

South Plains College
Common Course Syllabus: Face-to-Face SPCH 1321
Fall 2026

Department: Communications

Discipline: Speech Communication

Course Number: SPCH 1321

Course Title: Business & Professional Communication

Available Formats: Face-to-Face, Internet, Hybrid

Campuses: Levelland, Reese, Plainview, Lubbock Center

Course Description and Purpose

Welcome to SPCH 1321 - Business & Professional Communication! It is my sincere hope that you will learn to enjoy the process of public speaking while gaining confidence, improving your skills, and making new friends. This course includes the basic principles of speech applied to communications in business and professional settings. The course emphasizes practice in the construction and delivery of several types of speaking situations and the application of interpersonal skills that occur in a business, organizational, or professional setting.

Prerequisite: None **Credit:** 3 **Lecture:** 3 **Lab:** 0

This course partially satisfies a Core Curriculum Requirement: Institutional Foundational Component Area (090)

Core Curriculum Objectives Addressed

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making
- **Social Responsibility**—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Professor Information

Professor: Rebecca Greene

Email: rgreene@southplainscollege.edu **Phone:** 806.716.2445

Face-to-Face Office Hours: Levelland CM 138 / Lubbock Downtown Center B007

M/W 1:30-3:00 pm T/Th 12:30-3:00 pm

F 11:00 am-Noon

Virtual office meetings can be easily planned with an email or course message.

If you would like to meet virtually, send me an email, and we can set up a Zoom meeting with a cell phone or laptop.

Free Course Textbook

Business Communication: Strategies for Success by Tasha Davis,
<https://sites.google.com/austincc.edu/buscommoer/home>

Supplies & Requirements

1. Textbook (see above)
2. One audio recording device (most students use a phone or laptop - ask me if you don't have something to record with BEFORE buying something)
3. Notebook(s) and pen/pencil/highlighter
4. Choice of sensory aid materials for oral presentations
5. Access to a computer and Blackboard for online activities, quizzes, and tests
6. Check Blackboard Announcements and Weekly Assignments at least 3 times per week.

Communication Plan

- If you email me between Sunday afternoon and Friday at 1 p.m., you can expect a reply within 24 hours or less.
- If you email me after 1 p.m. on Friday or over the weekend, you can expect a reply by Monday afternoon.
- If you don't receive a reply within these timeframes, PLEASE **email me again and ask about your previous message.**
- I will use Blackboard messages and Microsoft Office email. I slightly prefer Microsoft email, but I will answer from the platform you choose.
- **I will post course-related announcements in Blackboard. You will miss essential information if you don't read them.**
- Please feel free to ask me questions AFTER you have read the relevant course information and/or watched the video if there is one. I cannot personally give instructions to each student, but I am **happy** to answer questions you have AFTER you have prepared by reading and/or watching. If it is obvious you have not read/watched, I will refer you to the correct place for the answer.

Course Requirements for Students

1. Read the information assigned; you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. Take thorough notes and study all lecture material, informational handouts, and assigned readings.
3. Actively participate in class discussions and group activities.
4. Show maturity and professionalism in the preparation of assignments and in online behavior.
5. Show courtesy to classmates/speakers.
6. Initiate consultations with the instructor when assistance is needed regarding class assignments.
7. Appropriately cite information obtained from other sources, both in written and verbal formats. Please refer to the academic honesty section below for further details.
8. Initiate a withdrawal from the course if absences become excessive.

Student Code of Conduct Policy

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening will not be tolerated and may lead to disciplinary action and/or removal from class.

AI Use Policy

The ethical use of AI is allowed and, in some cases, encouraged in this course. Industry trends show employers want you to know how to use AI intelligently. In this class, that means using it as an assistant, not a ghostwriter.

Think of AI like a personal trainer. It can coach your form, but it cannot make you stronger by lifting the weights for you. If AI does the reps, your brain does not grow, and on speech day your muscles have to show up.

