

**South Plains College**  
**Common Course Syllabus: SPCH1321**  
**Fall 2022**

**Department:** Communications  
**Discipline:** Speech Communication  
**Course Number:** SPCH1321  
**Course Title:** Business & Professional Communication  
**Available Formats:** Conventional, 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](mailto:rgreene@southplainscollege.edu) **Phone:** 806.716.2445

<b>Face to Face Office Hours</b>	<b>Levelland CM 140</b>	<b>Lubbock Downtown Center B007</b>
	M 1:30-3:00pm	T 1:00-3:00pm
	W 1:30-3:00pm	Th 1:00-3:00pm
	F 11am-Noon by appointment	

**Required Course Textbook**

**From Entry Level to Executive: All Communication Counts** by Janine Fox and Kelley Finley through inclusive access included as part of your tuition. See SPC Textbook statement at the end of the syllabus.

**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**

- Expect an email reply within approximately 24 hours on weekdays, and within 48 hours (about 2 days) on weekends or holidays. If you don't hear back from me, please contact me again. If you need an immediate answer, use Remind.
- Please use the SPC email found at the top of the syllabus for sending e-mail messages to me. I do not use the course messages tool in Blackboard.
- I will be posting course related announcements in Blackboard.
- 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 to get the answer.

## **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.

## **Course Requirements for Students**

1. To read the information assigned; you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. To take thorough notes and study all lecture material, informational handouts, and assigned readings.
3. To actively participate in class discussions and group activities.
4. To show maturity and professionalism in preparation of assignments and in classroom behavior.
5. To show courteousness to fellow classmates/speakers.
6. To initiate consultations with the instructor whenever assistance is needed regarding class assignments.
7. To 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. To initiate withdrawal from the course if absences become excessive.

## **Course Evaluation**

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

Major Presentations and Group Projects	30%
Exams, Projects, Daily Work, Class Participation	70%

## **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. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by

the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

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) in a MW or TR class will constitute an absence. If a student leaves class prior to dismissal of the class, he/she may be counted absent.
2. Missing more than two weeks of class is considered excessive.  
Example:           MW/TR – 4 sick days allotted  
                          One day/week – 2 sick days allotted
3. After four (4) absences, you may be dropped from the class if your absences aren’t excused (if it is before the drop date).
4. Unexcused absences one day over your allotment (4) will lower your final course grade by 10 points.
5. Each subsequent absence will lower your final course total by 5 points.
6. 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, vlogs/comments, speeches, and peer and self-evaluations are due by 11:59pm Central Standard Time on the due date listed on the Course Schedule.

Speeches are mandatory. Because our meeting times are scheduled, **you are allowed to make-up ONE speech only**. The instructor determines the date/time of the makeup and it will result in a deduction of points of 20 pts.

### **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 shall not be tolerated and may lead to disciplinary action and/or removal from class.

### **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; or
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 an examination: **I expect you to use notes and the textbook for quizzes.**
4. Entering an office or building to obtain 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.

### **Course Organization**

This course is organized into weeks. You can access the Weekly Folders by clicking on the Course Content link on the Course Menu 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, video conferences, 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 Course Menu (My Grades). 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, you will need to 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 one week after the grade has been posted in Blackboard to approach your instructor about your questions or concerns. After one week, 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.

### **Assignment Submissions**

You will submit assignments through their designated submission link in Blackboard. On the first submission, you may have some questions. I have videos that shows how to submit 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 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.

## Grade Distribution

### **BOLD items are major assignments.**

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

## 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 weeks. 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. This speech will require you to use a PowerPoint Presentation.You must be an attentive audience member for presentations given during your scheduled group time, and you must complete all speeches 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 Course Resources/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 group members.
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.
4. **Learning Participation & Activities** You will complete learning activities designed to help you apply course material and prepare for your upcoming speeches.
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 and create an infographic project OR a short video file project.
8. **Exams** There will be 3 major exams during the course.

