Speech 1311 – Introduction to Speech Communication Online
Course Syllabus
Fall 2015

RICHLAND COLLEGE
12800 Abrams Road, Dallas, TX 75243-2199
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
Humanities, Fine and Performing Arts Division
Location: F171, Telephone: (972) 238-6250

This course syllabus is intended as a set of guidelines for (Course Speech 1311). Both Richland College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information
Instructor’s Name: Jennifer Millspaugh
Email Address: jmillspaugh@dcccd.edu
Phone Number: 972-238-3745
Office Hours: MW 10:00 am – 11:00 am, TR 11:00 am – 12:00 pm
*office hours may be subject to cancellation or change. Check announcements in Blackboard for notice.
The instructor reserves the right to amend a syllabus as necessary.

Course Information
Course title: Introduction to Speech Communication
Course number: Speech 1311
Section number: 81456/91413
Credit hours: 3
Class Meeting Time: This course will be completed online in a 4 week time span.
Prerequisite: One of the following must be met: (1) DREA 0093 AND DWRI 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards AND the college Writing score prerequisite requirement.
Course Description: Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches. (3 Lec.)

Required Course Materials
- Access to computer with Internet
- Access to digital recording equipment and a YouTube Account (or similar program)
Course Work
Your assignments can be found in the left hand menu under the “Weekly Assignments” subdivider. NOTE: These links will not be available until the course starts.

Evaluation Procedures
Your assignments are broken in to four weeks.
Week 1
- Chapters 1, 5, and 6 Discussion Boards - 50 pts each
- Quiz 1 – Chapters 1, 2, 3 - 50 pts
- Post Speech #1: Personal Experience Speech Topic – 10 pts
- Quiz 2 – Chapters 4, 5, 6 - 50 pts
Week 2
- Speech #1 – Personal Experience Speech + outline - 60 points
- Informative Topic Post with 2 Research sources - 15 pts
- Quiz 3 – Chapters 11, 12, 13 - 50 pts
- Chapter 7 & 8 Assignment - Analysis of Interpersonal Relationship – 50 points
- Group Project Steps 1 & 2 – 25 pts each
- Quiz 4 – Chapters 7, 8, Citations - 50 pts
Week 3
- Group Project Steps 3 & 4 – 25 pts each
- Speech #2 - Informative Culture Speech + outline - 125 points
- Persuasive Topic Post with 3 Research sources - 25 pts
- Quiz 5 – Chapters 9, 10, 14 - 50 pts
- Informative Self and Peer Critique - 40 pts
Week 4
- Speech #3 - Persuasive Speech + outline - 125 points
- Group Project Reflection and Peer Evaluation - 50 points

The units and assignments are not linear, meaning we may jump between Chapters in the textbook.

IMPORTANT NOTE: You must complete at least 2 verbal speeches both in front of a physically present audience visually seen by the instructor in person or via recording with no edits made to the video to pass the course. Failure to do so or abide these guidelines will result in an F in the course, regardless of the points accumulated.

Grading Scale
The grade for this course is based on a point count system which is as follows:
A = 900-1000 of total points and all graded assignments
B= 800-899 of total points
C= 700-799 of total points
D= 600-699 of total points
F= 599 or less of total points
Grades are updated frequently! To calculate your average, take the # of points you have earned, multiply by 100 and divide by the total possible # of points. For example, if we have completed up to a possible 375 points, but you only earned 304 of them,

\[304 \times 100 = 30400\]
\[30400 \div 375 = 81\ (B)\]

PLEASE NOTE: IF YOU LOSE MORE THAN 300 POINTS, YOU CANNOT PASS THE CLASS WITH ANYTHING HIGHER THAN A “D”!!!

Policies and Procedures/Frequently Asked Questions

“How do we contact you?”
Your instructor can be reached by either using the “Send Email” button in the course or at the email address listed on page 1. You can expect a 24 hour turnaround time during the weekdays and up to 48 hours on the weekends. If you do not receive a response within these time frames, please email again. Please remember to address your instructor formally, use proper spelling, grammar, and punctuation, as well as formally sign your name at the end of each email.

“Do you take attendance?”
Attendance is based on your log ins to Blackboard. You are expected to log in every 2-3 days, if not every day. There is no attendance grade, but if you fall behind on work and have not been logging in regularly, you may be contacted to discuss your participation in the course.