Green light (permitted)

- Finding and vetting research on your topic
- Brainstorming attention getter and hook ideas
- Checking grammar, word choice, and clarity
- Testing whether a transition flows
- Explaining a concept from the reading you did not understand

Red light (not permitted)

- “Write my outline.”
- “Give me my three main points.”
- “Organize this speech for me.”
- Generating any part of your outline structure: thesis, preview, main points, subpoints, or transitions

You build the outline yourself, using the guidelines in the course videos and templates. An outline planned by AI earns a zero on the rough draft (all 20 participation points), and it costs presentation points as well, because AI does not follow my outline guidelines.

You need to cite AI for green-light uses. Add a short note at the end of your outline or document naming the tool, what you asked it, and what you did with the answer. Be ready to tell me how you used it if I ask.

Verify every source

AI invents sources that sound completely real. It has done it to me. Whatever it hands you, go find the actual article and read it before you cite it. If you cannot find it, it does not exist. Citing a fabricated source damages the credibility you are working to build and costs you points on the source citation portion of the rubric. Sources are cited out loud during your presentation, using the format we practice in class: state your point, name the author, article, and source, give the information, then relate it to your audience.

Other written work

The same rule applies to the resume and cover letter, reflections, self-evaluations, and peer feedback. The thinking needs to be yours. Work that is primarily unmodified AI output receives no credit.

A note on my own AI use: I use AI the same way I am asking you to. I used Claude to write the code behind the course pages you will be working in, and to check my syllabus and course materials for wording and consistency. It caught things I had missed. Every policy, deadline, and decision is still mine.

AI can be an effective tool for brainstorming ideas and refining your work, but it should enhance, not replace, your own critical thinking. See the campus AI policy: [SPC Catalog AI Policy](#)

Plagiarism and Cheating

Students are expected to do their own work on all outlines, quizzes, presentations, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in an outline or paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill.
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation.
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them.
4. Missing in-text or verbal citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion.
2. Discovering the content of an examination before it is given.
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during a test. Quizzes are the exception: you may use your notes and the textbook on quizzes.
4. Entering an office or building to obtain an unfair advantage.
5. Taking an examination for another.
6. Altering grade records.
7. Copying another's work during an examination or on a homework assignment.
8. Taking pictures of a test, test answers, or someone else's paper.
9. See the AI Use Policy above.

Course Organization

This course is organized into weeks. You can access the Weekly Folders by clicking on the Content link on the Navigation bar in Blackboard. Weekly folders will contain a combination of reading assignments, lecture videos or screencasts, links to additional readings and/or video material, and other content that will help you understand the focus of that week. Additionally, there will be various assessments included in each week, such as quizzes, learning activities, major assignments, discussion boards and comments, speeches, and peer and self-evaluations. Check the course schedule to see the specific assessments included in each week and specific due dates for each assessment.

You can access your grades on the Blackboard Navigation bar in Gradebook. Grades will be posted after the due date and after all assignments have been graded. Speech Grading Rubrics will be made available to you when speeches are assigned so that you can prepare for my assessment methods.

Your final grade will be determined as follows:

- To earn an A, you need 89.5%
- To earn a B, you need 79.5%
- To earn a C, you need 69.5%
- To earn a D, you need 59.5%
- If your percentage is 59.4 or less, you will earn an F

If you have questions about or are concerned about a specific grade you earned, email me or visit me in virtual or face-to-face office hours to discuss the grade. If you want to appeal a grade you earned on a specific assignment, you have two weeks after the grade has been posted in Blackboard to approach me about your questions or concerns. After two weeks, I will consider the matter closed. When you approach me after viewing your grade, you are expected to have revisited the assignment or speech description, the grading rubric, and the feedback provided to you by me.

