

**Midland College**  
**Syllabus**  
**SPCH 1321**  
**Business and Professional Communication**  
**Semester and Year**  
**SCH (3-0)**  
**Instructor Name**

**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.

**REQUIRED PARTICIPATION IN AN ONLINE CLASS**

Students must actively participate in an online class by completing an academic assignment required by the instructor by the official census date. Students who do not do so will be reported as never attended and dropped from the course.

**LEARNING OUTCOMES**

Upon successful completion of this course, students will:

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/strategies/techniques as they relate to the workplace.
5. Utilize various technologies as they relate to competent communication.
6. Demonstrate effective cross-cultural communication.
7. Demonstrate personal responsibility by doing independent work and properly citing sources in assignments and presentations.

The level of accomplishment of these goals will be assessed through written and oral examinations including papers, presentations, and class activities.

**Core Objectives**

This course fulfills three hours of the Communications requirement in the Midland College Core Curriculum. The Core Curriculum is a set of courses that provide students with a foundation of knowledge, skills, and educational experiences that are essential for all learning. The URL for the core Curriculum is [http://catalog.midland.edu/preview\\_program.php?catoid=6&pooid=738](http://catalog.midland.edu/preview_program.php?catoid=6&pooid=738) .

Communication courses present effective strategies that can improve communication to strengthen personal and workplace relationships. As part of the core, this course addresses the following four objectives:

**Critical Thinking:** The course implements strategic thinking in word choice and awareness of nonverbal message sending; in strengthening personal relationships; in developing and delivering effective presentations; and in offering feedback to other presenters so they can improve their presentations.

**Communication:** The course includes effective intrapersonal, interpersonal, group, interviewing, and public communication techniques that will improve communication. This is done through classroom discussion and exercises, research projects, writing, and presenting to the class.

**Teamwork:** Teamwork involves working and communicating with others to meet a specific goal. Students will learn effective teamwork strategies through group work in class exercises as well as a group project and presentation.

**Personal responsibility:** Students will demonstrate the ability to make ethical strategic choices in their communication. They will do original writing and research, participate in a group where they have responsibility for a part of the project, and present individually and with a group.

## **REQUIRED TEXTS AND MATERIALS** (Text may vary)

Adler, R. B., Elmhorst, J. and Lucas, K. *Communicating at Work*. 11th ed. New York: McGraw Hill, 2013. ISBN: 978-0-07-803680-4

[Adobe Reader](#) (Links to an external site)

## **ACADEMIC DISHONESTY**

Plagiarism is defined as the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work offered for credit. A student commits plagiarism if he/she:

**1. fails to acknowledge the sources of any information** in a paper which is not either common knowledge or personal knowledge. A student can acknowledge a source through in-text citations, attribution lines, footnotes, or other forms of documentation approved by the instructor. (Common knowledge is the basic information within a field or discipline, as well as most historical dates and facts, and many ordinary observations.)

**2. fails to acknowledge direct quotation either by using quotation marks or (for longer passages) indentation.** Without the quotation marks or indentation, passages copied directly from a source might be considered plagiarized even if it is followed by an

in-text citation or a footnote. The citation or footnote acknowledges that there is a source, but it does not indicate that the writer has borrowed someone else's exact words. If a writer uses the language of a source, word-for word, he/she must use quotation marks or block indentation.

**3. merely paraphrases the original words of the source.** Some students think they can avoid a charge of plagiarism by changing a few words in each sentence they copy or by rearranging the shape of phrases or the order of sentences in a paragraph. This is not true. When taking notes students must be careful to put ideas in their own words or to use direct quotations when relying on phrases directly borrowed from a source.

**4. borrows the ideas, examples, or structure of the source without acknowledging it.** A student can be guilty of plagiarism if he/she systematically borrows the ideas and organization of a source even if the language of the piece is on a major news event by using exactly the same ideas in the same order as they appear in an article in any popular news magazine.

**5. takes, buys, or receives a paper written by someone else and presents it as the student's own.**

**6. uses one paper for two different courses,** or re-uses a paper previously submitted for credit, without the prior approval of the instructor or instructors.

