

Communication 2131: Business and Professional Speaking
Ohio State University
Summer 2016

Meeting Time: M/W/F 10:20-12:25, Journalism Bldg 353

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Office Hours: M/W 12:30pm-2:30pm, or by appointment

General Note: The information provided in this syllabus constitutes a list of basic class policies, guidelines, and expectations. I reserve the right to modify this document when deemed necessary for any reason. You will be notified in class, via email, and/or on Carmen if and when any changes occur. Please note that you will be held responsible for the policies and guidelines specified in this syllabus. I will work under the assumption that you have familiarized yourself with its contents, whether or not the information was explicitly discussed in class.

Required Text:

Adler, R. B., Elmhorst, J., & Lucas, K. (2013) *Communicating at Work: Strategies for success in business and the professions*, 11th ed., New York, NY: McGraw-Hill, 2010.

Rath, Tom, *StrengthsFinder 2.0*, Gallup Press, 2007.

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:

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

Expectations of Professionalism

The goal of this course is to develop your business speaking skills and prepare you for work in a professional setting. As such, you are expected to conduct yourself professionally at all times in the course. I will treat you professionally and respectfully, and I ask the same in return from you. I expect you to demonstrate mastery of professional communication-related skills including, but not limited to: the willingness to speak publicly and civilly in class; the aptitude to write a formal and appropriate email; the capability to conduct yourself in a civil and professional manner when interacting interpersonally with classmates, guests, and your professor; and the proficiency for typo-free and grammatical written work. Professional conduct also includes adequately preparing for class and arriving on time.

Attendance

Due to the short duration of the summer semester (6 weeks) and our need to cover a lot of ground in each class session, attendance and active participation are mandatory. Though your attendance is expected for all class sessions, you may miss two classes without significant penalty (though you will lose several participation points for any missed day). For every class you miss beyond two, your overall grade for the class will be lowered by 1/3 of a letter grade (e.g., a B for the class becomes a B-, a C+ becomes a C, etc.). University-approved absences are exempt from this policy. Also note that it is not acceptable to *arrive late* to class or *leave early*. Unexcused missed time will result in the loss of participation points for the day and may be counted as an absence.

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.

Electronic Devices Policy

The use of electronic devices while someone is speaking is unprofessional and disrespectful. Therefore, no electronic devices may be used during your classmates' presentations. Texting or any other cell phone use is not permitted during class time. I encourage you to bring your laptops to class as we will do some in class activities which may be made easier by the use of a laptop for word processing or Internet research. However, I strongly advise against the use of laptops or tablet devices for notetaking during class. Research indicates that other students find them distracting. I find them distracting. If you wish to use a computer for taking notes, you should turn off wireless access for the duration of class. If you are not taking notes, laptop/tablet use should be discontinued. If I observe you are using a laptop/tablet for other purposes, you will not only lose participation points, but may also lose the privilege of using your computer in class.

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/>

Grading:

500 points are assigned. Some extra credit may be offered for research project participation, not to exceed 10 points (2%). I will not round up final grades. The point distribution for final course grades is as follows:

Grade	Percent	Points
A	93-100	465-500
A-	90-92	450-464
B+	87-89	435-449
B	83-86	415-434
B-	80-82	400-414
C+	77-79	385-399
C	73-76	365-384
C-	70-72	350-364
D+	67-69	335-349
D	60-66	300-334
E	Less than 60	299 points or less

Required Assignments & Grade Breakdown:

1.	<u>Employment Interview with Resume & Cover Letter</u>	5%	25 pts.
2.	<u>Team Oral Report</u> Gives an informative oral report in appropriate depth and detail on sections of the assigned chapter of the text. Student also answers questions after the presentation. (4-5 min)	4%	20 pts.
3.	<u>Symposium Speech</u> Gives an informative symposium speech and research paper in appropriate depth and detail summarizing a portion of an assigned document different from any other speaker. (3-4 minutes)	10%	50 pts.
4.	<u>Informative Speech</u> Gives an informative speech on how communication is most effectively used in the workplace in appropriate depth and detail depending on the professional interest of the student. Outline required. (5 min)	16%	80 pts.
5.	<u>Proposal Presentation</u> Gives a persuasive proposal presentation in appropriate depth and detail on a business or professional topic. PowerPoint slides are required. Peer feedback is provided. Outline required. (6-7 min)	20%	100 pts.
6.	<u>Performance Appraisal Interview</u> Describes in a written analysis and one-on-one meeting with the appraisee the important elements of his/her past performance throughout the quarter (both strengths and weaknesses, with detailed examples from a wide range of explicitly-identified speaking assignments. Similar to a real-work performance appraisal format. (4-5 min)	10%	50 pts.
7.	<u>Manuscript Speech</u> Gives a speech of introduction, tribute, nomination or goodwill on an appropriate topic for a business and professional situation in manuscript style. (5 min).	10%	50pts.
8.	<u>Roast Speech</u> Gives a speech on a student in a light-hearted, good-natured exaggerated but fact-based “roast” of another business and professional speaking student. (1 min.).	5%	25pts.
9.	<u>Quizzes (3)</u>	15%	75 pts.
10.	<u>Participation/Variable tasks</u>	5%	25 pts.

Week	Date	Agenda	Readings Due	Assignments Due
1	Wed. 5/11	<ul style="list-style-type: none"> Intro to Course Syllabus Review Bauerlein (2013) discussion 		
	Fri. 5/13	<ul style="list-style-type: none"> Interviewing and Business Writing Resume & Cover Letter Peer Reviews 	Ch. 6 Appendix I Appendix III	Resume & Cover Letter (Draft)
2	Mon. 5/16	<ul style="list-style-type: none"> Employment interviews Prep Team Oral Reports 	Rath, Part I (pp. 1-32)	Employment Interview (with final drafts of resume & cover letter)
	Wed. 5/18	<ul style="list-style-type: none"> Team Oral Reports Listening Verbal & Nonverbal Messages Interpersonal Skills 	Ch. 3, 4, 5	Take the online <i>StrengthsFinder 2.0</i> assessment, turn in report *Team Oral Reports
	Fri. 5/20	<ul style="list-style-type: none"> Team Oral Reports Working in Groups Effective Meetings 	Ch. 7 & 8	*Team Oral Reports
3	Mon. 5/23	<ul style="list-style-type: none"> Symposium Speech Presentations 		<i>Quiz #1 (Ch. 3-8)</i> Symposium Speech
	Wed. 5/25	<ul style="list-style-type: none"> Team Oral Reports Presentation Design 	Ch. 9 & 10	*Team Oral Reports
	Fri. 5/27	<ul style="list-style-type: none"> Team Oral Reports Presentation Delivery 	Ch. 11 & 12	*Team Oral Reports
4	Mon. 5/30	<i>Memorial Day – No class</i>		
	Wed. 6/1	<ul style="list-style-type: none"> Team Oral Reports Communicating at Work Diversity & Ethical Issues 	Ch. 1 & 2	<i>Quiz #2 (Ch. 9-12)</i> *Team Oral Reports
	Fri. 6/3	<ul style="list-style-type: none"> Speech Prep Informational Interviews 		<i>Quiz #3 (Ch. 1 & 2)</i>
5	Mon. 6/6	<ul style="list-style-type: none"> Proposal Speech Presentations 		Proposal Speech
	Wed. 6/8	<ul style="list-style-type: none"> Proposal Speech Presentations 		Proposal Speech
	Fri. 6/10	<ul style="list-style-type: none"> Manuscript Writing Workshop (Guest Speaker) 		
6	Mon. 6/13	<ul style="list-style-type: none"> Meet with instructor & appraisal partner 		Performance Appraisal
	Wed. 6/15	<ul style="list-style-type: none"> Informative Speech Presentations 		Informative Speech
	Fri. 6/17	<ul style="list-style-type: none"> Manuscript Speeches Roast Speeches 		Manuscript Speech Roast Speech