Course Grades

Course grade will be assessed according to the completion of the following, using the percentages noted:

Major Presentations and Group Projects 30%

Exams, Projects, Daily Work, Class Participation 70%

These two categories simply group the itemized weights below: the two major presentations make up 20% and the group project makes up 10%, for a combined 30%. Everything else (tests, the resume and interview projects, participation, and quizzes) makes up the 70%.

Grade Distribution

Bolded items represent major assignments. Unbolded items represent averaged scores from multiple quizzes or activities.

Participation/Activities/Attendance	15% - all participation points averaged
Quizzes	10% - all quiz scores averaged
Test 1	7% - 100 points
Test 2	8% - 100 points
Test 3	10% - 100 points
Resume Assignment	10% - 100 points
Career Research Interview	10% - 100 points
Informative Presentation	10% - 100 points
Persuasive Presentation	10% - 100 points
Group Project	10% - 100 points

Assignment Submissions

You will UPLOAD, NOT LINK, all assignments through their designated submission link in Blackboard. All documents must be submitted as .docx, .rtf, or .pdf files. I cannot open .pages files. I will NOT ACCEPT links to OneDrive or Google Drive. The only exception to this rule is for the Career Research Interview Assignment with a large audio or video file.

When uploading your first submission, you may have some questions. I have a video that shows how to submit assignments with the assignments. I usually allow unlimited submission attempts, so if it does not work the first time, you can just try again. If you repeatedly submit your assignment in the wrong place or just email it to me, I will deduct 5 points from the assignment.

You are required to title your assignments in the following format: **Lastname_Firstname_Assignmentname.docx**
Example: Greene_Rebecca_PeerFeedback.docx

All text document files should be submitted as .docx, .rtf, or .pdf files. I will ask you **once** to convert a .pages or other file to a .pdf file, and after that, incorrect file types will receive a 0. **Linked documents will not be accepted!**

Course Work

1. **Presentations** You will deliver two major speeches in the course. More information about speech purposes and topics, instructions, and assessment methods will be included in the weekly folders. Below you will find basic information about each speech.
 - The Informative Speech will be delivered live, in class, to your classmates.
 - The Persuasive Speech will be delivered live, in class, to your classmates. This speech requires a PowerPoint presentation.
 - You must be an attentive audience member on every presentation day, and you must present at least once in our class to pass this course. Points will be deducted from your presentation if you are late, not ready when it is your turn to speak, and/or not an attentive and respectful audience member.
 - The speech assignments are explained in the Content/Major Assignments section of Blackboard. Additional information can be found within the weekly folders for the corresponding chapters and information.
2. **Peer and Self-Evaluations** You will complete peer evaluations and self-evaluations. These evaluations will give you the opportunity to reflect on your own speeches and the speeches of your classmates.
3. **Weekly Quizzes** You will take weekly quizzes based on chapter and supplemental readings, lecture videos, and any other supplemental material presented in each week. You may use your notes and the textbook on weekly quizzes.

4. **Learning Participation, Activities, and Attendance** You will complete learning activities designed to help you apply course material and prepare for your upcoming major assignments.
5. **Career Research Interview** You will find a professional in a job you would like to have 5-10 years after finishing your education. You will interview the professional about that career. You may either audio record the interview or record a short video presentation about what you learned in your interview.
6. **Group Project** You will be assigned a group, and together you will use multimedia to create an infographic project.
7. **Exams** There will be 3 major exams during the course.

Attendance Policy

Students are expected to attend all classes in order to be successful in a course. A student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college, or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records.

The department abides by this policy and enforces the following guidelines established for SPCH 1321:

1. If a student is tardy, he/she must see the instructor after class to have the absence mark removed. Two tardies (2) constitute an absence. If a student leaves class before dismissal of the class, he/she may be counted absent.
2. Missing more than two weeks of class is considered excessive. This class meets two days per week, so you are allotted 4 absences.
3. Unexcused absences one day over your allotment (4) will lower your final course grade by 10 points.
4. Each subsequent absence will lower your final course total by 5 points.
5. If, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student should withdraw from the course.

