Syllabus Information: Speech 1311 (Online)

Instructor: Mark Burks
College: Eastfield College (DCCCD)
Division: Arts and Communication
Semester: Fall 2015 – (11/16/15 – 12/6/15) Scholar-mester
Course: Speech 1311
Course Title: Introduction to Speech Communication
Credit Hours: 3 credit hours
Class Period: Section 91416 – Online instruction (11/16/15 – 12/6/15) Scholar-mester

Section Number: 91416
Office: L-328
Office Phone: (972) 860-7063
Office Hours: T/Th – 9:00AM-11:00AM
By appointment as needed
Campus Email: mburks@dcccd.edu

Required Text: (Choose from one of the following text formats)


OR


OR


Class Policies and Information:
Course/Catalog Description: Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking. (SPCH 1311 is a DCCCD core curriculum course.)
Grading Scale:
A = 1300 – 1170
B = 1169 – 1040
C = 1039 – 910
D = 909 – 780
F = 779 and below

(Final grades are available only on e-connect and touchtone telephone at 972-613-1818 with student ID#.)

Grading:

This course is worth 1300 points. The breakdown is as follows:
A = 1300 - 1170, B = 1169 - 1040, C = 1039 - 910, D = 909 - 780, F = 779 and below

Keep Track of Your Grades

Course Overview:

(4) Examinations - 100 points each _____, _____, _____, _____ 400 points

(18) Online Chapter Discussions – 10 points each _____, _____ 180 points

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(18) Chapter Quizzes – 15 points each _____, _____, _____, _____ 270 points

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Group Cultural Project & Outline _____ 150 pts.

**Informative Presentation, Outline, & Visual Aid _____ 150 pts.

**Persuasive Presentation, Outline, & Visual Aid _____ 150 pts.

Final Total = ______________

(**Indicates a major speaking activity)

Extra Credit (130 pts. for miscellaneous activities) 130 pts.
**Test information:**
Test 1 = Chapters 1 – 6 (eCampus)  
Test 2 = Chapters 7 – 13 (eCampus)  
Test 3 = Chapters 14 – 18 (eCampus)  
Final – *Comprehensive* (Chapters 1-18) (eCampus)

**Assignment Information:**

For this course, exams, chapter quizzes, and discussions questions will be opened/made available almost every day during this shortened semester. Please see the COURSE SCHEDULE and ANNOUNCEMENTS for specific assignment due dates. After the due dates have passed these materials will be no longer available for you to access.

**Examinations:** *(Find Exams in the EXAMS folder on eCampus)*

There will be 4 exams given this semester (see the exam information listed below). Tests will be composed of textbook and PowerPoint lecture materials. Exams will consist of fifty (50) multiple choice and true/false questions accessible on eCampus. Please see the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates. (400 points)

- Exam #1 (Chapters 1-6) 100 points  
- Exam #2 (Chapters 7-13) 100 points  
- Exam #3 (Chapters 14-18) 100 points  
- Final Exam (Comprehensive – Chapters 1-18) 100 points

**Online chapter discussions:** *(Find in the DISCUSSIONS folder on eCampus)*

There will be eighteen (18) chapter discussion questions posted throughout the duration of this semester (see the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates). Each student will have a specific amount of time to respond to these questions and after the due dates have passed these materials will be no longer available for you to access. For this to be productive and worthwhile you will need to complete your assigned readings in order to post intelligent, well-constructed responses. You must post your own response to the discussion question. The DISCUSSIONS folder will be our “classroom” for the duration of the course. (180 points)

**Online chapter quizzes:** *(Find Quizzes in the CHAPTER QUIZZES folder on eCampus)*

There will be eighteen (18) chapter quizzes offered throughout the duration of this semester (see the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates). Each student will have a specific amount of time to answer these questions and after the due dates have passed these materials will be no longer available for you to access. The quizzes will cover the content for each chapter reading assignment. Further, the quizzes will consist of multiple choice and true/false questions accessible on eCampus. Quizzes may be attempted multiple times to ensure necessary completion and retention. Note: Some of the quiz questions will be included in each examination. (270 points).
**Group Cultural Project:** *(Find Project information in the ASSIGNMENTS folder on eCampus)*. For this project you will be organized into groups of 4 or 5. Your group will select a culture or co-culture and create a PowerPoint presentation and outline. (150 points). (Specific requirements for these activities will be posted at a later date.) *(See the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates)*.

**Informative Presentation:** *(Find Presentation information in the ASSIGNMENTS folder on eCampus)* Develop a 4-6 minute speech to inform your audience based on one of the following criteria: *(See Speech Presentation Options)* (150 points) (Specific requirements for these activities will be posted at a later date.) *(See the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates)*.

- Report (inform) on a famous person (a past or present person).
- Report (inform) on famous organization.
- Provide information on a famous event.

