

Instructor Information

Instructor	Dr. Casi Rekieta
Email	rekietacl@lamarpa.edu
Phone	(409) 984-6305
Office	Educational I - Room: 114
Office Hours	None
Additional Contact Information	

Course Information

Description	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.
Required Textbooks	<i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i>
Additional Materials/Resources	No Textbook Required - Open Educational Resources will be utilized. The OER materials will be embedded into the course in blackboard. Additional Materials Needed: - Notebook for writing and taking notes. - Must have materials for creating Visual Aids or access to Powerpoint. - Must have materials needed to record and submit speech presentations. - Must have the ability to print documents for class. - Must be able to access Blackboard.
Corequisites/Prerequisites	None
Learning Outcomes	Upon successful completion of this course, students will: Demonstrate communication competence and critical thinking through an understanding of the foundational communication models. Demonstrate essential public speaking skills in professional presentations. Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals.) Apply essential dyadic and small group processes as they relate to the workplace. Utilize various technologies as they relate to competent communication. Demonstrate effective cross-cultural communication.
Core Objectives	* Communication skills: Students will demonstrate effective written, oral and/or visual communication. * Critical Thinking Skills: Students will engage in creative and/or innovative thinking, and/or inquiry, analysis, evaluation, synthesis of information, organizing concepts and constructing solutions. * Teamwork: Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view. * Personal Responsibility: Students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making.
Lecture Topics Outline	Introduction to Business Communication Understanding Business Meetings Developing Professional Presentations Developing Professional PowerPoint Presentations Public Speaking Online Email Etiquette Cover Letter Resume Career Search Job Applications Interview Group Communication Interpersonal Communication Intercultural Communication Working in Teams Managing Conflict on the Job
Major Assignments Schedule	SPCH_1321_72B_202510_P00348224.docx
Final Exam Date	May 9, 2025 - 8:0 AM Through May 12, 2025 - 11:59 PM
Grading Scale	900- 1000 = A 800- 899 = B 700-799 = C 600-699 = D 0- 599 = F

Determination of Final Grade	Presentation - 10% Group Project - 20% Test - 10% Assignments & Activities - 60%
Course Policies	
Instructor Policies	Communication between students and the instructor is essential for success. You are required to check your LSCPA email every 24 hours. Students are expected to attend virtual meetings or watch the recording of virtual meetings. The instructor will not conference with students regarding assignments 48 hours before the due date unless you have an appointment. The instructor's records will be the final determination of grades. Contact your instructor for grade discrepancies during designated office hours or by appointment within 48 hours of grades being made available. Missed exams, presentations, quizzes, and class activities will result in a ZERO on the assignment. Makeup assignments will NOT be allowed unless (1) the student receives prior approval from the instructor, (2) has a documented medical emergency (3) or is at a school-sponsored event. Make-up assignments are determined at the instructor's discretion. All written work must be typed using correct grammar and spelling and submitted as specified in the assignment instructions. Participation is a critical portion of your final grade. Participation includes participating in-class activities, discussions, as well as being an active and respectful audience member during face-to-face meetings. Plagiarism, written or oral, will result in a zero on the assignment (1st offense) and failure of the course (2nd offense). If a student plagiarizes an assignment, the instructor will regrade all previously submitted assignments. Students are required to complete a group project which requires students to communicate and collaborate outside of class. Students must dress as specified in the assignment instructions on presentation days. Students must use their Lamar PA email account when sending emails to the instructor. Please allow 24 hours for a response to emails during the week and 48 hours over the weekend. Please turn off ringers before class begins. If you have a special need to keep your phone active during class, talk to me ahead of time.
Attendance Policy	Students are expected to attend virtual meetings or watch the recording of virtual meetings. Virtual meetings will be announced as needed throughout the semester.
Additional Information	I will not discuss your grades over the phone. If you want to discuss grades, please contact me through your LSCPA email. All grades will be posted on Blackboard for your convenience. Please check Blackboard regularly for announcements, content, etc. TimelyCare is a virtual health and well-being platform available 24/7 for Lamar State College Port Arthur students. Any enrolled student can use TimelyCare. There is no cost to students. Go to timelycare.com/LSCPA or download the TimelyCare app to access care.
Institutional Policies	
MyLSCPA	Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through MyLSCPA .
Academic Honesty	Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.
ADA Considerations	The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Coordinator , Room 117, in the Student Success Center. The phone number is (409) 984-6241.
COVID 19 Information	The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.
Facility Policies	No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.
HB 2504	This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.
Mandatory Reporting of Child Abuse and Neglect	As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see LSCPA's Policy and Procedure Manual .
Title IX and Sexual Misconduct	LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit LSCPA's Title IX website .

**Clery Act Crime
Reporting**

For more information about the Clery Act and crime reporting, see the [Annual Security & Fire Safety Report](#) and the [Campus Security website](#).

**Grievance / Complaint /
Concern**

If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.

Department Information

General Education and Developmental Studies

Chair: [Dr. Steven Zani](#)
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