Late Work Policy

Quizzes, learning activities, discussions, speeches, and peer and self-evaluations are due by 11:59 pm Central Time on the due date listed on the Course Schedule/Blackboard. If you do not submit an assignment by the deadline, ten percentage points are deducted for each weekday it is late.

Speeches are mandatory. Because our meeting times are scheduled, **you are allowed to make up ONE speech only**. If you have a documentable reason, there is no point penalty. Without documentation, 20 points are deducted. I determine the date and time of the makeup, and it must be delivered live. Pre-recorded presentations are not accepted. You must present at least once in our class to successfully complete the course.

Withdrawal Policy

The last day to withdraw/drop with a grade of "W" is **Thursday, December 3, 2026**. This date is also listed on the Course Schedule.

It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated frequently, and students can seek guidance from Professor Greene throughout the term to help decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit the SPC website:

<https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>

Professor Expectations of the Student

1. You are expected to log into the Blackboard course **at LEAST 3 times per week** to be aware of announcements/reminders and to pace your progress in the course.
2. Higher education institutions recommend that students plan to spend 2-3 hours of outside study for every 1 hour of in-class time. For a 3-credit-hour semester class, that means a total time investment of 9-12 hours per week. This is a time investment! Make sure you have the time.
3. Online and in-class course activities promote learning and the creation of a learning community, so they are encouraged and expected.
4. Students are expected to maintain an environment conducive to learning, which includes “netiquette” (**Internet etiquette**).
 - Ensure that your e-mail messages, discussion board postings, and other electronic communications are thoughtful.
 - Be concise and clear.
 - Diverse opinions are welcome in this course, and you are expected to demonstrate an open mind and courtesy when responding to the thoughts and ideas of others. If you disagree with someone, respond with respect.
 - Read your written response out loud to yourself before posting it. Doing so helps identify errors, unclear wording, and awkward phrasing, ensuring your response is clear and professional.
 - If you experience bullying or harassment from anyone in this course, please report it to me immediately. Creating a safe and respectful learning environment is my responsibility, and I take it seriously.
5. Keep all your assignments until the semester is over. Occasionally, something goes wrong and you need to re-submit an assignment, or a file cannot be opened.

Course and Technical Help

Please message, e-mail, or call me if you have course-related questions. I am here to guide you through the course. (See my response times in the Communication Plan above.)

Be aware that the Instructional Technology office and Blackboard both recommend using a current version of Chrome, Firefox, or Edge when using Blackboard.

Please remember that this course focuses on **business and professional communication skills, not computer programs like Windows or Word**. I am happy to help with questions about our course content or assignments. If you run into technical issues, I encourage you to reach out to the **IT Help Desk**, 806.716.2600, or helpdesk@southplainscollege.edu.

You can also check our college’s online resources so you can stay on track in the course. I find that searching for a solution on the internet is one of the quickest ways to answer technical questions about your specific device or internet browser.

Blackboard Support

For Blackboard support you may refer to the following resources:

1. When you log into Blackboard (BB), at the very top of the page, you will see a question mark icon with the word Help next to it. Click on that icon.
2. You may also contact:
Secretary to the Director of Instructional Technology
Direct: 806-716-2962
blackboard@southplainscollege.edu

Student Self-Care & Mental Health

According to everydayhealth.com in an article called *What Is Self-Care and Why Is It Important for Your Health?* by Moira Lawler, "Self-care is anything you do to take care of yourself so you can stay physically, mentally, and emotionally well. Its benefits are better physical, mental, and emotional health and well-being. Research suggests self-care promotes positive health outcomes, such as fostering resilience, living longer, and becoming better equipped to manage stress.

