

South Plains College
Common Course Syllabus: Online SPCH 1321
Fall I 2026 · 8-Week Online Section · August 24 to October 16, 2026

Department: Communications
Discipline: Speech Communication
Course Number: SPCH 1321
Course Title: Business & Professional Communication
Available Formats: Conventional, Internet, Hybrid
Campuses: Levelland, Lubbock Downtown Center

Course Description and Purpose

Welcome to SPCH 1321 - Business & Professional Communication! It is my hope 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.

This course requires four live video conferences. At the beginning of the course, you will choose your meeting time from the options offered, and that time becomes your appointment for the rest of the course. Video Conference 1 and Video Conference 2 are worth 50 participation points each. The other two are your Informative and Persuasive presentations, which you must deliver live to pass this course. Unit 1 walks you through choosing your time.

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

This course satisfies part of 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 **Office Phone:** 806.716.2445

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.

Face-to-Face Office Hours: Levelland CM 138

M/W 1:30-3:00 pm

F 11:00 am-Noon

Lubbock Downtown Center B007

T/Th 12:30-3:00 pm

Free Course Textbook

Business Communication: Strategies for Success by Tasha Davis,
<https://sites.google.com/austinctc.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 for online activities, quizzes, and tests

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.

Technical Requirements

- Desktop or laptop computer
- High-speed internet access. This is ESSENTIAL. If we cannot hear or see you during your speech, I must take points off for that. I cannot give points for something I cannot see or hear.
- Blackboard course messages (you MUST check them, or forward them to the account you do check)
- Microsoft Office (Mac users, convert your files to .docx, .rtf, or .pdf documents before submitting). **As SPC students, Microsoft Office is FREE.** Go to this website to see how to access it:
<https://www.southplainscollege.edu/instructional-technology/faculty/365/integration.php>
- Ability to open and create PDF files. Your web browser already opens PDFs, and Word or Google Docs will save your work as a PDF. You do not need to buy anything.
- Audio and video capabilities (for watching and listening to course content)
- Web camera and microphone (for video conferencing and recording vlogs)
- Blackboard system requirements
- [Zoom system requirements](#)

Recommended Course Materials

- A headset with microphone, or headphones (for video conferencing)
- Digital video recording equipment capable of recording up to 5 minutes of video footage (a cellphone is fine)

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.
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6. Initiate consultations with the instructor when assistance is needed regarding class assignments.
7. Correctly cite information obtained from other sources, both in written and verbal formats. Please refer to the academic honesty section below for further details.
8. Contact me right away if you fall two units behind. Two units is a large share of an 8-week term, and we need a plan well before the last day to drop Fall I courses on October 8, 2026.

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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 Units. You can access the Unit Folders by clicking on the Content link on the Navigation bar in Blackboard. Unit 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 unit. Additionally, there will be various assessments included in each unit, such as quizzes, learning activities, major assignments, discussion boards and comments, video blogs, video conferences, speeches, and peer and self-evaluations. Check the course schedule to see the specific assessments included in each unit 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	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 unit folders. Below you will find basic information about each speech.
 - The Informative Speech will be delivered to your audience in real time in the Informative Speech Video Conference.
 - The Persuasive Speech will be delivered to your audience in real time in the Persuasive Speech Video Conference. Additionally, this speech will require you to use a PowerPoint presentation.
 - If you must miss a scheduled video conference, notify me in advance if at all possible. See the Live Presentation and Makeup Policy below for what is required to make one up, and note that **recorded speeches will not be accepted**. To pass this course, **you must present at least one live speech to your group**.
 - During your group's video conferences, you are expected to be on time, prepared, and an attentive, respectful audience member. Points will be deducted if you are late, unprepared, or an inattentive audience member.
 - The speech assignments are explained in the Content/Major Assignments section of Blackboard. Additional information can be found within the Unit folders for the corresponding chapters.
2. **Peer and Self-Evaluations** You will complete peer evaluations and self-evaluations. These evaluations will give you the opportunity to reflect on your speeches and the speeches of your group members.
3. **Unit Quizzes** You will take unit quizzes based on chapter and supplemental readings, lecture videos, and any other supplemental material presented in each unit. You may use your notes and the textbook on unit quizzes.
4. **Learning Participation and Activities** You will complete learning activities designed to help you apply course material and prepare for your upcoming speeches.
5. **Vlog Entries and Vlog Group Comments** You will create 1-minute vlogs (video blogs) related to course and unit material. These vlog entries will require you to summarize content, apply content to your personal life, reflect on your experiences in the course, practice skills taught in the course, and ask questions of your group members. Additionally, you will respond to the questions posed in the vlog entries of your group members.
6. **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 do a short, videoed presentation about what you learned in your interview.
7. **Group Project** You will be assigned a group, and together you will use multimedia to create an infographic project.
8. **Exams** There will be 3 major exams during the course.

