



THE OHIO STATE UNIVERSITY

SYLLABUS: COMM 2131 BUSINESS AND PROFESSIONAL SPEAKING SPRING 2025 IN PERSON

Instructor

Instructor: Tonya Forsythe

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Office hours: Journalism Building room 319 or Zoom by appointment

Course description

From the catalog: Train students in public speaking and developing interpersonal skills for business and the professions.

This course is designed to develop confidence in business communication. This class will focus on business communication including written and oral communication. The course includes instruction on preparation, organizing, rehearsing, and delivering quality presentations. Tips and techniques for incorporating different types of visuals and using a variety of delivery methods will be shared. Interviewing techniques will also be discussed.

Course learning outcomes

By the end of this course, students should successfully be able to:

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

Mode of delivery

This course is organized in weekly modules. Lectures are prerecorded voice-over PowerPoint videos provided for asynchronous online instruction and convenience due to COVID recommendations regarding students who are feeling ill and are unable to attend in-person classes due to illness. Additional videos are provided for analysis and used for several lessons or discussions. In-class sessions will focus on speech delivery and assignment clarification. Initial discussion posts will always be due on Wednesday by 11:59. Replies to peers will always be due on Friday at 11:59. All assignments are due at 11:59 on the due dates listed on the schedule. Late discussion posts and assignments will not be accepted.

Course materials

Required

The textbook for this course is being provided via CarmenBooks. Through CarmenBooks, students obtain publisher materials electronically through CarmenCanvas, saving them up to 80% per title. The fee for this material is included as part of tuition and is listed as CarmenBooks fee on your Statement of Account. In addition to cost-savings, materials provided through CarmenBooks are available immediately. There is no need to wait for financial aid or scholarship money to purchase your textbook. Unless you choose to opt-out of the program, you do NOT need to purchase any materials for this course at the bookstore. For more information on the program or information on how to opt out, please visit the CarmenBooks website. Access this eBook through the CarmenBooks reader link in the course navigation.

Adler, Ronald B., and Elmhorst, Jeanne Marquardt, *Communicating at Work: Principles and Practices for Business and the Professions*, 12th ed., New York, NY: McGraw-Hill, 2010.

Grades

| Assignment or category | Points and Percent |
|-----------------------------|-----------------------|
| Discussions (6) | 240/24% |
| Speech outlines (2) | 40/4% |
| Cover Letter and Resume | 50/5% |
| Draft e-mail with signature | 50/5% |
| Coffee & Reflection (3) | 180/18% |
| Role Play Job Interview | 100/10% |
| Elevator Speech | 40/4% |
| Guest Speaker Introduction | 100/10% |
| Proposal Speech | 200/20% |
| Total | 1,000 Points and 100% |

See course schedule, below, for due dates

Assignment guide

Reflections

Throughout the semester you will respond to 2 short-answer prompts. These reflections will give you an opportunity to reflect on your speaking and communication experience at two points throughout the semester. They are listed on the schedule as reflections. They are due by 11:59pm **Friday**.

Discussions

There will be 6 individual discussions throughout the semester. Four discussions will give you an opportunity to converse with your classmates regarding communication topics. They are listed on the schedule as discussions and a prompt for each discussion will be provided. Discussions will include three written requirements. An initial post of 100-300 words will be due by 11:59pm on the **Wednesday** of the week a discussion is due. Two posts of 50-150 words responding to the initial posts of two other students will be due by 11:59 on the **Friday** of the week that discussion is due. Discussion posts should demonstrate 1. Understanding of the concept(s) in the material provided 2. Independent thought regarding the concepts and material 3. Thoughtful response to the work of at least 2 other students in the class. The other two discussions will be peer feedback on speeches. You will upload your speech to the discussion forum. Replies of 50-100 words commenting on each of the four speeches will be due by 11:59 on the **Friday** of the week that discussion is due. **No late discussion post will be accepted. No exceptions.**

Speech outlines

A full-sentence preparation outline as described in the lectures and modules is to be turned in for the guest speaker introduction and proposal speeches. A specific purpose statement is required. Outlines must be in outline format. A reference page in APA format must be included. Upload the outline to the corresponding dropbox on Carmen by the due date.