"Common examples of self-care include: maintaining a regular sleeping routine, eating healthy, spending time in nature, doing a hobby you enjoy, and expressing gratitude. Self-care can look different for everyone, but to count as self-care, the behavior should promote health and happiness for you." Ha! I am just remembering how hard it was to do most of these things in college, and that was before I was a parent and caretaker.

I care about your mental and physical health. I realize that a majority of students have many responsibilities, and we each have different loads we carry. I want you all to succeed. We all have problems. If there is anything I can do to help you, please let me know! Really. I am not a qualified therapist, but I am happy to help you know about campus and community resources.

SPC does have mental health information and services. This is a link to where you can find the resources online: <https://www.southplainscollege.edu/health/studenthealth.php> This information comes from the website: Licensed professional counseling is available free of charge to students.

Counseling services in-person are available on the Levelland Campus and Lubbock Downtown Center. Virtual appointments are available for all campuses.

Office Hours: Monday – Friday 8:00 am - 4:00 pm

For more information, please call 806-716-2529 or email rcanon@southplainscollege.edu

Student 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 as they relate to the workplace.
5. Utilize various technologies as they relate to competent communication.
6. Demonstrate effective cross-cultural communication.

South Plains College Policies

South Plains College policies concerning Disabilities, Non-discrimination, Title IX Pregnancy and Parenting Accommodations, CARE (Campus Assessment, Response, and Evaluation), Intellectual Exchange, Student Identification Verification Photos, Campus Concealed Carry, COVID-19, and AI (Artificial Intelligence) can be found here: [Syllabus Statements](#)

Let's work together to have a wonderful learning experience!

SPCH 1321 Face to Face: Business and Professional Communication — Fall 2026

Monday / Wednesday sections

Email: rgreene@southplainscollege.edu Phone: 806.716.2445

Office Hours — Levelland CM 138, Lubbock Downtown Center B007

M/W 1:30–3:00 pm T/Th 12:30–3:00 pm F 11:00 am–Noon or by appointment

Week # Week begins	Monday	Wednesday	Homework Online assignments are due at 11:59 pm unless otherwise stated.
Week 1 Aug 24	Mon 8/24 Intro to Class and Communication	Wed 8/26 Growth Mindset The Communication Process	9/1 Growth Mindset assignment due 9/1 Syllabus Quiz due
Week 2 Aug 31	Mon 8/31 Finish the Communication Process Listening / Simon Sinek	Wed 9/2 Resume / Cover Letters assignment & discussion	See Week 2 folder 9/8 Comm Process Quiz due 9/8 Listening Quiz due
Week 3 Sep 7	Mon 9/7 Labor Day Holiday NO CLASS Monday	Wed 9/9 Cover Letter & Preparing for Career Interviews	See Week 3 folder 9/15 Take Career Coach Survey and submit results 9/15 Week 3 Quizzes due
<i>Labor Day, Monday, September 7 — all campuses closed.</i>			
Week 4 Sep 14	Mon 9/14 Interviewing Handling Illegal Questions	Wed 9/16 Career Research Interview Professional Communication	See Week 4 folder 9/18 at NOON — Job Description, Resume & Cover Letter due 9/24 Week 4 Quizzes due
TEST 1 — opens Wed 9/23, closes Tue 9/29 at 11:59 pm Review the quizzes from Weeks 1–4. Test 1 is worth 7% of your total grade.			
Week 5 Sep 21	Mon 9/21 Audience Analysis Find topics Read an article about your topic	Wed 9/23 Working on One Main Point Source citations Outlining	9/29 Week 5 Quizzes due
Week 6 Sep 28	Mon 9/28 Supporting your presentation Interesting speeches Plan time to meet to review outline	Wed 9/30 Individual meeting times	10/6 Week 6 Quiz due
Week 7 Oct 5	Mon 10/5 Individual meeting times	Wed 10/7 Delivery Set up days of presentations, note cards Select your presentation day	10/13 Week 7 Quiz due Finish outlines Practice your presentations
Week 8 Oct 12	Mon 10/12 INFORMATIVE PRESENTATION Turn in your outline online BEFORE class	Wed 10/14 INFORMATIVE PRESENTATION Turn in your outline online BEFORE class	Informative Outline due the night before your speech Peer Feedback in class 10/22 Self-Feedback due
<i>SPC Fall Break, Friday, October 16 — all campuses closed. No effect on our class days.</i>			
Week 9 Oct 19	Mon 10/19 Persuasion	Wed 10/21 Logos / Ethos / Pathos	10/27 Week 9 Quiz due
Week 10 Oct 26	Mon 10/26 Charismatic Leadership Tactics Presentation Aids	Wed 10/28 Bring rough draft outline for persuasive presentation	See Week 10 folder 11/3 Week 10 Quizzes due Finish Outline
TEST 2 — opens Wed 10/28, closes Tue 11/3 at 11:59 pm Review the quizzes from Weeks 5–9. Test 2 is worth 8% of your total grade.			
Week 11 Nov 2	Mon 11/2 PERSUASIVE PRESENTATION Turn in your outline online BEFORE class	Wed 11/4 PERSUASIVE PRESENTATION Turn in your outline online BEFORE class	Persuasive Outline due the night before your speech Peer Feedback in class 11/10 Self-Feedback due