Attendance & Late Work

The policies below cover video conference attendance, makeups for live presentations, and late work on other assignments.

Video Conference Attendance

1. Video Conference 1 and Video Conference 2 are worth **50 participation points each**. Attending live is the only way to earn those points.

2. If you miss one of these conferences, those points **cannot be made up** unless you provide documentation of the emergency or contact me directly about the conflict. Reach out as far ahead as you can. Before the conference begins is always better than after.

Live Presentation and Makeup Policy

1. Presenting live during your scheduled video conference is mandatory and a requirement to pass this course. **You must deliver at least one live presentation to receive credit for the class.**
2. If you miss your scheduled presentation due to an emergency, you may make up one presentation for full credit, but **you must contact me by email or message before the video conference begins and provide documentation of your emergency.** A doctor's note is required for illness.
3. If you miss your presentation for any other reason, you may still make up one presentation, but 20 points will be deducted from your grade. The makeup will be scheduled at a time determined by the instructor.
4. All makeup presentations must be delivered live. Pre-recorded speeches will not be accepted or graded under any circumstances.

Late Work Policy

Unit quizzes, learning activities, discussions, vlogs/comments, speech uploads, and peer and self-evaluations are due by 11:59 pm Central Time on the due date listed on the Course Schedule. This is an 8-week course, so the units move quickly and late work stacks up fast. If you do not submit an assignment by the deadline, ten percentage points are deducted for each weekday it is late. If something comes up and you need an extension, please email me before the deadline. I will typically allow a few extensions. If you have something major happen that may affect you for longer than a few days during the course, please let me know.

Withdrawal Policy

The last day to drop Fall I 2026 courses with a **grade of "W"** is **Thursday, October 8, 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 **every weekday** to be aware of announcements/reminders and to pace your progress in the course.
2. Colleges and universities recommend that students spend 2-3 hours of study outside of class for every 1 hour spent in class.
 - This is an 8-week course, so the workload is double that of a 16-week course: about 12 to 18 hours per week outside of class.
 - This is a significant time commitment. Make sure you can dedicate the time before committing your time and resources.
3. Online course activities promote learning and the creation of a learning community, so they are encouraged and expected.
4. You will video conference from ONE location per conference. You will NOT video conference in a moving car, especially IF YOU ARE DRIVING. It is dangerous, it is unprofessional, and the connection will often have issues. I will disconnect you from the video conference if you connect in a moving car you are driving, and you will be counted absent.

5. Students are expected to maintain an online 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 cyberbullying 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.

Computer Crash

Not having a working computer or a crashed computer during the semester will not be considered an acceptable reason for not completing course activities at a scheduled time for a prolonged period. If you have a one-time issue, I will usually work with you. **Tip:** Identify a second computer before the semester begins that you can use when/if your personal computer crashes.

Server Problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing you of the time and date. If the server experiences unforeseen problems, your course instructor will send an email and make adjustments as necessary.

Lost, Corrupt, or Disappeared Files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, student’s own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I may/will request that you resubmit the files. In other words, if you submit a document to me and I do not receive it (lost in cyberspace), or it is corrupted when I open it, you need to resend it to me, corrected, with little or no “downtime” regarding the timeline for submission.

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!

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Fall I 2026 · 8-Week Online Section · August 24 to October 16, 2026