Speeches

The speeches will be delivered live in the classroom. Please check each speech individually for details on submitting.

Elevator Speech

This assignment is designed to write a script and prepare and deliver a one-minute elevator speech to promote yourself as a communication employment prospect to show your value and what you can bring to an organization. This is an essential skill in the networking, interviewing or internship process. You will submit the script and deliver the speech in class.

WRITE a 100- to 150-word script that you could use if you ran into a potential employer, customer or mentor in an elevator, at a party, or on the street. Your script should include 4 important parts: 1. A question to get them interested; 2. A personal strength or distinguishing information regarding your skills, education, work experience, etc.; 3. What you can do for this

person or their company or what they can do for you; and 4. How they can get in touch with you by offering a business card, your LinkedIn or portfolio information. Think about potential things like the following questions when writing your script. What job expertise do you have? What can you bring to future employers with a degree in communication? Describe skills and perspectives that communication-trained students possess that offer distinctive benefits in the workplace. What are your skills, natural strengths, and personality traits? What are you passionate about? Include your personal values and interests. How do the skills/strengths and values apply to your current professional path or various paths you are exploring?

Deliver a 30-second to one-minute speech as if you were meeting this person. Your instructor will be standing at the front of the room as you walk up. You will begin with a handshake and greeting then start off with your question and go into the information you mentioned in your script and close with your contact information.

Guest Speaker Introduction

The purpose of this speech is to effectively introduce a guest speaker for an event your company is hosting. The primary focus of the speech is to get the audience invested to pay attention to the upcoming speech. Time limit is 60 to 90 seconds. This speech will be delivered live in the classroom. A fictitious speaking event will be created by you and you will also title the speech that the speaker is going to deliver. You get to select any living person of your choice to introduce. You can pick anyone who you would like to hear speak: famous author, sports figure, politician, business person, influencer, etc. Speech should contain 4 key elements: 1. grab the audience's attention; 2. mention the speaker's credibility; 3. preview the topic; and 4. make them feel welcome.

Proposal Speech

You will give a persuasive proposal speech in appropriate depth and detail on a business or professional topic. Speech should contain 3 main points about your topic. Your speech should be organized in Monroe's Motivated Sequence organizational pattern. The attention step will be in the introduction and the action step will be in the conclusion. The body of the speech will have three main points: need, satisfaction, and visualization. You should preview your main points in the introduction and summarize them in your conclusion. A visual of 4-10 PowerPoint or Google slides is required. Time limit is 5-6 minutes. This speech will be delivered live in the classroom.

Draft e-mail with signature

You will write an email based on the rubric and prompt to ask for an interview for your Coffee and Reflection assignments throughout the semester. You will also create a professional signature graphic for the close of your email.

Cover Letter and Resume

You will write and submit a cover letter and 1-page resume for an entry-level position or internship of their choice. This should be error free and tailored to the job chosen. You will

learn written communication skills and research skills to gain an understanding of a company and its opportunities for employment.

Job Interview

You will participate in a job interview with your instructor. Please see the assignment description in Carmen. You are required to dress professionally. Your interview will last approximately 5 minutes.

Coffee and Reflection

Networking is an important part of the job search and learning process. Networking environments will be explored to show indicators of employability for the student using research from Thomas Clark's article, *Networking: A key to career communication and management consulting success*. Students will apply networking principles and occupational psychology attributes to this assignment.

In this assignment you will complete three information seeking interviews throughout the semester with professionals of your choice who are in a field you are interested in pursuing post-graduation. You will contact the professional and set up a 20-minute to 1-hour casual conversation with them that may or may not include coffee! The goal of this assignment is for you to network and make connections while gathering information about potential careers in your field. You will then write a reflection based on your experience for each of the networking events. Criteria for the reflections can be found in the assignment description and rubric in Carmen.

Due dates and late penalties

All submitted assignments are due on the due date listed on the syllabus and within Carmen. Assignments submitted within 24 hours past the due date will have a 10% late penalty of the final assignment grade. Assignments submitted 48 hours past the due date will have a 20% late penalty of the final assignment grade. Assignments submitted between 3-7 days late will receive a 50% late penalty of the final assignment grade. Assignments submitted 8 or more days late will be evaluated but will receive a zero grade.