Week # Week begins	Monday	Wednesday	Homework Online assignments are due at 11:59 pm unless otherwise stated.
Week 12 Nov 9	Mon 11/9 Handling Conflict	Wed 11/11 Bullying / Sexual Harassment	11/17 Week 12 Quizzes due
Week 13 Nov 16	Mon 11/16 Interpersonal Skills	Wed 11/18 Collaborating in Groups Begin Group Project	11/24 Week 13 Quizzes due
Week 14 Nov 23	Mon 11/23 <i>Career Research Interview Project Workday</i>	Wed 11/25 Thanksgiving Holiday NO CLASS	Work on the Career Research Interview Project
<i>Thanksgiving Holiday, November 25–27 — all campuses closed. Classes resume Monday, November 30.</i>			
Week 15 Nov 30	Mon 11/30 Group Project workday <i>(All group project work happens in class.)</i>	Wed 12/2 Group Project workday Group Projects due at the end of class	11/30 at NOON — Career Research Interview due Group Projects due in class Wed 12/2 12/3 Last day to drop with a W
Finals Week Dec 7	TEST 3 — opens Wed 12/2, closes Tue 12/8 at 11:59 pm Review the quizzes from Weeks 10–11 and 13–14. Test 3 is worth 10% of your total grade.		

Important Notes

- 1. Cell phones and other technology** We will occasionally use cell phones in class. At all other times, please turn your phone off or set it to "airplane" or "do not disturb" mode and keep it out of sight. Splitting your attention between class and a phone costs more than most people expect. Across 27 experiments, students who were distracted by a phone during a lecture recalled significantly less of the material afterward — a medium-sized effect, not a small one. And the cost is not only yours. In a controlled study of laptop multitasking, students who were merely seated where they could see a classmate's screen scored lower on a comprehension test than those who could not. Attention is contagious.
Chen, Q., Yan, Z., Moeyaert, M., & Bangert-Drowns, R. (2025). Mobile multitasking in learning: A meta-analysis of effects of mobile phone distraction on young adults' immediate recall. *Computers in Human Behavior*, 162, 108432. Sana, F., Weston, T., & Cepeda, N. J. (2013). Laptop multitasking hinders classroom learning for both users and nearby peers. *Computers & Education*, 62, 24–31.
- 2. Laptops** Laptops used in class should be used for class purposes only. If you are using one for something else, I may ask you to put it away, and I may count you absent for that day.
- 3. Emergencies** If you have an emergency and need your phone available, please let me know. If I see you on your phone, I will ask you once — privately, if possible — to put it away. If electronics use continues to be a problem, I may count you absent for that day. Being on your phone or laptop for much of class means you are in class in body only. The same goes for keeping earbuds in during class.
- 4. Quiz and test deadlines** Quizzes and tests are taken in Blackboard. Deadlines are almost always Tuesday at 11:59 pm.
- 5. Do not wait until the last hour** If you wait until the last hour to take a test, do not expect me to be able to fix a problem for you or to let you take the test after the deadline.
