



LOYOLA
UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

COMM 103-214 (7060)—BUSINESS AND PROFESSIONAL SPEAKING
SCHOOL OF COMMUNICATION, WATER TOWER CAMPUS, FALL 2019

Instructor: Milan Pribisic, Ph.D. (mpribis@luc.edu)

Class meetings: Mo We Fr 10:25 am to 11:15 am, WTC, SoC Room 010

Office: **WTC** Lewis Tower, room 900, workstation B; phone: 312-915-7755

Office hours: Wednesdays 11:20 am: 12:20 am, or by appointment

TEXTS: S. Beebe & T. Mottet. *Business and Professional Communication*, 3rd ed.
[BPC]

COURSE DESCRIPTION: This course examines the theory and practice of audience analysis, message design/writing and oral presentation for professional speakers with an emphasis on communication in organizational settings. The course, framed by the concepts of organizational culture and leadership communication skills, will focus on developing the students' professional presentation skills.

COURSE OUTCOMES:

After the course students will be able to

- # demonstrate written and oral presentation skills in simulated organizational settings,
- # recognize the importance of critical listening for evaluating ideas, attitudes, beliefs and behaviors,
- # identify the elements of the speechmaking process as a creative endeavor,
- # carry out necessary research, evaluation and selection of the support material to be used in organizing and writing effective outlines and speech presentations,
- # provide speech presentations in simulated organizational settings with vocal and physical delivery skills appropriate for the extemporaneous (conversing) method of delivery

ATTENDANCE: All students are expected to attend class regularly and to be prepared to actively participate in discussions, activities, other speakers' critiques, and speech presentations when scheduled. The class uses a WORKSHOP format flexibly to include body and vocal warm-up, class exercises, interactive short lectures, student speeches, discussions and classmates' critiques. The emphasis is on **student participation and contribution**--you are expected to undertake preparation for each class and speech presentation, usually taking the form of required reading, viewing and research. The assigned textbook readings typed as **READ** in bold [see Weekly Schedule below] will be done outside the class in order to use class time for the speech preparation/rehearsal and the actual speech presentations; it is students' responsibility to seek clarification and explanation of the reading material from the instructor. **For attending and actively**

participating in class workshops you receive points (30) that are part of your total Participation grade (50 points). No show to class means no attendance points; more than three unexcused absences or excessive lateness/leaving the class early will result in Attendance portion of Participation grade damage. If you miss a workshop with a scheduled assignment, such as peer teaching or survey questionnaire and especially the speech presentation, you will be given the opportunity to make it up **ONLY** if you provide a medical doctor's excuse or proper documentation showing you were representing Loyola in intercollegiate athletics, debate, model government organizations on those date. Please keep in mind that because of the specific, performance-based nature of this course, even in the above cases the time slot for the missed speech may not be available due to the time constraints. **To pass the class each student must deliver four speeches; no substitute assignment is available for the missed speech presentation.**

ACADEMIC INTEGRITY: A basic mission of a university is to search for and to communicate truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty. Academic dishonesty can take several forms, including but not limited to cheating, plagiarism, copying another student's work, and submitting false documents. Academic cheating is a serious violation of academic integrity. **Cheating** includes, but is not limited to, obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher; providing information to another student during examination; obtaining information from another student or any other person during an examination; using any material or equipment during an examination without consent of the instructor, or in a manner which is not authorized by the instructor; attempting to change answers after the examination has been submitted; unauthorized collaboration, or the use in whole or part of another student's work, on homework, lab reports, programming assignments, and any other course work which is completed outside of the classroom; falsifying medical or other documents to petition for excused absences or extensions of deadlines or any other action that, by omission or commission, compromise the integrity of the academic evaluation process. **Plagiarism** is a serious violation of the standards of academic honesty; it is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. Plagiarism involves the taking and use of specific words and ideas of other without proper acknowledgement of the sources, and includes, but is not limited, to submitting as one's own material copied from a published source, such as Internet, print, CD-ROM, audio, video, etc.; submitting as one's own another person's unpublished work or examination material; allowing another or paying another to write or research a paper for one's own benefit, or purchasing, acquiring, and using for course credit a pre-written paper. A more detailed description of this issue can be found at <http://luc.edu/english/writing.shtml#source>. In addition, a student may not submit the same paper or other work for credit in two or more classes. This applies even if the student is enrolled in the classes during different semesters. Any act of academic dishonesty will result minimally in the instructor's assigning the grade of

“F” for the assignment or examination. The instructor may impose a more severe sanction, including a grade of “F” in the course. See the LUC web page *Academic Integrity* at Undergraduate Studies Catalog/Academic Standards and Regulations for university policy on plagiarism at

http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml

<http://www.luc.edu/english/aboutthewritingprogram/theuseandmisuseofsourcematerials/#d.en.238783>

All instances of academic dishonesty must be reported by the instructor to the appropriate area head and to the office of the Dean of the School of Communication. Students have a right to appeal any finding of academic dishonesty against them. The procedure for such an appeal can be found at

http://www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml.