Grading scale

| | | | | | |
|----|--------------------|----|------------------|----|---------------------------|
| A | 93-100% (925-1000) | B- | 80-82% (795-824) | D+ | 67-69% (665-694) |
| A- | 90-92% (895-924) | C+ | 77-79% (765-794) | D | 60-66% (600-664) |
| B+ | 87-89% (865-894) | C | 73-76% (725-764) | E | Below 60% (599 and below) |
| B | 83-86% (825-864) | C- | 70-72% (695-724) | | |

Attendance, participation, and discussions

Credit hour and work expectation

This is a 3-credit-hour course. According to Ohio State policy, students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average. [ASC Honors](#) provides an excellent guide to scheduling and study expectations.

Student participation requirements

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Logging in:**
Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. I suggest logging in at least three times per week to make sure you are keeping up with announcements and course content. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible*. Video and audio lectures will be posted on Monday.
- **Participating in discussion forums:**
As participation, you can expect to post at least once by Wednesday and respond at least once by Friday as part of our substantive class discussion. This requires that you will check in twice per week, however, additional participation will give you a richer experience within the course.

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

Grading and feedback

For speeches, you can generally expect feedback within **7-14 days**.

E-mail

I will reply to e-mails within **24 hours on school days**.

Discussion board

I will check and reply to messages in the discussion boards every **24 hours on school days**.

Communications

I will post class updates and/or additional materials as announcements on Carmen and/or to your OSU email. Please check Carmen and read your email regularly (at least 2-3 times per week) because you are responsible for this information, just as you are responsible for information in class.

Challenging a Grade

I am always willing to discuss your grades with you, but I will not do so during class time. To challenge a grade, you must meet me during office hours or make an appointment **within one week** of the assignment being returned to you. When we meet, you must present your concerns in writing and attach the graded speech, paper, or exam. Please note that a challenge may result in grades being raised or lowered

Extra Credit

There will be no extra credit offered in this course.

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
- **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

Encouraging an optimal learning experience

Previous distance learning courses have provided insights from students on how to improve the learning experience and optimize outcomes. Here are a few tips from previous students to encourage your success in this online course:

- Students kept up with the schedule and assignment due dates.

- Students made sure they had access to a reliable internet connection.
- Students had access to at least one reliable device and a backup plan in case of a technological issue.
- Students have made plans to back up work. OSU provides free access to data storage through [BuckeyeBox](#) and [Microsoft One Drive](#).
- Students reported that completing assigned readings before viewing lectures (or attending synchronous lectures) helped them to be prepared to follow along with lectures and participate in discussions.
- Students scheduled time to complete activities at a steady pace during the week. Keeping a schedule prevented a last-minute rush and kept the workload manageable.
- Students approached the material by thinking about the connections between readings, lectures, and assignments.
- Students followed the instructor's preference for camera and microphone settings during online synchronous meetings.

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Carmen:**
 - Carmen, Ohio State's Learning Management System, will be used to host materials and activities throughout this course. To access Carmen, visit [Carmen.osu.edu](https://carmen.osu.edu). Log in to Carmen using your name.# and password. If you have not setup a name.# and password, visit my.osu.edu.
 - Help guides on the use of Carmen can be found at <https://resourcecenter.odee.osu.edu/carmen>
 - **This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.**
 - [Carmen accessibility](#)
- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen

Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection

Necessary software

- Word processor with the ability to save files under .doc, .docx, .rtf, or .pdf. Most popular word processing software programs including Microsoft Word and Mac Pages have these abilities.

OSU students have access to Microsoft Office products free of charge. To install, please visit https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb04733

Other course policies

Student Academic Services

Arts and Sciences Advising and Academic Services' website provides support for student academic success. Information on advising issues such as tutoring, transfer credits, academic standing, and contact information for Arts and Sciences advisors can be obtained through this website: <http://advising.osu.edu/welcome.shtml>

Student Services

The Student Service Center assists with financial aid matters, tuition and fee payments. Please see their site at: <http://ssc.osu.edu>. As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614-292--5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org.