- 6. Uploading assignments** When you submit online assignments, you must UPLOAD them as .docx or .pdf attachments. Linked assignments will not be graded and will receive a zero.
- 7. Late work** If you do not submit an assignment by the deadline, ten percentage points are deducted for each weekday it is late. Submit it as soon as you can.
- 8. Stay in touch** Check your SPC email and Blackboard messages often.
- 9. Grade and absence questions** You have TWO weeks after a grade or an absence is posted to discuss it with me.
- 10. Tobacco** No tobacco products in SPC classrooms.
- 11. Making up a presentation** You may make up ONE presentation. If you have a documentable reason, there is no point penalty. Without documentation, 20 points are deducted. The makeup must be live — no pre-recorded presentations — and I set the date and time. You must present at least once in front of the class to complete the course.
- 12. Last day to drop** Thursday, December 3, 2026 is the last day to drop this course with a W.
- 13. If something happens** If something comes up during the semester that makes you miss more than one class, please tell me a little about your situation as soon as you can. Do not wait. An email letting me know what is going on is much better than showing up after a week or more away.
- 14. Warning** Missing a major assignment — cover letter and resume, a speech, an exam — will lower your course grade by one letter grade.

SPCH 1321 Face to Face: Business and Professional Communication — Fall 2026

Tuesday / Thursday sections

Email: rgreene@southplainscollege.edu Phone: 806.716.2445

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Week 6 Sep 28	Tue 9/29 Supporting your presentation Interesting speeches Plan time to meet to review outline	Thu 10/1 Individual meeting times	10/6 Week 6 Quiz due
Week 7 Oct 5	Tue 10/6 Individual meeting times	Thu 10/8 Delivery Set up days of presentations, note cards Select your presentation day	10/13 Week 7 Quiz due Finish outlines Practice your presentations
Week 8 Oct 12	Tue 10/13 INFORMATIVE PRESENTATION Turn in your outline online BEFORE class	Thu 10/15 INFORMATIVE PRESENTATION Turn in your outline online BEFORE class	Informative Outline due the night before your speech Peer Feedback in class 10/22 Self-Feedback due
<i>SPC Fall Break, Friday, October 16 — all campuses closed. No effect on our class days.</i>			
Week 9 Oct 19	Tue 10/20 Persuasion	Thu 10/22 Logos / Ethos / Pathos	10/27 Week 9 Quiz due
Week 10 Oct 26	Tue 10/27 Charismatic Leadership Tactics Presentation Aids	Thu 10/29 Bring rough draft outline for persuasive presentation	See Week 10 folder 11/3 Week 10 Quizzes due Finish Outline
TEST 2 — opens Wed 10/28, closes Tue 11/3 at 11:59 pm Review the quizzes from Weeks 5–9. Test 2 is worth 8% of your total grade.			
Week 11 Nov 2	Tue 11/3 PERSUASIVE PRESENTATION Turn in your outline online BEFORE class	Thu 11/5 PERSUASIVE PRESENTATION Turn in your outline online BEFORE class	Persuasive Outline due the night before your speech Peer Feedback in class 11/10 Self-Feedback due

