is updated as required.