Writing Center

All students, especially those who have difficulty writing, are encouraged to visit the *OSU Writing Center*. Their web address is <https://cstw.osu.edu/writing-center> and their phone number is 688-5865. The Writing Center offers two kinds of tutorials: 1) Scheduled, 50-minute tutorials in 4120A Smith Lab and 2) Drop-in, 20-minute tutorials at our satellite centers (First floor Thompson Library and 114 Smith-Steeb Residence Hall).

Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Diversity

The School of Communication at The Ohio State University embraces and maintains an environment that respects diverse traditions, heritages, experiences, and people. Our commitment to diversity moves beyond mere tolerance to recognizing, understanding, and welcoming the contributions of diverse groups and the value group members possess as individuals. In our School, the faculty, students, and staff are dedicated to building a tradition of diversity with principles of equal opportunity, personal respect, and the intellectual interests of those who comprise diverse cultures.

Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Religious Accommodations

It is Ohio State's policy to reasonably accommodate the sincerely held religious beliefs and practices of all students. The policy permits a student to be absent for up to three days each academic semester for reasons of faith or religious or spiritual belief. Students planning to use religious beliefs or practices accommodations for course requirements must inform the instructor in writing no later than 14 days after the semester begins. The instructor is then responsible for scheduling an alternative time and date for the course requirement, which may be before or after the original time and date of the course requirement. These alternative

accommodations will remain confidential. It is the student's responsibility to ensure that all course assignments are completed.

Students with concerns or complaints under the policy are strongly encouraged, but not required, to first discuss those concerns with their instructor and/or the chair of the department. Students may also report their concerns or file a complaint with the Office of Institutional Equity via the [online reporting form](#), email at equity@osu.edu, or phone at 614-247-5838.

Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity: 1. Online reporting form at equity.osu.edu, 2. Call 614-247-5838 or TTY 614-688-8605, 3. Or Email equity@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

Mental Health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing.

If you are or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting cgs.osu.edu or calling 614--292--5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766.

If you are thinking of harming yourself or need a safe, non-judgmental place to talk, or if you are worried about someone else and need advice about what to do, 24-hour emergency help is also available through the Suicide Prevention Hotline (Columbus: 614-221-5445)

COVID-19 and Illness Policies

University COVID policies

Please refer to current polies regarding COVID on the university website.

Student illness or absence

If *you* are too ill to participate in this course due to COVID-19 or another illness, please contact the instructor as soon as you are able. All materials will be made available on Carmen, including lecture recordings and slides. Alternate assignments or extensions may be arranged.

Instructor illness or absence

If the *instructor* is too ill to teach the course for a period of time, the designated backup for this course will step in. You will be notified via email from the School of Communication.

Academic integrity policy

Policies for this online course

- **Written assignments:** Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow **APA** style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.

- **Reusing past work:** In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

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://studentlife.osu.edu/csc/>

Accessibility accommodations for students with disabilities

Requesting accommodations

Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

Disclaimer

The information provided in this syllabus constitutes a list of basic class policies. I reserve the right to modify this information when deemed necessary for any reason. You will be notified in class, via email, and/or on Carmen if and when any changes occur.