“Can I make up this work?”
NOTE: The 4 week flex term online is very fast paced. You will be required to work through weekends and any holidays during our term. Please use the due date list to manage your time effectively.

Online Assignments:
An online course can be very challenging. Time management skills are essential, and it is the student’s responsibility to look ahead in the course and plan accordingly. Discussion Boards and Topic Posts, Individual Steps of the Group Project, Chapter 7/8 Analysis, the group reflection, and critiques WILL NOT be accepted late. Your computer not working is not an excuse. If you put something off until the last minute and something happens—that is a lesson learned. Learn it, and move on. Anticipate technology problems and don’t procrastinate. No exceptions.

Quizzes:
You have one hour to take each quiz. If you have submitted an accommodation form from the Office of Disability services allowing you more time on your quiz, you can disregard the timer. If you do not have an accommodation form, you may lose 5 points for every 15 minutes you go over time. Deductions for going over time are at the discretion of the instructor. Once you begin, you must finish the quiz. You can view your correct and incorrect questions after the quiz has been graded. Please note the page number of any incorrect questions to locate and verify the correct answer.

You cannot take it again to better your grade. If you forget to do a quiz or do not complete a quiz on time, you may arrange ONE make up quiz for full credit. After that, every missed quiz or quiz that is not completed by the
due date/time will be a zero. It is YOUR responsibility to alert your instructor. You have up to one week to complete a make-up quiz. If you miss the make-up quiz, you must accept a zero at that time.

Speeches:

If you miss a speech due date, you will immediately lose points, up to 30% at the discretion of your instructor. If you are even 1 minute late submitting your speech, this may deduction apply. It is your CHOICE to wait until the last minute, and you are CHOOSING to risk the deduction if you wait. When you make that CHOICE, you must accept the deduction if you are late. You must have at least ONE live audience member of adult age. Without even ONE live audience member, the speech will not be accepted at all. You will receive a zero if you have no audience. However, the true minimum to gain full credit for the speech is 5 audience members, each worth 5 points. You have up to one week to submit a speech late, except for the final speech, for which you have only 24 hours to provide a late speech (grades are due after that). You must show your audience at the beginning AND end of the recording.

“How do you grade the assignments?”

All of your assignments have previously assigned point values which can be found in the Syllabus or on the assignment itself. Rubrics are used to grade all of your work so the points are broken down for content, organization, and in the case of your written assignments, spelling and grammar. All work is expected to be college level writing. Please run spell check and proofread your work before submitting it.

Due dates can be found in the due date list and My Grades. All assignments submitted on time will be graded within one week. You can find the grade as well as the written feedback in "My Grades." Make sure to check “Comments.”

If you disagree with your grade, you have up to one week after the grade is posted in My Grades to dispute the grade. Please write an email to your instructor with your complaint fully written out so that it may be addressed fully. After one week from the time the grade is posted, the grade may not be disputed.

Technology

General:

- This is an Internet based course. Therefore it is expected that you have regular access to the Internet. Regular access means you can access the Internet at least once every 24 hours. If you do not have regular Internet access in your home, then you should make a plan NOW for accessing it using the school’s computers, going to your local library, or asking a friend. Not having access to the Internet will NOT be tolerated as a reason for not being able to turn in work.
- You will need digital recording equipment to record your speeches (should you choose the recording option). You should TEST this equipment prior to recording your first speech.
- You will need a YouTube or other video hosting site account to upload your speeches. Please TEST an upload long in advance to gauge the upload speed of your computer. Long upload speeds will not excuse you from turning in your speech on time.

Email:

- Check your email frequently.
- It is your responsibility to make sure you are receiving the emails from your instructor, you are able to open attachments, and that you check your email frequently enough to not miss anything important.
- If you miss/fail an assignment because you neglected to check your email or Blackboard, you are wholly responsible.
• Please consider the person you are emailing (your instructor) is a professional, who is also in charge of your grades, and remember to utilize proper grammar, capitalization, spell check, and an overall polite and similarly professional demeanor when sending a message. In other words, include your name and use complete sentences. You may not receive a response to your message if it begins with “hey,” contains egregious errors that impair the readers ability to decode your message, or is disrespectful in tone and content.