**Persuasive Presentation:** *(Find Presentation information in the ASSIGNMENTS folder on eCampus)* Develop and deliver a 4-6 minute persuasive speech on a topic of interest to you and your audience. (150 points) (Specific requirements for these activities will be posted at a later date.) *(See Speech Presentation Options)* *(See the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates)*.

**Speech Presentation Options:** *(Select an option that works for you)*

**Option #1:** Record your speech and send it to the address listed below by the designated deadline. This option requires that you have access to the proper recording or computer equipment. Further, this option requires that you have an audience of at least 3 adults (18 years or older) for each presentation, so plan ahead. Audience members can consist of family members, neighbors, friends, classmates or co-workers, you decide. Your tapes or recordings must show both the speaker and an audience of at least 3 adults *(Failure to meet this requirement will result in a 25% grade reduction for that presentation)*. Please ensure that your recorded speech meets one of the formats listed below, if I cannot view your presentation, I cannot grade your presentation and you will receive a “0”. Speeches are timed and research is required. You will also need to include your required presentation outlines and visual aids when you submit your speeches (Specific requirements will be posted at a later date). If you want your recorded speech returned please send self-addressed envelopes with return postage attached to the following address:

- Eastfield College (DCCCD)
  Arts and Communication Division – Room G-138
  c/o Professor Mark Burks
  3737 Motley Drive
  Mesquite, Texas  75150

Acceptable video/recorded formats for speech submission:
• DVD (Windows Media Video (.WMV) format)

**Option #2:** Record and upload your speech to YouTube ([http://www.youtube.com](http://www.youtube.com)) and send me the file link so I can find and view your speech. Again, this option requires that you have access to the proper recording and/or computer equipment. This option also requires that you have an audience of **at least 3 adults (18 years or older)** for each presentation, so plan ahead. Audience members can consist of family members, neighbors, friends, classmates or co-workers, you decide. Your recordings must show both the speaker and an audience of at least 3 adults (**Failure to meet this requirement will result in a 25% grade reduction for that presentation**). The visual aid you have selected must appear in the recording and be incorporated into the speech, if I don’t see your visual aid in the recording; you will not receive credit (25 points). Remember if I cannot view your presentation, I cannot grade your presentation and you will receive a “0”. Speeches are timed and research is required. You will also need to include your required presentation outlines and visual aids when you submit your speeches. Submit your speech outlines to the ASSIGNMENTS FOLDER. If you are using PowerPoint submit to the ASSIGNMENTS FOLDER. To find out more information about YouTube go to [http://help.youtube.com/support/youtube/](http://help.youtube.com/support/youtube/).

**“Failure to present either the informative or persuasive speech will result in a reduction of one letter grade from your final overall course grade.”**

**Extra Credit: (Find more information in the EXTRA CREDIT folder on eCampus)**
Throughout the semester, various activities will be offered as extra credit. Points vary according to activity. These extra credit points cannot exceed **one hundred thirty (130) points total.**

- Extra credit points can only be used to bring up a grade if all four (4) tests are taken and the informative and persuasive speaking activities are completed.

- A speech must presented to receive any class points. Partial points or credit will not be given if a speech is not presented, a grade of 0 will be recorded for all parts (speech, outline, & visual aid) of an incomplete speech.

**Additional Policies:**

- Communicate with me. I cannot help if you don’t keep me informed of any problems or issues that may arise. Please email (mburks@dccc.edu) or call ((972)-860-7063).
- Keep up with your chapter reading assignments and discussions.
- The course, syllabus and schedule may be modified to fit individual class and/or college needs.
- I expect you to make meaningful contributions to the collective learning experience through online discussion and interaction. You are not required to log
into the course daily, but I do encourage you to log in frequently throughout the week.

- The DISCUSSIONS folder will be our “classroom” for the duration of the course.
- I will log into the class on a regular basis to interact and assess the progress you are making in this course. I will usually respond to emails within 48 hours. If you need to contact me please email (mburks@dcccd.edu) or call my office (972)-860-7063.
- Students must have access and a working knowledge of basic computing, internet, eCampus and email.
- Online behavior which disrupts the teaching–learning process during online class activities (e.g., discussion board activities) will not be tolerated. While a variety of behaviors can be disruptive in an online classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior will not be tolerated. A student who fails to respond to reasonable faculty direction regarding online classroom behavior may be dismissed from class. Please respect your classmates.
- An Incomplete (I) grade will be assigned at the discretion of the instructor when, due to extenuating circumstances (as determined by the instructor), the student who has successfully completed a substantial portion of the course's work with a passing grade and was prevented from completing the work of the course on time. Generally, extenuating circumstances are defined as those situations over which the student has little or no control. Requirements for receiving an Incomplete (I) grade include the following:
  - Completion of at least 75% of course assignments course’s major requirements.
  - A request for an Incomplete (I) grade prior to the last week of class.
  - Submission of suitable and applicable documentation.
  - The student, at the time of the request, is passing the course.