In-Person course schedule Spring 2025

| Week | Readings and Lectures | Discussion and Assignment Due Dates |
|-------------------------------------|--|--|
| 1 1/7/25 In Person | Syllabus and Course Overview | Café Discussion post (200-300 words) due Wednesday 1/8/25 at 11:59 p.m. Café Discussion replies (two of 50-150 words) due Friday 1/10/25 at 11:59 p.m. |
| 1 1/9/25 Asynchronous Online | Reading: Chapters 1 and 2 Lecture 1: Welcome and Communicating at Work Lecture 2: Communication, Culture, and Work | |
| 2 1/14/25 In Person | Coffee & Reflection and Elevator speech overview. Reading: Pages 164-169 (Career Research Interview) Lecture 16: Creating an e-mail signature. | |
| 2 1/16/25 In Person | Job interview tips, impromptu speeches, and speech date signups | Draft e-mail with signature due Friday 1/17/25 at 11:59 p.m. |
| 3 1/21/25 In Person | Reading: Chapter 6 Lecture 9: Employment Interviews | Multitasking Discussion post (200-300 words) due Wednesday 1/22/25 at 11:59 p.m. Multitasking Discussion replies (two of 50-150 words) due Friday 1/24/25 at 11:59 p.m. |
| 3 1/23/25 Asynchronous Online | Reading: Page 19 and Chapter 10 Lecture 3: Conducting an Informational Interview Lecture 14: Organizing Your Elevator Speech | Speech and Interview Signups due Friday 1/24/25 at 11:59 p.m. |
| 4 1/28/25 In Person | | Job Interview (Group 1) Conducted in class. |
| 4 1/30/25 In Person | | Elevator Speech Delivered in class. |
| 5 2/4/25 In Person | | Elevator Speech Delivered in class. |
| 5 2/6/25 Asynchronous Online | Reading: Appendix I & II (Resume and cover letter section) Lecture 5: Resumes and Cover Letters | Resume and Cover Letters due Friday 2/7/25 at 11:59 p.m. |
| 6 2/11/25 In Person | | Job Interview (Group 2) Conducted in class. |
| 6 2/13/25 Asynchronous Online | Reading: Chapters 4 Lecture 8: Verbal and Nonverbal Communication | Coffee & Reflection #1 due Friday 2/14/25 at 11:59 p.m. |
| 7 2/18/25 In Person | Reading: Chapters 11 and 12 Lecture 7: Speech Delivery | |
| 7 2/20/25 In Person | | Job Interview (Group 3) Conducted in class. |
| 8 2/25/25 | Guest speaker introduction overview. | |

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| In Person | | |
| 8 2/27/25 Asynchronous Online | Lecture 15: Organizing a Guest Speaker Introduction Reading: Chapter 11 Lecture 6: Verbal Support in Presentations | Guest Speaker Introduction Speech Script due Friday 2/28/25 at 11:59 p.m. Coffee & Reflection #2 due Friday 3/7/25 at 11:59 p.m. |
| 9 3/4/25 In Person | Proposal Speech overview. | |
| 9 3/6/25 Asynchronous Online | Reading: Chapters 3 and 5 Lecture 12: Listening and Interpersonal Skills | |
| 3/10/25- 3/14/25 | SPRING BREAK | |
| 10 3/18/25 In Person | Mid-semester recap and overview of the remainder of the semester. | |
| 10 3/20/25 Asynchronous Online | Reading: Chapters 10 Lecture 11: Persuasion, Organizing Your Proposal Speech, and Proposal Speech Explanation | Coffee & Reflection #3 due Friday 3/21/25 at 11:59 p.m. |
| 11 3/25/25 In Person | | Guest Speaker Introduction Speech Delivered in class. |
| 11 3/27/25 In Person | | Guest Speaker Introduction Speech Delivered in class. Proposal Speech Outline due Friday 3/28/25 at 11:59 p.m. |
| 12 4/1/25 In Person | Reading: Chapter 11 Lecture 10: Visual Support in Presentations and PowerPoint Design | Visuals Discussion post (200-300 words) due Wednesday 4/2/25 at 11:59 p.m. Visuals Discussion replies (two of 50-150 words) due Friday 4/4/25 at 11:59 p.m. |
| 12 4/3/25 Asynchronous Online | No reading or lectures. Use this time to practice and proposal speeches. | Guest Speaker Peer Review Discussion due Friday 4/4/25 at 11:59 p.m. |
| 13 4/8/25 In Person | | Proposal Speech Delivered in class. |
| 13 4/10/25 In Person | | Proposal Speech Delivered in class. Networking Discussion post (200-300 words) due Wednesday 4/9/25 at 11:59 p.m. Networking Discussion replies (two of 50-150 words) due Friday 4/11/25 at 11:59 p.m. |
| 14 4/15/25 In Person | | Proposal Speech Delivered in class. |
| 14 4/17/25 In Person | | Proposal Speech Delivered in class. |

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| | | Proposal Speech Peer Review Discussion due Friday 4/25/25 at 11:59 p.m. |
|--|--|--|