STUDENT ACCESSIBILITY CENTER (SAC): If you have a special circumstance that may have some impact on your course work and for which you may require accommodations, please contact SAC as soon as possible. Formal arrangements must be made through the office before course adjustments can be made. Additional information about the services available at: <http://www.luc.edu/sac/sacstudents/>

MANAGING LIFE CRISES AND FINDING SUPPORT: Should you encounter an unexpected crisis during the semester (e.g., securing food or housing, addressing mental health concerns, managing a financial crisis, and/or dealing with a family emergency, etc.), I strongly encourage you to contact the Office of the Dean of Students by submitting a CARE referral (<https://www.luc.edu/csaa/>) for yourself or a peer in need of support. To learn more about the Office of the Dean of Students, please find their websites here: <https://www.luc.edu/dos/> or luc.edu/csaa/; 773-508-8840; deanofstudents@luc.edu.

CLASSROOM ETIQUETTE: The attendance is taken at the beginning of the class! Up to fifteen-minute lateness is acceptable according to the academic rules; beyond that it is on your own discretion to decide whether you should interrupt the class already in progress. If you enter the classroom after the attendance has been taken, it is **your responsibility** to check with the instructor after the class to be sure to get the attendance credit.

GRADING ASSIGNMENTS: I grade on points, which means each assignment carries a certain number of points, and your final grade is a result of your accumulated number of points. In order to receive a D letter grade for the Course you will need to have 195 points out of 300 total points possible (that is 65% of the total points). The evaluation form and speech requirements (the assignment rubric) will be provided in class for each specific assignment including the rubric for the speeches. Please observe the **24/7 grading policy**—wait 24 hours after receiving the grade to talk to me about it but talk to

me about the grade within seven days if you have a question. After one week has passed, I will not discuss the grade for that assignment.

Participation (attendance/class activities, speech critiques)	50 points
Speech 1 (Introductory presentation)	20 points
Speech 2 (Informative speech)	50 points
Speech 3 (Informative/Small Group Presentation)	50 points
Speech 4 (Persuasive speech)	50 points
Written assignments (Four outlines for 4 speeches:10+10+10+10)	40 points
Exam	40 points
Total Points	300 points

TOTAL=300 POINTS

A(EXCELLENT)=285-300;

A-minus=276-284;

B+=267-275;

B (GOOD)=258-266;

B-minus=249-257;

C+=240-248;

C (AVERAGE)=231-239;

C-minus=222-230;

D+=213-221;

D (FAIR)=195-212;

F (POOR)=below 195

STATEMENT OF INTENT: By remaining in this course, students are agreeing to accept this syllabus as a contract and to abide by the guidelines outlined in this document.

WEEKLY SCHEDULE

(The following class plan is by the week: the chapters from the textbook listed to **READ** in bold are to be read by the students, the rest will be discussed and worked in class. Possible **CHANGES** to the syllabus will be announced in Sakai at the beginning of each week)

Week ONE (August 26): Introduction to class/Syllabus

Communicating and Leading at Work
(Communication: Making Sense and Sharing Sense)

READ: BPC, Chapter 1

Being Aware of How You Communicate at Work
(Organizational Culture; Organizational Power)

READ: BPC, Chapter 2

Developing Your Professional Presentation
(Select and narrow your topic)

BPS, Chapter 11

Week TWO (September 2): **NO CLASS ON MONDAY—LABOR DAY!**
Developing Your Professional Presentation
(Organization of main ideas; Outlining the speech)
BPC, Chapter 11

How Scared Are You? (PRPSA Self-evaluation)

Week THREE (September 9): Consider Your Audience (BPC, Ch. 11, 149-153)
Informing the Others, BPS, Chapter 13, 188-190

SPEECH # 1 PRESENTATIONS (Wednesday and Friday)

Week FOUR (September 16): Methods of Delivery; Presentation Aids
BPC, Chapter 12

Using Verbal and Nonverbal Messages

READ: BPC, Chapter 3

Week FIVE (September 23): Types of Speeches according to the general purpose
BPC, Chapter 13

Listening and Responding

READ: BPC, Chapter 4

Week SIX (September 30): SPEECH # 2 PRESENTATIONS

Adapting to Differences; Relating to Others at Work

READ: BPC, Chapters 5 & 6

Week SEVEN (October 7): **NO CLASS ON MONDAY/FALL BREAK**

SPEECH # 2 PRESENTATIONS

Week EIGHT (October 14): Team work

READ: BPS, Chapters 9 and 10

SPEECH # 3 team formations

Week NINE (October 21): SPEECH # 3 TEAM PRESENTATIONS

Week TEN (October 28): Interviewing Skills
READ: BPS, Chapters 7 and 8
Preparations for Speech # 4
Review BPS, Chapter 13, 203-206

Week ELEVEN (November 4): Individual consultations (the whole week)

Week TWELVE (November 11): SPEECH # 4 PRESENTATIONS (the whole week)

Week THIRTEEN (November 18): SPEECH # 4 PRESENTATIONS (the whole week)

Week FOURTEEN (November 25): SPEECH # 4 PRESENTATIONS

NO CLASS ON WEDNESDAY AND FRIDAY/HAPPY THANKSGIVING!

Week FIFTEEN (December 2): SPEECH # 4 PRESENTATIONS continue

Study guide for the exam review

**FINALS WEEK STARTS DECEMBER 9; OUR CLASS' EXAM IS ON MONDAY,
DECEMBER 9 FROM 9 AM TO 11 AM**