

Business and Professional Speaking

SPCH-1321

Summer II 2021 Section N02 CRN-40831 3 Credits 07/12/2021 to 08/09/2021 Modified 07/10/2021

Meeting Times

Because this is an online class, there are no face-to-face meetings. Interaction between and among the instructor and students occurs in ecampus.

Contact Information

Instructor: Mark Bohlman

Email: mark.bohlman@blinn.edu

Office: On-line only, 6-6:30pm, Thursday Central Time

Phone: 253-226-1897

I will respond to emails within 24 hours; if needed, text or call me and I will reply upon receipt.

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.

Requisites

Prerequisites: None

Corequisites: None

Core Curriculum Statement

Through the Texas Core Curriculum, students will gain a foundation of knowledge in human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. For details relating to this core course, please see:

<http://www.blinn.edu/academics/core-curriculum.html> (<http://www.blinn.edu/academics/core-curriculum.html>)

Outcomes

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.

Materials

Public Speaking: The Virtual Text

Found at <http://www.publicspeakingproject.org/psvirtualtext.html>

Video recording device is needed to successfully complete speeches; a computer with a camera, a cell phone, a digital camera, or some other piece of technology that will allow the student to create a speech video and UPLOAD that video to the Internet via Youtube or Vimeo. I DON'T ACCEPT MOVIES!!!

How to upload a speech to YouTube

<https://support.google.com/youtube/answer/57407?co=GENIE.Platform%3DDesktop&hl=en>

How to upload a speech to Vimeo

<http://www.steves-digicams.com/knowledge-center/how-tos/online-sharing-social-networking/how-to-upload-videos-to-vimeo.html>

Course Requirements

Students must present a minimum of four speeches (with a total minimum speaking time of 20 minutes) with various purposes that address technical issues in a specific field. Each speech must include an outline and a Bibliography/Works Cited page. Students will participate in question and answer sessions following speeches. Self and peer evaluations of speeches will be completed. Student participation will be evaluated. Additionally, students will complete at least two other major assignments, one being a comprehensive final exam. Other major assignments may be written assignments and research projects.

Evaluation

Criteria

Type	Weight	Topic	Notes

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Midterm Exam	100 points	Ch 1-10	
Final Exam	100 points	Ch 11-18	
Informative speech	150 points	Public speaking	
Persuasive speech	175 points	Public speaking	
Quizzes(3)	75	Weekly assignments	
Group project	100 points	Group Behaviors	
Resume/Cover letter/References	50 points	Professional develop.	
Interview project	50 points	Interview Skills	
Discussion Board Posts and Class Participation	200 points	Weekly assignments	Discussion board points are based on 30 points per discussion
TOTAL POINTS	1000		

Breakdown

Grade	Range	Notes
A	900-1000 points	
B	800-899 points	
C	700-799 points	
D	600-699 points	
F	599 points (or below)	

Types of evaluations and related weights			
Type	Weight	Topic	Notes

Blinn College Policies

All policies, guidelines, and procedures in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](http://catalog.blinn.edu/), [Blinn College Board Policies \(http://pol.tasb.org/Home/Index/1204\)](http://pol.tasb.org/Home/Index/1204), and the [Blinn College Administrative Regulations \(https://www.blinn.edu/administrative-regulations/\)](https://www.blinn.edu/administrative-regulations/) are applicable to this course.

[Specific information on civility, attendance, add/drop, scholastic integrity, students with disabilities, final grade appeal, alternative retailers, campus carry and proctoring arrangements and cost. \(http://www.blinn.edu/syllabus-policies/\)](http://www.blinn.edu/syllabus-policies/)

Notice of any action taken under these protocol and procedures, by Blinn College or its employees, may be delivered by hand, through the U.S. Postal Service, or electronically to the student’s Blinn Buc e-mail account. Notice shall be deemed received upon actual receipt, on deposit in the U.S. Mail, or upon entering the information processing system used by Blinn College for Blinn Buc e-mail accounts, whichever first occurs.

Information about the changes Blinn has made to the May Minimester, Summer I, and Summer II semesters: [Back with Blinn \(https://www.blinn.edu/back-with-blinn/index.html\)](https://www.blinn.edu/back-with-blinn/index.html).

* Course Policies

[Please read: May Minimester, Summer I, and Summer II 2021 General Classroom Procedures. \(http://www.blinn.edu/back-with-blinn/course-policies.html\)](http://www.blinn.edu/back-with-blinn/course-policies.html)

Class Attendance: Be aware that missing the following assignments will be considered an absence in the course: discussion boards, exams, quizzes, and speech recordings. Having 1 week of absences (1 missed assignment) means you will receive a warning. Two weeks of absences (2 missed assignments) means you are dropped from the course. You have 12 hours to contact me if you incur two absences, after that time, the absences will be entered without further warning to you and you will not be reinstated in the course.

Proctoring Statement

Proctoring Requirements

In order to maintain high academic standards, the following assessments are required to be proctored:

Assessment to be proctored	Type of Proctoring
All speeches	Speech recordings

Students will be required to submit photo identification (such as your Blinn ID or an official photo ID) the first week of the course to verify identity; your name must be visible. Students are encouraged to cover confidential information (such as the driver license number, address, etc.) See the course orientation module for more details and directions regarding submission of your photo ID. Failure to provide this identification will result in a ten percent deduction from your grade on assignments that require proctoring.

The first week of the class, please take a photo of your ID and upload it to the dropbox for me; for every speech that you present, I will expect to see your note-cards and your ID at the start of your video.

Audience Requirement

Due to COVID-19, the audience requirement for the course has been suspended.

Make--up/Late Work Policy

No late work is allowed on speeches; however, written assignments and quizzes/tests may be allocated an extension with a provided doctor's note. Reach out to the instructor via email or phone if such a situation arises.

Schedule

When	Topic	Notes
Week 1	Topic: Embarking on Public Speaking	<p>Readings: Chapters 1-6</p> <p>Assignments:</p> <ol style="list-style-type: none">1. Intro Discussion by 7/122. Interview Project by 7/143. Resume/Cover Letter/References, draft by 7/15, final by 7/174. Self-Introduction speech by 7/17 midnight. <p>Contact Hours: 12</p>
Week 2	Topic: Sources, Outlines, and Audience Analysis	<p>Readings: Chapter 9-12</p> <p>Assignments:</p> <ol style="list-style-type: none">1. Quiz 1 by 7/182. Informative Speech by 7/213. Informative Speech Reflection Discussion by 7/244. Midterm Exam by 7/24 <p>Contact Hours: 12</p>
Week 3	Topic: Visual aids, Persuasive techniques, Voice and Body	<p>Readings: Chapter 13-15</p> <p>Assignments:</p> <ol style="list-style-type: none">1. Discussion #3 by 7/272. Discussion #4 by 7/303. Quiz #2 by 7/304. Persuasive Speech by 7/31 <p>Contact Hours: 12</p>

When	Topic	Notes
Week 4	Topic: Speaking to Groups, Business Comm, and Final Exam	<p>Readings: Chapters 16-18</p> <p>Assignments:</p> <ol style="list-style-type: none"> 1. Persuasive Speech Reflection Discussion Board by 8/3 2. Group Speech by 8/4 3. Group Speech Reflection Discussion Board by 8/7 4. Quiz 3 by 8/7 <p>Contact Hours: 10</p>
Week 5	Final Exam	<p>Please complete the final exam by 8/9 midnight.</p> <p>Contact hours: 2</p>
		<p>Total Contact Hours: 48</p>