Week # Week begins	Tuesday	Thursday	Homework Online assignments are due at 11:59 pm unless otherwise stated.
Week 12 Nov 9	Tue 11/10 Handling Conflict	Thu 11/12 Bullying / Sexual Harassment	11/17 Week 12 Quizzes due
Week 13 Nov 16	Tue 11/17 Interpersonal Skills	Thu 11/19 Collaborating in Groups Begin Group Project	11/24 Week 13 Quizzes due
Week 14 Nov 23	Tue 11/24 <i>Career Research Interview Project Workday</i>	Thu 11/26 Thanksgiving Holiday NO CLASS	Work on the Career Research Interview Project
<i>Thanksgiving Holiday, November 25–27 — all campuses closed. Classes resume Monday, November 30.</i>			
Week 15 Nov 30	Tue 12/1 Group Project workday (All group project work happens in class.)	Thu 12/3 Group Project workday Group Projects due at the end of class	11/30 at NOON — Career Research Interview due Group Projects due in class Thu 12/3 12/3 Last day to drop with a W
Finals Week Dec 7	TEST 3 — opens Wed 12/2, closes Tue 12/8 at 11:59 pm Review the quizzes from Weeks 10–11 and 13–14. Test 3 is worth 10% of your total grade.		

Important Notes

- 1. Cell phones and other technology** We will occasionally use cell phones in class. At all other times, please turn your phone off or set it to "airplane" or "do not disturb" mode and keep it out of sight. Splitting your attention between class and a phone costs more than most people expect. Across 27 experiments, students who were distracted by a phone during a lecture recalled significantly less of the material afterward — a medium-sized effect, not a small one. And the cost is not only yours. In a controlled study of laptop multitasking, students who were merely seated where they could see a classmate's screen scored lower on a comprehension test than those who could not. Attention is contagious.
Chen, Q., Yan, Z., Moeyaert, M., & Bangert-Drowns, R. (2025). Mobile multitasking in learning: A meta-analysis of effects of mobile phone distraction on young adults' immediate recall. *Computers in Human Behavior*, 162, 108432. Sana, F., Weston, T., & Cepeda, N. J. (2013). Laptop multitasking hinders classroom learning for both users and nearby peers. *Computers & Education*, 62, 24–31.
- 2. Laptops** Laptops used in class should be used for class purposes only. If you are using one for something else, I may ask you to put it away, and I may count you absent for that day.
- 3. Emergencies** If you have an emergency and need your phone available, please let me know. If I see you on your phone, I will ask you once — privately, if possible — to put it away. If electronics use continues to be a problem, I may count you absent for that day. Being on your phone or laptop for much of class means you are in class in body only. The same goes for keeping earbuds in during class.
- 4. Quiz and test deadlines** Quizzes and tests are taken in Blackboard. Deadlines are almost always Tuesday at 11:59 pm.
- 5. Do not wait until the last hour** If you wait until the last hour to take a test, do not expect me to be able to fix a problem for you or to let you take the test after the deadline.
- 6. Uploading assignments** When you submit online assignments, you must UPLOAD them as .docx or .pdf attachments. Linked assignments will not be graded and will receive a zero.
- 7. Late work** If you do not submit an assignment by the deadline, ten percentage points are deducted for each weekday it is late. Submit it as soon as you can.
- 8. Stay in touch** Check your SPC email and Blackboard messages often.
- 9. Grade and absence questions** You have TWO weeks after a grade or an absence is posted to discuss it with me.
- 10. Tobacco** No tobacco products in SPC classrooms.
- 11. Making up a presentation** You may make up ONE presentation. If you have a documentable reason, there is no point penalty. Without documentation, 20 points are deducted. The makeup must be live — no pre-recorded presentations — and I set the date and time. You must present at least once in front of the class to complete the course.
- 12. Last day to drop** Thursday, December 3, 2026 is the last day to drop this course with a W.
- 13. If something happens** If something comes up during the semester that makes you miss more than one class, please tell me a little about your situation as soon as you can. Do not wait. An email letting me know what is going on is much better than showing up after a week or more away.
- 14. Warning** Missing a major assignment — cover letter and resume, a speech, an exam — will lower your course grade by one letter grade.