

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE:	PREFIX	NO.	EFFECTIVE DATE	NEXT REVIEW DATE
	ENG	165	FALL 2004	FALL 2005
TITLE:			CREDITS	CONTACTS
				CLASS - LAB - TOTAL
Professional Communications			3	3 0 3

PREREQUISITES: ENG 155 with a grade of "C" or better.

DESCRIPTION: LEVEL I: This course develops practical written, and oral professional communication skills.

LEVEL II: This course provides an introduction to the basic principles of oral communication. This course is intended to provide a working knowledge of oral communication in professional and social environments.

TEXTBOOK(S) OR ALTERNATIVES: Gregory. Public Speaking for College and Career, 7th edition, Glencoe.

MATERIALS (specifying those to be purchased by students):
Textbook

COLLATERAL READING: Library material as needed for assignments.

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

Academic Dishonesty: All students are reminded of the College Policy regarding Academic Dishonesty as outlined in the Student Code Handbook. Should a student submit an essay or complete a test that is not entirely his/her work, said student will receive a grade of "0/F" on that assignment.

Absences: According to the policy established by the college, students must attend at least 80% of classes. This means that you may miss a maximum of seven and one-half (7.5) hours which equals two full nights or any combination of hours to equal 7.5. After 7.5 hours of absences, you will be dropped from the course with the grade of "F" in accordance with college policy. A grade of "W" will be assigned if a student drops, or is dropped from a class prior to mid-term.

There are no excused absences; the allowable absences are for illness and emergency. Public speaking requires an audience; therefore, attendance is especially important in this course. Students are also expected to participate in class activities and contribute to class discussion of topics.

Tardies: A tardy is defined as the arrival of the student to class after attendance has been taken. Three tardies equal one absence.

Make-up Work: If you must be absent, you are responsible for finding out what you missed and making up that work. There is no guarantee of make-up work. Each case will be evaluated on its

own merit. However, if you are unable to attend class on a day you are scheduled to give a speech, prior notification of your absence must be given in order for make-up arrangements even to be considered.

Statement on Written Assignments: The instructor reserves the right to refuse any paper/assignment, which is messy or unreadable. Incorrect grammar and spelling errors will be noted. Papers will be graded on the basis of content, organization, grammar, and neatness.

Classroom Etiquette: An integral part of an education is developing a sense of integrity and responsibility, not only toward ourselves, but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflects on you and your fellow students. Please be considerate. Also, while you are in the classroom, there will be no food or drinks allowed. If the instructor sees you with food or drink, you will be asked to dispose of said items. Students are also reminded of College Policy regarding cell phones, beepers, pagers, etc.; all must be turned off upon entering class and remain off and remain unseen during class.

DISABILITIES STATEMENT:

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See Catalog, Page 14).

RESOURCES (A-V, persons, tools/equipment):

Success Center
Library

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

The textbook offers both practical instruction in how to speak effectively in public and an introduction to the basic principles underlying effective communication. In addition, it contains examples and models of successful speeches that illustrate how to prepare and present a speech.

All assigned speeches must be presented if you are to receive credit for the course.

The instructor will provide information to the students about the types of speeches to be given and due dates for each speech.

OBJECTIVES OF COURSE:

1. To express ideas orally in speech form which are original, have a clear sense of purpose, and demonstrate imagination and creativity.
2. To identify and prepare speeches with appropriate design, for example, introduction, informative, persuasive, demonstrative, etc., which are complete with introduction and conclusion.
3. To prepare and deliver speeches which satisfy any specific requirements or the assignment, such as, research, number of references, or use of visual aids.
4. To present, with poise, speeches which are free of grammatical errors.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

Lectures
Class discussions
Oral presentations by students
Tests

EVALUATIVE METHODS TO APPRAISE OBJECTIVES: Your final grade will be determined as follows:

Speeches.....70%
Midterm.....15%
Final.....15%

GRADE EQUIVALENTS: The following grading scale will be used:

100 - 90 = A
89 - 80 = B
79 - 70 = C
69 - 60 = D
59 - 0 = F

ASSIGNMENTS: SPEECHES AND OTHER ASSIGNMENTS ARE DUE WHEN THEY ARE DUE. WORK WHICH IS SUBMITTED LATE WILL BE PENALIZED.

NORTHEASTERN TECHNICAL COLLEGE

STATEMENT OF COLLEGE-WIDE STUDENT COMPETENCIES

ENGLISH DEPARTMENT

Graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.