Additional Eastfield College & DCCCD Information:

Drop/Withdraw Date: **Tuesday - December 1, 2015.** Failure to officially drop or withdraw from a course may result in a performance grade of F.

- If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by (Tuesday - December 1, 2015). Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped.

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. The Eastfield College Advising center will give you more information on the allowable exceptions. 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/coursedrops.

Financial Aid Statement for Distance Learning Classes:
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Institutional Information:

Emergency and inclement weather procedures:
In case of emergency* or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite ISD, EFC Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. The earliest an announcement may be broadcast on KEOM Radio is 6:00 am. Students may also refer to the Eastfield College web page www.eastfieldcollege.com for the Inclement Weather announcement under the Features area of the front page. The announcement will be posted immediately following the decision to close the college. *Emergencies may include power or air conditioning outages, fires, etc.

ADA Services:
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dcccd.edu. For any testing accommodation, you must go through the EFC Disability Services Office. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

Students receiving Financial Aid:
If you are receiving any form of financial aid, you should check with the Financial Aid Office 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 after the drop date are also subject to this policy.

Course Repeatability:
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/

Eastfield College Email Policy:
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

Obtaining your grades at the end of the semester:
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Printing on Campus:
Printing in the Computer Lab (L108), Library, and Learning Assistance Center will cost 5 cents per page. Students must bring a $1.00, $5.00, $10.00, or $20.00 bill to the lab to create an account. Accounts must be created before attempting to print. No Change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. Cash refunds are not possible. Accounts stay active as long as the account has value.

Code of Student Conduct:
Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation. The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College System. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonest. (For more on the DCCCD Code of Student Conduct, please refer to: http://www1.dcccd.edu/cat0506/ss/code.cfm) (College Policies and Procedures)

Academic Honesty:
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. Plagiarism (the unacknowledged, wholesale use of another writer’s work in a written assignment), cheating (using unauthorized resources during an assignment or exam) and collusion (the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements) will not be tolerated and could result in a student being dropped from or failed in this class. Scholastic honesty is expected at all times and students are expected to do their own work. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct. For more information please refer to: http://www1.dcccd.edu/cat0506/ss/code.cfm) (College Policies and Procedures)
**Sexual harassment:**
Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs.

**Family Educational Rights and Privacy Act of 1974 (FERPA):** In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**DCCCD Emergency Operating Procedures:**
[http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv)

**Texas Higher Education Coordinating Board Student Learning Outcomes:**

**SPCH 1311 Introduction to Speech Communication**
Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

**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.
Online Courses Information and Assistance:

- Go to http://ecampus.dcccd.edu. From there choose which semester you need.

- What information must students have to log into the course after they have been enrolled?
  1) Their username for the student is their student ID number
  2) Their password is their student ID number the first time they login
  3) If they have forgotten their student ID number or their password they should call the help desk at 972-669-6402 or 1-866-374-7169.
  4) Once they have logged onto eCampus (Blackboard), they should see your course(s) on the right under "MY COURSE;"
  5) They should then click the course title they choose to work in

- If you need Technical Support, please visit eCampus see the Help & FAQ tab, or send an email to ecampus.support@dcccd.edu, or call the help line at 972-669-6402 or 1-866-374-7169.

- For ecampus student tutorials go to:
  http://ecampus.support.dcccd.edu/v91/studenttutorials/studentIndexv91.html

- For additional questions concerning ecampus go to:

- To request assistance by e-mail, please send your request to:
  ecampus.support@dcccd.edu

- To request assistance by telephone, please call 972-669-6402 or 1-866-374-7169 during these hours:

  Monday, Tuesday, Wednesday: 8 a.m. - 11 p.m.
  Thursday and Friday: 8 a.m. - 6 p.m.
  Saturday and Sunday: 3 p.m. - 11 p.m.
**eCampus Information:**

- **START HERE** tab: Online Orientation PowerPoint, syllabus, schedule, and quiz
- **SYLLABUS** tab: Copy of courses syllabus
- **COURSE SCHEDULE** tab: Copy of course schedule
- **EXAMS** tab: Exams posted here
- **CHAPTER QUizzes** tab: Chapter quizzes posted here
- **POWERPOINTS** tab: Chapter lectures posted here
- **DISCUSSION BOARD** tab: Chapter discussion questions and responses found here
- **ANNOUNCEMENTS** tab: Course announcements found here
- **ASSIGNMENTS** tab: Speech information and requirements found here
- **EXTERNAL LINKS** tab: Internet resources found here
- **TOOLS** tab: Course tools located here (My Grades, Groups)
- **EXTRA CREDIT** tab: Extra credit assignments posted here
- **HELP** tab: The Official Blackboard (eCampus) help site
- **GROUPS** tab: Information pertaining to group assignments and the group project found here