## Professor Expectations of the Student

- You are expected to log into the Blackboard course **at LEAST 3 times/week** to be aware of announcements/reminders and to pace your progress in the course.
- 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.
- Online and in-class course activities promote learning and the creation of a learning community, so they are encouraged and expected.
- 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.

- Keep all your assignments until the semester is over. Occasionally, something goes wrong, and you need to re-submit an assignment or a file can't be opened.

### **Course and Technical Help**

Please call or e-mail me if you have course-related questions. I am here to guide you through the course. I will try to respond to calls and e-mails within 24 hours during the week and 48 hours (about 2 days) on the weekend. If you do not hear from me within that time, please contact me again.

Be aware that the Instructional Technology office and Blackboard both recommend using a browser other than Internet Explorer when using Blackboard.

Please realize that this is not a computer class, so our content is business and professional communication, not Windows or Word processing. I can answer any questions about the course content or assignments, but I will be no help with technical problems.

### **Blackboard Support**

For Blackboard support you make 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  
Ext. 2180  
Direct: 806-716-2180  
[blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu)

### **Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should and can be.

### **Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### **Nondiscrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **Title IX Pregnancy Accommodations Statement:**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### **Campus Concealed Carry**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

### **Covid-19 Policy Statement**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

### **SPC Bookstore Price Match Guarantee Policy**

The SPC bookstore has a policy about price matching. Visit the bookstore for more details.

### **SPC TexBook Syllabus Statement**

TexBook Program: This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.

- What is TexBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- How do I access my TexBook? Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- Help with TexBook issues and support: check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- Opting out of TexBook: Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and

Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

\*Please consult with your professor before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to [tfewell4texasbookcompany@gmail.com](mailto:tfewell4texasbookcompany@gmail.com). Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: [tfewell@texasbook.com](mailto:tfewell@texasbook.com) / Phone: 806-716-2399

Email: [agamble@texasbook.com](mailto:agamble@texasbook.com) / Phone: 806-716-4610



Week begins Week #	Monday/Tuesday	Wednesday/Thursday	Online Work *Most quizzes and Tests due on Tuesday at 11:59pm*
29-Aug Week 1	Introduction to the Course & Syllabus	The Communication Process Chapter 1	
6-Sep Week 2	Communication Process/ Take a Deep Breath	Listening Listening TED Talk	9/6 Growth mindset story assignment due 9/6 Syllabus Quiz due
12-Sep Week 3	Resume /Cover Letters assignment & discussion	Preparing for Career Interviews LinkedIn?	9/13 Week 2 Quizzes due
19-Sep Week 4	Interviewing Illegal Questions/	Career Research Interview/ Professional Communication	9/19 Resume/Cover Letter quiz due 9/20 interviewing quiz due 9/20 JD, Resume & Cover Letter Assignment due
26-Sep Week 5	Audience Analysis -Introduction speech-plan -Speech organization	-Introduction speeches-deliver -Find topics & articles	9/27 Week 4 Quizzes due
<b>9/28-10/4-Test 1 worth 7% of grade-Review quizzes from weeks 1-4 BEFORE taking Test 1</b>			
3-Oct Week 6	-Bring 2 articles -How to plan main points -Speech org activity	-Source citation -Interesting content	10/4 Test 1 due 10/4 Week 5 Quizzes due
10-Oct Week 7	Bring rough drafts to class with appointment or turn in online	Delivery	Turn in rough drafts 10/11 Week 6 Quizzes due
17-Oct Week 8	<b>Informative Presentations</b> Turn in your outline BEFORE you speak	<b>Informative Presentations</b> Turn in your outline BEFORE you speak	Final Informative Outline due <b>before class</b> on speech day Peer Feedback in class 10/18 Week 7 Quizzes due
24-Oct Week 9	Persuasion Source Bias/Lab	Logos/Ethos/Pathos	No quizzes this week 10/25 Self Feedback due
31-Oct Week 10	Charismatic Leadership Tactics/Presentation Aids	Bring rough draft to class Persuasive Activity	11/1 Week 9 Quizzes due
7-Nov Week 11	<b>Persuasive Presentation</b> Turn in your outline BEFORE you speak	<b>Persuasive Presentation</b> Turn in your outline BEFORE you speak	Persuasive Outline due on speech day Peer Feedback in class 11/8 Week 10 quiz due
<b>11/4-11/15 -Test 2 worth 8% of grade-Review quizzes from weeks 5-9 BEFORE taking Test 2. I recommend taking this test BEFORE your persuasive presentation. It is a great review for the persuasive presentation.</b>			