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- Blackboard course messages (you MUST check them, or forward them to the account you do check)
- Microsoft Office (Mac users, convert your files to .docx, .rtf, or .pdf documents before submitting). **As SPC students, Microsoft Office is FREE.** Go to this website to see how to access it:
<https://www.southplainscollege.edu/instructional-technology/faculty/365/integration.php>
- Ability to open and create PDF files. Your web browser already opens PDFs, and Word or Google Docs will save your work as a PDF. You do not need to buy anything.
- Audio and video capabilities (for watching and listening to course content)
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- "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 Units. You can access the Unit Folders by clicking on the Content link on the Navigation bar in Blackboard. Unit 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 unit. Additionally, there will be various assessments included in each unit, such as quizzes, learning activities, major assignments, discussion boards and comments, video blogs, video conferences, speeches, and peer and self-evaluations. Check the course schedule to see the specific assessments included in each unit 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	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 unit folders. Below you will find basic information about each speech.
 - The Informative Speech will be delivered to your audience in real time in the Informative Speech Video Conference.
 - The Persuasive Speech will be delivered to your audience in real time in the Persuasive Speech Video Conference. Additionally, this speech will require you to use a PowerPoint presentation.
 - If you must miss a scheduled video conference, notify me in advance if at all possible. See the Live Presentation and Makeup Policy below for what is required to make one up, and note that **recorded speeches will not be accepted**. To pass this course, **you must present at least one live speech to your group**.
 - During your group's video conferences, you are expected to be on time, prepared, and an attentive, respectful audience member. Points will be deducted if you are late, unprepared, or an inattentive audience member.
 - The speech assignments are explained in the Content/Major Assignments section of Blackboard. Additional information can be found within the Unit folders for the corresponding chapters.
2. **Peer and Self-Evaluations** You will complete peer evaluations and self-evaluations. These evaluations will give you the opportunity to reflect on your speeches and the speeches of your group members.
3. **Unit Quizzes** You will take unit quizzes based on chapter and supplemental readings, lecture videos, and any other supplemental material presented in each unit. You may use your notes and the textbook on unit quizzes.
4. **Learning Participation and Activities** You will complete learning activities designed to help you apply course material and prepare for your upcoming speeches.
5. **Vlog Entries and Vlog Group Comments** You will create 1-minute vlogs (video blogs) related to course and unit material. These vlog entries will require you to summarize content, apply content to your personal life, reflect on your experiences in the course, practice skills taught in the course, and ask questions of your group members. Additionally, you will respond to the questions posed in the vlog entries of your group members.
6. **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 do a short, videoed presentation about what you learned in your interview.
7. **Group Project** You will be assigned a group, and together you will use multimedia to create an infographic project.
8. **Exams** There will be 3 major exams during the course.

Attendance & Late Work

The policies below cover video conference attendance, makeups for live presentations, and late work on other assignments.

Video Conference Attendance

1. Video Conference 1 and Video Conference 2 are worth **50 participation points each**. Attending live is the only way to earn those points.

2. If you miss one of these conferences, those points **cannot be made up** unless you provide documentation of the emergency or contact me directly about the conflict. Reach out as far ahead as you can. Before the conference begins is always better than after.

Live Presentation and Makeup Policy

1. Presenting live during your scheduled video conference is mandatory and a requirement to pass this course. **You must deliver at least one live presentation to receive credit for the class.**
2. If you miss your scheduled presentation due to an emergency, you may make up one presentation for full credit, but **you must contact me by email or message before the video conference begins and provide documentation of your emergency.** A doctor's note is required for illness.
3. If you miss your presentation for any other reason, you may still make up one presentation, but 20 points will be deducted from your grade. The makeup will be scheduled at a time determined by the instructor.
4. All makeup presentations must be delivered live. Pre-recorded speeches will not be accepted or graded under any circumstances.

Late Work Policy

Unit quizzes, learning activities, discussions, vlogs/comments, speech uploads, and peer and self-evaluations are due by 11:59 pm Central Time on the due date listed on the Course Schedule. This is an 8-week course, so the units move quickly and late work stacks up fast. If you do not submit an assignment by the deadline, ten percentage points are deducted for each weekday it is late. If something comes up and you need an extension, please email me before the deadline. I will typically allow a few extensions. If you have something major happen that may affect you for longer than a few days during the course, please let me know.

Withdrawal Policy

The last day to drop Fall I 2026 courses with a **grade of "W"** is **Thursday, October 8, 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 **every weekday** to be aware of announcements/reminders and to pace your progress in the course.
2. Colleges and universities recommend that students spend 2-3 hours of study outside of class for every 1 hour spent in class.
 - This is an 8-week course, so the workload is double that of a 16-week course: about 12 to 18 hours per week outside of class.
 - This is a significant time commitment. Make sure you can dedicate the time before committing your time and resources.
3. Online course activities promote learning and the creation of a learning community, so they are encouraged and expected.
4. You will video conference from ONE location per conference. You will NOT video conference in a moving car, especially IF YOU ARE DRIVING. It is dangerous, it is unprofessional, and the connection will often have issues. I will disconnect you from the video conference if you connect in a moving car you are driving, and you will be counted absent.

5. Students are expected to maintain an online 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 cyberbullying 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.

Computer Crash

Not having a working computer or a crashed computer during the semester will not be considered an acceptable reason for not completing course activities at a scheduled time for a prolonged period. If you have a one-time issue, I will usually work with you. **Tip:** Identify a second computer before the semester begins that you can use when/if your personal computer crashes.

Server Problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing you of the time and date. If the server experiences unforeseen problems, your course instructor will send an email and make adjustments as necessary.

Lost, Corrupt, or Disappeared Files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, student’s own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I may/will request that you resubmit the files. In other words, if you submit a document to me and I do not receive it (lost in cyberspace), or it is corrupted when I open it, you need to resend it to me, corrected, with little or no “downtime” regarding the timeline for submission.

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!