

Communication 2131 – Business & Professional Speaking

Subject to change – Please check Canvas announcements regularly for potential updates

MEETING TIME: Monday/Wednesday 9:35-10:55 a.m.

INSTRUCTOR: Tonya Forsythe, M.S.

OFFICE HOURS: T/R 11 a.m. – 1 p.m.

OFFICE: Journalism Building #319

REQUIRED TEXT AND MATERIALS:

E-MAIL: forsythe.74@osu.edu

Adler, Ronald B., Elmhorst, Jeanne, and Lucas, Kristen. Communicating at Work: Strategies for Success in Business and the Professions. 11th ed., New York, NY: McGraw-Hill, 2013.

Course Objectives:

- To improve interpersonal communication and interviewing skills.
- To better understand communication in the organization, in public and in small groups.
- To learn to work in self-managed teams and perform functions traditionally assigned to supervisors or managers.
- To become aware of real-world illustrations through the text and small group exercises emphasizing diversified careers in business and other professions.
- To develop skills that will be useful in a changing work environment enabling students to participate in various forms of public speaking in different settings.
- To understanding problem solving in work-related situations in organizations of all types, resulting in improved efficiency and better communication in the workplace.

Units of Instruction:

- Communication in Organizations
- Interpersonal Communication
- Interviewing
- Small Group Communication
- Public Communication

Attendance:

Attendance and active participation are mandatory. Attendance will be taken at the beginning of class; late-comers will be marked absent. More than one week's unexcused absences may result in the course grade being lowered one full letter grade (in addition to any penalties for late work). Students with more than two weeks of absences should seriously consider withdrawing from the course. You are strongly encouraged to exchange phone numbers with your colleagues and communicate with them about joint projects or other assignments.

Lateness:

All oral performances (reports, speeches, etc.) must be given before an audience (the class) and quizzes taken on the day scheduled. Late unexcused oral performance will be penalized two letter grades. If the student is allowed to make up a performance and does not show, a grade of zero will be recorded.

Academic Misconduct:

"It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct (http://studentaffairs.osu.edu/info_for_students/csc.asp)."

Disability Services: “Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>.

Required Assignments:

<u>Discussions</u>	14%	70 pts.
Student participates in online topic discussions.		
<u>Elevator Speech (Individual)</u>	2%	10 pts.
Student gives a quick self-introduction speech. (1-2 minutes)		
<u>Informative Speech (Individual)</u>	16%	80 pts.
Student gives an informative speech on a workplace communication topic/issue in appropriate depth and detail depending on the professional interest of the student. Outline required. (4-5 minutes)		
<u>Symposium Speech (Team)</u>	10%	50 pts.
Student participates in a team symposium speech. The team will select a topic of relevance to the Ohio State University student population. A 5- to 6-page research paper will accompany the symposium speech. Speeches will be given to instructor and team members only. (18-20 minutes)		
<u>Proposal Speech Outline (Individual)</u>	10%	50 pts.
Student prepares a full sentence outline of their proposal speech with a reference page in APA format.		
<u>Proposal Presentation (Individual)</u>	20%	100 pts.
Student gives a persuasive proposal speech in appropriate depth and detail on a business or professional topic. Power point slides are required. Outline is required. (5-6 minutes)		
<u>Job Interview (Individual)</u>	20%	100 pts.
Student completes a job application, creates a cover letter and resume and participates in a 5- to 7-minute interview with the instructor and 8-10 peer evaluators.		
<u>Reflections (4) (Individual)</u>	8%	40 pts.

Grading:

500 points are assigned; no extra credit is offered. The point distribution for final course grades is as follows:

A 93-100%	(462.5-500)	B- 80-82%	(397.5-412.4)	D+ 67-69%	(332.5-347.4)
A- 90-92%	(447.5-462.4)	C+ 77-79%	(382.5-397.4)	D 63-66%	(312.5-332.4)
B+ 87-89%	(432.5-447.4)	C 73-76%	(362.5-382.4)	D- 60-62%	(300-312.4)
B 83-86%	(412.5-432.4)	C- 70-72%	(347.5-362.4)	E Below 60%	(299 or below)

Spring 2019 Semester Schedule

1	1.7	Welcome and Introduction	
	1.9	Lecture 1 Homework: Getting to Know You Exercise	Ch. 6 (pgs. 140-154)
2	1.14	Lecture 2 Homework: Discussion 1 post due at 11:59 p.m.	Ch. 9 (pgs. 246-266 & 271-282)
	1.16	Elevator Speeches Homework: Discussion 1 replies due at 11:59 p.m.	Ch. 1 (pg. 21)
3	1.21	NO CLASS – MLK DAY	
	1.23	Lecture 3 Homework: Speaking Experience Reflection due at 11:59 p.m.	Ch. 11 (pgs. 314-326 & 330-334)
4	1.28	Informative Speech work day Homework: Discussion 2 post due at 11:59 p.m.	
	1.30	Informative Speeches; outline due in class after speech Homework: Discussion 2 replies due at 11:59 p.m.	
5	2.4	Informative Speeches; outline due in class after speech	
	2.6	Informative Speeches; outline due in class after speech	
6	2.11	Lecture 4 Symposium Speech Strategy Session Homework: Discussion 3 post due at 11:59 p.m.	Ch. 4
	2.13	Lecture 5 Symposium Speech Strategy Session Homework: Discussion 3 replies due at 11:59 p.m.	Ch. 11 (pgs. 326-330) Ch. 12 (pgs. 366-368)
7	2.18	Symposium Speech Practice Day	
	2.20	Lecture 6	Ch. 7 (all) & Ch. 12 (369-370)
8	2.25	Symposium Speeches (Teams 1 & 2); paper due 24 hours before speech	
	2.27	Symposium Speeches (Teams 3 & 4); paper due 24 hours before speech	
9	3.4	Symposium Speeches (Teams 5 & 6); paper due 24 hours before speech Homework: Discussion 4 post due at 11:59 p.m.	
	3.6	Lecture 7 & 8 Proposal Speech Explanation Homework: Discussion 4 replies due at 11:59 p.m. Homework: Group Presentation Reflection due at 11:59 p.m.	Ch. 3 (all) & Ch. 5 (pgs. 108-120) Ch. 9 (pgs. 269-271) Ch. 12 (pgs. 350-360)
	3.11	NO CLASS – SPRING BREAK	
	3.13	NO CLASS – SPRING BREAK	
10	3.18	Lecture 9 Homework: Discussion 5 post due at 11:59 p.m.	Ch. 10 (pgs. 298 & 305-309)
	3.20	Proposal Speech Practice Day Homework: Discussion 5 replies due at 11:59 p.m.	
11	3.25	Proposal Speeches	
	3.27	Proposal Speeches	
12	4.1	Proposal Speeches Homework: Discussion 6 post due at 11:59 p.m.	
	4.3	Proposal Speeches Homework: Discussion 6 replies due at 11:59 p.m.	
13	4.8	Job Interviews	
	4.10	Job Interviews	
14	4.15	Job Interviews Homework: Discussion 7 post due at 11:59 p.m.	
	4.17	Job Interviews Homework: Discussion 7 replies due at 11:59 p.m.	
15	4.22	Overflow day Homework: Final Reflection due at 11:59 p.m.	