Week begins Week #	Monday/Tuesday	Wednesday/Thursday	Online Work *All online assignments are due at 11:59pm*
14-Nov Week 12	Handling conflict/assessment	Bullying/Sexual harassment	11/15 Self Feedback due No week 11 quizzes
21-Nov Week 13	Career Research Assignment Workday	Happy Thanksgiving!	11/22 Week 12 quizzes due
<b>Career Research Interview Assignment Due on 11/29 at NOON-worth 10% of grade</b>			
28-Nov Week 14	Interpersonal Communication Cultural Communication	Collaborating in Groups	No week 13 quizzes
5-Dec Week 15	Group Project workday	Group project workday	12/6 Week 14 Quizzes due <b>12/9 Group projects due</b>
Dec 12-15 Finals	<b>12/7-14 -Test 3 worth 10% of grade-Review quizzes from weeks 10-14 BEFORE taking Test 3</b>		

#### Important Notes

- Cell phones and other technology:** We will occasionally use cell phones in class. At all other times, please turn off or put your phone on “airplane” or “do not disturb” mode and keep it out of sight. Many studies have found cell phone use to be an obstacle to learning in class. Cell phone use is a distraction to all members of the class—especially yourself. They distract me too. In addition, cognitive and behavioral scientists have found that electronic devices can erode the ability to concentrate. The ability to focus is highly correlated with educational and occupational success. In addition, many college students report feeling addicted to their cell phones. I am. Let’s consider this class an oasis from our devices. Read the following article to understand one of the main reasons I use this policy. This article written by Eric Dolan [“Just having your cell phone in your possession can impair your learning, study suggests.”](#) from PsyPost.org is very informative.
- If you have an emergency and you need to have your phone available, please let me know. If I see you on your phone, I will ask you once (if possible, privately) to please put your phone away. If your phone continues to be a problem, I reserve the right to count you absent that day. Being on your phone for much of class means you are in class in body only. The same applies for keeping earbuds in during class.
- Quizzes and tests are taken on Blackboard. Deadlines for quizzes and test are ALMOST ALWAYS Tuesday at 11:59pm.**
- If you wait until the last hour to take a TEST, do not expect me to be able to fix it for you or allow you to take the TEST after the deadline.**
- All written assignments must be turned in by **the beginning of class** on the day the assignment is due in order to be accepted as on time. If you do not hand in an assignment at the beginning of class, 10 percentage points will be deducted for each day (including weekends) it is late. So, it is best to email me the assignment as soon as it is complete.
- Students, check your SPC email often, or forward it to the email address you check regularly.
- Students have ONE WEEK after a grade or absence is posted to discuss the grade with me. After such date, the grade will not be changed.
- Laptops used in class should be used for class purposes only. If you are using it for other purposes, I may ask you to put it away. You may be counted absent if it is obvious you are doing other classwork during class.
- No tobacco products allowed in this classroom.
- Students may only make up ONE presentation for full points in the event of sickness or the death of a family member and in both cases must provide proof. In the case of sickness, a doctor’s note is required to make up a speech. In the event of a funeral, the funeral program or obituary is required. **If you miss doing your presentation for any other reason, 20 points will be deducted.**
- Dec 1** is the last day for a student to drop a course with a W or a professor to drop you with an X or XF.
- If you have something happen during the semester which makes you miss class for more than one day, please let me know a little about your situation as soon as possible. Don’t wait! Sending an email to let me know what is going on is much better than just waiting and showing up after being gone from class for a week.**

**Warning: Missing a major assignment – cover letter and resume, speech, exam, etc – will result in lowering your course grade one letter grade. If you miss two major assignments, you may be dropped from this course!**