**Plagiarism will result in a failing grade on that assignment. A second plagiarized paper may result in an F for the course.**

## **COURSE POLICIES**

### **Student Contributions**

ATTENDANCE IN THIS COURSE IS VITAL AND MANDATORY. Speech courses tend to promote student interaction, provoke discussion, and incorporate experiential learning. Not only is your involvement and participation in the class important, but also much of the test information will be provided in a lecture/discussion format

CLASS PARTICIPATION. Since this is a speech communication course, it is important that you attempt to contribute your ideas, thoughts and feeling regarding the concepts discussed in class. You are encouraged to voice opinions, respond to questions, and offer comments regarding course content and related topics discussed in class in an appropriate and tactful manner. Common courtesy and attentive listening skills are expected of all students.

PAPERS. Periodically you will be assigned a written paper, bibliography, agenda, exercise or exam dealing with a concept discussed in class. The paper should be word-processed and in good form and double-spaced. Excessive grammatical and typographical errors will be noted and will effect evaluation.

ORAL PRESENTATIONS. A variety of oral presentations will be given including reports, speeches, and group discussions. All topics must be approved in advance. Attendance on all presentation days is mandatory. Distracting or poor listening behaviors during another students' presentation may result in a reduction in your grade. Missed presentations may not be made-up except under unusual circumstances.

TESTS. Exams will be in different formats and will include material from lecture, text, class discussions, and handouts.

## **Course Policies**

ACADEMIC DISHONESTY. Academic dishonesty includes cheating, fabrication, plagiarism (written and oral), and facilitating academic dishonesty. Disciplinary options include, but are not limited to, suspension and dismissal. (See the Midland College Student Handbook for an explanation of college policy).

CLASSROOM BEHAVIOR. Appropriate classroom behavior including, respect for other opinions, courteous listening, and considerate use of language is expected of all students. **Never** enter the classroom while another student is speaking. Inappropriate behavior can result in your removal from the course. See the attached document, *Appropriate College Classroom Behavior*, for more insight into the instructor's expectations.

ORAL COMMUNICATION CENTER. (140 AFA) All Speech students have access to the OCC facilities, which will be explained and detailed in class. Recording of the oral presentations will take place in the OCC. Check posted times for availability of the OCC.

## **GRADING STANDARDS**

### **Department Standards for Grading**

An "A" student attends regularly, follows all instructions, completes all oral and written work at the time assigned, grades average "A," participates frequently and appropriately in class discussion, and projects a positive attitude toward subject matter and fellow students,

A "B" student attends consistently, follows all instructions, completes all oral and written work at the time assigned, grades average "B," participates frequently and appropriately in class discussion, and projects a positive attitude toward subject matter and fellow students.

A "C" student attends frequently, follows all instructions, completes all oral and written work, grades average "C," participates occasionally and appropriately in class discussion, and projects a positive attitude toward subject matter and fellow students.

A "D" student attends infrequently, follows all instructions, completes all oral and written work, grades average "D," participates infrequently and inappropriately in class discussion, and projects a negative attitude toward subject matter and fellow students.

An "F" student does not complete all assignments, participates infrequently and inappropriately in class discussion, projects a negative attitude toward subject matter and fellow students, and misses more than five class sessions.

## **EVALUATION OF STUDENTS (will vary)**

List all assignments here and what each is worth.

## **ATTENDANCE IN IVC CLASSES**

Early College High School and Dual Credit students must show themselves on camera at least once AND turn in that day's classtime tasks to be counted presented.

## **PROHIBITION OF AUDIO/VIDEO RECORDING OF INSTRUCTOR AND CLASS ACTIVITIES**

Students may not make audio or visual recordings of any face-to-face or electronic class activities, including, for example, discussions, conferences, and lectures. **The only exception is for students with a disability documented according to Midland College ADA Statement and Midland College-ordered accommodations specifically authorizing such recording.**

## **DROP / WITHDRAWAL**

The student is responsible for initiating a drop or withdrawal, not the instructor.