Blackboard (also called “eCampus”):
• Blackboard is essential in this course. You must be able to access Blackboard during the first two days of the course beginning. It is your responsibility to alert your instructor to problems you have with logging in. You are also responsible for contacting the Help Desk if the problem is technical in nature.
• Blackboard will include an electronic copy of your syllabus.
• You will submit ALL of your assignments via Blackboard.
• If you are unable to submit something online due to Blackboard issues, you should immediately email it to your instructor along with an explanation of the issue. Make sure to always include your name and course section number! Do not simply NOT turn it in. Blackboard is not responsible for your success in the course: you are.
• If you do not own a computer or have regular access to the internet, you are responsible for making arrangements before the due dates/times.

Delivering Speeches
• While delivered in a location of your choosing, with an audience of your choosing, the speech should still be considered a formal speech, as you would give it in the classroom, in front of your instructor and classmates.
• Dress appropriately (as you would if you were giving a presentation to professionals—and always wear shoes).
• If you are recording, make sure, your face and body (head to toe) are clearly visible, and your vocals are clearly audible.
• If you are recording, you must have at least one live audience member for the speech to be accepted. If there is no live audience member over the age of 16, you will receive a zero. You MUST record the audience visually BEFORE and AFTER your speech.
• You cannot edit your speech video in any way at all. Editing your video may result in a zero or a re-do, potentially for a late grade, at the discretion of your instructor.
• Each audience member up to 5 is worth 5 points. Less than 5 audience members will result in a 5 point per missing audience member deduction (Thus, the most points you lose is 20 since you must have at least one person)
• Please read all the information provided in the course for how to write, record, and deliver your speeches. Many tutorials are provided for your benefit. Please watch them.
• If you need help on your speech, let your instructor know!

How to be successful in this class:
1. Stay motivated! Don’t get behind, but if you do, renew your efforts to not miss any more assignments!
2. Read your syllabus, and examine the course outline thoroughly.
3. Read all instructions. Read all instructions BEFORE asking questions.
4. After reading carefully, if you still have unanswered questions, please email your instructor for help!
5. Turn assignments in on time—or better yet, early! You do not have to wait until the day something is due to submit it. “Due date” doesn’t mean the Date you DO the assignment.
6. Put all the dates of assignments and speeches on a calendar or planner and highlight them.
7. Don’t make excuses about why you cannot do something. Either do it, or don’t, and accept the consequences. Challenge yourself to get out of the habit of thinking up excuses any time you forget
something or make a mistake. We all make mistakes and accepting the consequences helps us to remember next time not to make the same mistake.

**Institutional Policies**

**Academic Progress**

Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check [www.richlandcollege.edu/admissions/process.php](http://www.richlandcollege.edu/admissions/process.php) for more details.

**Academic Dishonesty**

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct, published in the DCCCD Catalog at [http://www1.dcccd.edu/cat0506/ss/code.cfm](http://www1.dcccd.edu/cat0506/ss/code.cfm)

**Notification of Absence due to Religious Holy Day(s)**

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Requirements of the Americans with Disabilities Act**

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY), visit Thunderduck Hall, suite T120, or go to [http://www.dcccd.edu/Current+Students/Student+Services/Disability+Services/](http://www.dcccd.edu/Current+Students/Student+Services/Disability+Services/) (CTRL + C to access “Current Students” site to “Student Services” to “Disability Services”)

**Campus Emergency Operations Plan**

Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus.

- To familiarize yourself with these procedures, please take time to watch the overview video: [http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv)
- The complete Emergency Operations Plan can be viewed and printed at the following website: [http://www.richlandcollege.edu/emergency](http://www.richlandcollege.edu/emergency)

If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972/238-3794) or by e-mail (rlcoem@dcccd.edu)

**Contingency Plan:** Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. If the campus closes for any reason on a speech date, we will reschedule as needed.

**Drop Policy**

If you are unable to complete this course, you must officially withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. For more information about drop deadlines, refer to the current online Credit Class Schedule, contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170), or contact the division office. **The drop date with a “W” is 10/16/15**

**Stop before you Drop**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center
will give you more information on the allowable exceptions. The counseling center can be found at E082 El Paso Hallway (972-238-3771).

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access https://www1.dcccd.edu/6drop.

