

Business & Professional Communication

Class

SPCH 1321

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. The application of theories and practices of speech communication as applied to business and professional situations. Three lecture hours per week.

Required Textbooks

Communicating for Results: A Guide for Business and the Professions, 11th Edition. Hamilton, Cheryl. Wadsworth, Cengage Learning, 2014

Evaluation Standards

The final course grade is determined by objective evaluation of each presentation and examination as well as successful completion of all assignments and by regular attendance and participation. Basic course requirements include: at least two written assignments/examinations, interview/resume assignment, at least one formal face-to-face presentation, at least one group presentation, and class participation. Written assignments must be presented on time to the instructor in a word-processed format. Handwritten work will not be accepted. In addition, students must pass the exit oral presentation to complete the course successfully.

A = 89.5 – 100%

B = 79.5 – 89.4%

C = 69.5 – 79.4%

D = 59.5 – 69.4%

F = 0 – 59.4%

Disabilities

ADA Statement:

Any student with a documented disability (e.g. learning, psychiatric, vision, hearing, etc.) may contact the Office on the Weatherford College Weatherford Campus to request reasonable accommodations. *Phone:* 817-598-6350
Office Location: Office Number 118 in the Student Services Building, upper floor. *Physical Address:* Weatherford College 225 College Park Drive Weatherford, TX.

Academic Integrity

Academic Integrity is fundamental to the educational mission of Weatherford College, and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty of any kind will not be tolerated. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials including unauthorized use of Generative AI. Departments may adopt discipline specific guidelines on Generative AI usage approved by the instructional dean. Any student who is demonstrated to have engaged in any of these activities will be subject to immediate disciplinary action in accordance with institutional procedures.

Lab Fee

None