**Withdrawal from course:** The instructor is not able to withdraw a student from the course after the census date. A student wishing to withdraw must fill out the **withdrawal form in MyMCPortal.**

## **2021-2022 WITHDRAWAL DATES**

<b>Fall</b>	November 11
<b>Fall First 8-Week Session</b>	September 30
<b>Fall Second 8-Week Session</b>	November 29
<b>December Mini-Semester</b>	December 27
<b>Spring</b>	April 14
<b>Spring First 8-Week Session</b>	February 24

<b>Spring Second 8-Week Session</b>	April 28
<b>May Mini-Semester</b>	May 26
<b>Summer I</b>	June 30
<b>Summer II</b>	August 4

## **ACADEMIC RESEARCH**

For Research information, tutorials, library information, web links and more, access the **Distance Learning Webpage for the [Midland College Fasken Learning Resource Center](#)** (Links to an external site).

### **Academic Database Access**

1. Go to [Midland College Fasken Learning Resource Center](#) (Links to an external site).
2. Click on big green box labeled “A-Z Databases.”
3. Click on “EBSCO”
4. Then click on “EBSCO” database. **You will be taken to the Midland College Microsoft 365 site, and from there you will be taken directly to EBSCO.**
5. **Sign in to Microsoft 365.**

**Username:** Use your MC student email address as the username.

**Password:** Put in your password as follows.

#### **If you have a 9-digit MC Student ID**

1st initial of your first name + 1st three initials of your last name + your complete Midland College student ID

#### **Example:**

Student: John Smith

MC ID: 123004567

Password = **jsmi123004567**

#### **If you have a 5-digit MC Student ID**

1st initial of your first name + 1st three initials of your last name + 0000 + your complete Midland College student ID

#### **Example:**

Student: John Smith

MC ID: 12345

Password = **jsmi000012345**

After you log in you will have the option to change your Microsoft 365 password. Hint: You may want to simplify your life by changing your MC email and Canvas accounts to have the same password as Microsoft 365.

## **TECHNICAL SUPPORT**

If you experience technical difficulties with Canvas, click the **Help** link at the bottom of the [Canvas login page](#) (Links to an external site), or at the bottom of the green toolbar on the left while in Canvas. Select Report a Problem, provide details, and submit the ticket. Your request will automatically be sent to the Midland College information technology support center. Check your email for support updates.

## **Americans with Disabilities Act (ADA) Statement:**

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit [www.midland.edu/accommodation](http://www.midland.edu/accommodation) and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a “Notice of Accommodations” letter will be sent to instructors outlining any reasonable accommodations.

**Phone, Midland College Special Needs Counselor: 432-685-5598**

[Midland College Disability Services](#) (Links to an external site)

[Microsoft Accessibility](#) (Links to an external site)

[Canvas Accessibility](#) (Links to an external site)

[Turnitin Accessibility](#) (Links to an external site)

[Adobe Reader Accessibility](#) (Links to an external site)

[Google Reader Accessibility](#) (Links to an external site)

## **ACADEMIC SUPPORT SERVICES**

[Academics and Student Services](#) (Links to an external site)

**Phone, Midland College Testing Center: 432-685-4735**

**Phone, LanguageHub, Midland College On-Campus Writing Center: 432-685-4811, 182 TC**

**Language Hub Online** (available to all students in Canvas)

## STUDENT RIGHTS AND RESPONSIBILITIES AND DUE PROCESS

[Midland College Student Rights and Responsibilities](#) (Links to an external site)

### PRIVACY POLICIES

The below privacy policies apply to this course, as they are applicable to your conduct on this online platform.

[Midland College Website Privacy Policy](#) (Links to an external site)

[Canvas Privacy Policy](#) (Links to an external site)

[YouTube Privacy Policy](#) (Links to an external site)

[Canvas Student Guide](#) (Links to an external site)

[Turnitin Privacy Policy](#) (Links to an external site)

### Instructor Information:

Instructor Name:

Email:

Office Location:

Office Phone:

Office Hours:

Department Chair: Betty Clements

Fine Arts and Communications Division Dean: Dr. William Feeler

Secretary: Ms. Lula Lee

Division Office: 135 AFA

Phone: 432-685-4624

Division Office hours: 8-5, Monday-Friday

### Non-Discrimination Statement

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies:

#### **Tana Baker**

Title IX Coordinator/Compliance Officer

3600 N. Garfield, SSC 131

Midland, Texas 79705

(432) 685-4781

[tbaker@midland.edu](mailto:tbaker@midland.edu)

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.

**UPDATED AUGUST 2021**