Repeat Course Policy
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at http://www.dcccd.edu/thirdcourseattempt/

Financial Aid Statement
Students who are receiving any form of financial aid should check with the Financial Aid Office (T130) prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

Course Objectives/Learning Outcomes
"Introduction to Speech Communication" is designed to help you improve your public speaking, small group and interpersonal communication skills. It is expected that skill improvement in these areas will occur through reading the required text; viewing and interacting with text related material; engaging in online activities including assignments and exams. In addition, the student will digitally record and upload to the instructor the three required speeches. This course also satisfies the Speech Communication 1311 course requirement for the associate degree awarded by DCCCD.

Learning Outcomes
Upon successful completion of this course, students will:

1. Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis.
2. Demonstrate how to establish and maintain relationships through the use of interpersonal communication.
3. Apply small group communication skills including: problem solving, group roles, leadership styles, and cohesiveness.
4. Develop, research, organize, and deliver formal public speeches
5. Recognize how to communicate within diverse environments
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<thead>
<tr>
<th>Week</th>
<th>Points</th>
<th>Due Dates</th>
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<tr>
<td><strong>WEEK 1 – 260 points (+10 extra credit points)</strong> Monday 11/23 – Sunday 11/29</td>
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<tr>
<td>- Start Here Quiz/Verify your Email Address/Submit your Photo ID** must do to be certified in course</td>
<td><strong>TUESDAY November 24</strong></td>
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<td>- Chapter 1 Introduction Discussion Board Post and response – 50</td>
<td>Thursday, November 26</td>
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<td>- Quiz #1 – Chapters 1, 2, and 3 – 50 points</td>
<td>Thursday, November 26</td>
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<td>- Post Personal Experience Speech Object and Purpose – 10 points</td>
<td>Thursday, November 26</td>
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<td>- Chapter 5 Discussion Board Post and Response – 50 points</td>
<td>Sunday, November 29</td>
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<td>- Chapter 6 Discussion Board Post – 50 points</td>
<td>Sunday, November 29</td>
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<td>- Quiz #2 – Chapters 4, 5, and 6 – 50 points</td>
<td>Sunday, November 29</td>
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<td><strong>WEEK 2 – 275 points Monday 11/30 – Sunday 12/6</strong></td>
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<td>- Quiz #3 – Chapters 11, 12, and 13 – 50 points</td>
<td>Thursday, December 3</td>
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<td>- Personal Experience Speech (50 points) and outline (10 points)</td>
<td>Thursday, December 3</td>
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<td>- Post Informative Speech Country Choice and 2 Research Sources – 15 points</td>
<td>Thursday, December 3</td>
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<td>- Complete Step 1 of Group Project (Your Profile) – 25 points</td>
<td>Thursday, December 3</td>
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<td>- Quiz #4 – Chapters 7, 8, and Citations – 50 points</td>
<td>Sunday, December 6</td>
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<td>- Chapter 7/8 Analysis of Interpersonal Relationship – 50 points</td>
<td>Sunday, December 6</td>
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<td>- Complete Step 2 of Group Project – 25 points</td>
<td>Sunday, December 6</td>
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<td><strong>WEEK 3 – 290 points Monday 12/7 – Sunday 12/13</strong></td>
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<td>- Informative Culture Speech Video link (100 points) and outline (25 points)</td>
<td>Thursday, December 10</td>
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<td>- Complete Step 3 of Group Project – 25 points</td>
<td>Thursday, December 10</td>
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<td>- Post Persuasive Speech Topic and 3 Research Sources – 25 points</td>
<td>Thursday, December 10</td>
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<td>- Quiz #5 – Chapters 9, 10, and 14 – 50 points</td>
<td>Sunday, December 13</td>
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<td>- Informative Self-Critique and Informative Peer Critique – 40 points</td>
<td>Sunday, December 13</td>
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<td>- Complete Step 4 of Group Project – 25 points</td>
<td>Sunday, December 13</td>
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<td><strong>WEEK 4 – 175 points (+extra credit) Monday 12/14 – Thursday 12/17</strong></td>
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<td>- Persuasive Speech Video link (100 points) and outline (25 points)</td>
<td>Thursday, December 17</td>
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<td>- Group Project Reflection and Peer Evaluation – 50 points</td>
<td>Thursday, December 17</td>
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<td>- Extra credit</td>
<td>Thursday, December 17</td>
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<tr>
<td>- Last Day of Class</td>
<td>Thursday, December 17</td>
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