The instructor reserves the right to amend this syllabus as necessary.

Eastfield College
Arts, Language and Literature Division

Spring 2015
Introduction to Speech Communication
SPCH 1311 – 43434, 3 Credit Hours

Class Meeting Time & Room:
Reminder: This is an 8-week Online “fast-track” course that starts Tues. January 20th and ends Thurs. March 19th.

Instructor: Rachel Dunnahoe
Contact Information:
Office: C201
Phone: (972)860-1046
Email address: RDunnahoe@dcccd.edu
Hours Available: By Appointment

Course Description (from Eastfield Catalog):
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.

Textbooks and Other Course Materials:
  
  We will use specific Chapters in the textbook to complete Journal Posts and have comprehension quizzes.

- Knowledge and Use of Windows XP Office 2007 (or 97-2003).
  
  We will use Word and PowerPoint to create documents for class activities and speech work.

- Proficiency in eCampus-Blackboard and Internet applications such as email, attachment of documents, etc.
  
  We will submit all work on eCampus using the Content tab, Discussion Board, and Journals.
General Information

This Class Packet includes 1311 Student Learning Outcomes, Course Objectives, Class/Evaluation Procedures, DCCCD/State/Eastfield Information and a Class Calendar (includes topics covered, due dates and class activities).

The class is set up in Modules. Every 1-2 weeks we will start a new Module. Every Module contains approximately 6 assignments that will need to be completed before moving onto the next Module.

All Module Task Lists and assignment information will be posted under the information tab and you will submit all of your assignments under the content tab of blackboard for the course.

Online Class Procedures

1. Read over the Class Calendar and Announcements weekly.
2. Review instructions given to explain Module tasks (assignments).
3. Check the Presentation Descriptions & Requirements for each speech in the class packet.
4. Use correct spelling and grammar for all of your work (points will be deducted if not).
5. Always follow the instructions, guidelines, requirements, formatting exactly.
6. Rely on your classmates’ expertise for revisions, suggestions and other help aids.
7. Be courteous, polite and supportive in communications online with the class & Instructor.

Speech Submissions

We will be preparing and presenting 2 formal speeches in this class. Descriptions, Materials Needed, Time Length and Dress for each speech will be outlined for you within the appropriate Module Task Lists.

1) Your recorded presentations will need to uploaded to youtube.com. It is your responsibility to figure out how to upload and place the link to the video in the appropriate submission box on eCampus. Check link set up. Do not attach the file to eCampus.

2) You will need to set the privacy setting on your uploaded presentation to UNLISTED (this will allow for your presentation to only be viewed by those you give the link to). Be sure to check your link on another computer to make sure it is workable when opened in a new browser. For example, a workable link to a speech uploaded to youtube should be look like http://www.youtube.com/watch?v=pJW3R6ACjk . (Fake link-do not try and access.)

3) In order to receive the same 3 credit hours for this course as do the students of face-to-face Speech classes, each recording MUST have 3 “live” audience members that are at least a junior in High School or older and made visible on the recording in a live uncut video. The age requirement for the recordings matches the college’s requirement for dual-credit High School students attending college classes.

   In addition, no audience of 3 “live” persons that are at least a junior in High School or older will result in a grade of a ZERO.

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Student Learning Outcomes (1311)

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

Course Objectives:

- Exhibit understanding of theories and principles pertaining to human communication.
- Understand the need for effective public speaking skills both in business and in interpersonal relationships.
- Demonstrate ability to research, compose and present public presentations.
- Demonstrate critical thinking ability by effectively applying communication theories and an understanding of the value of listening/evaluations skills as a component of human communication.
- Determine the relevance of cultural influences in public speaking and communication situations.

Class Procedures

College-Level Reading, Writing, and Speaking Skills

In order to be successful in this course, you must possess college-level skills in reading, writing, and speaking. You are expected to do college-quality work! Grades will be reduced for poor or unacceptable writing and speaking. If you are having any difficulties successfully completing your assignments, please visit the LAC (Learning Assistance Center), C-236, 972-860-7177.

Paperwork Formatting Guidelines

All typed paperwork (i.e. outlines, work cited pages, journal posts, etc.) as a Microsoft Word document in any 12 pt font, double spaced, 1-inch margins. Your heading should be as a “header” top right corner to include: full name, SPCH 1311 & section # and the date. Be sure to place the appropriate assignment title and check for spelling & grammar. Be sure to save your typed assignments as either a Windows Word document 2007 or 97-2003.

PowerPoint presentations will be used for a few assignments. You may also use the PowerPoint Do’s Handout provided to help guide your construction of a PPT presentation. Make sure your PowerPoint (PPT) is workable and follows the “Do’s” listed on the Handout.

*Always back up your Word and PPT files i.e. save files on flash drive, hard drive, email, etc. to be prepared for any technical difficulties that might occur with submitting work via eCampus.

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**Participation & Questions Policy**

**Participation**-Students are expected to COMPLETE ALL WORK and PARTICIPATE IN ALL CLASS ACTIVITIES by the due dates listed in the Class Calendar. You should expect to report online at least every other day to check Announcements and/or submit assignments. Announcements will serve as reminders of weekly assignments due and notification of any changes to the week’s tasks.

**Questions**-First, re-read the Class Packet and review the weekly Announcement. Then, contact a buddy if further clarification is needed to check your understanding. Lastly, you may always email Instructor for help. Keep in mind, it may take your Instructor 24 hours to get back with you.

**Evaluation Procedures**

**Course Requirements:**
- Reading of assigned textbook materials
- Completing various journal posts
- Complete PowerPoint Presentation Assignment
- Presenting various forms of public speeches (Self Intro, Informative & Persuasive)
- Completing communication analysis
- Completing quizzes based on textbook and supplemental material

**Assignments will NOT be accepted late without a verifiable/timely excuse!**

**Course Activities/Grades:**
- Quizzes 150
- Principles of Comm. Journal Post 50
- Cultural Discoveries PPT 100
- Self-Introduction Presentation 50
- Informative Topic 25
- Informative Outline 25
- Informative Works Cite 25
- Informative Presentation 175
- Communication Analysis 100
- Credibility Journal Post 50
- Persuasive Topic 25
- Persuasive Outline 25
- Persuasive Works Cited 25
- Persuasive Presentation 175

**Total = 1000**

**Grading Scale:**

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<tr>
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<td>599 – Below</td>
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Assignments will NOT be accepted late unless one of the following exceptions apply!

- Deaths in the family, court dates, and other serious emergencies must be verified immediately in writing with some form of official documentation for full credit to be given after the due date.
- Do not wait until the last minute to try and submit your assignments, get them done so any technical issues can be worked out!
- Be sure to use “My Grades” under eCampus Tools tab to track assignment points.

DCCCD/State/Eastfield Information

Developmental Courses

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office. [https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4](https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4)

Core Curriculum Tier I Statement

Speech 1311 is a Tier I course in the Speaking and Listening learning category. “Knowledge and skills that are important to your success in other college courses will be introduced and reinforced in Tier I. The Speaking and Listening category develops your ability to communicate effectively individually, in pairs and in groups. Instructors will place an emphasis on listening, critical and reflective thinking and responding.” [DCCCD Catalog](https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4)

Financial Aid Statement

Students who are receiving any form of financial aid 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.

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.

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Repeating This Course: (Third Attempt to Enroll in a Course)

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/

Academic Honesty Statement

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

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Withdrawal Policy

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 February 27, 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. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

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. 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

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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.

Obtaining Final Course Grades Using eConnect
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.

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

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Course Calendar

* You will receive a thorough description of requirements for all assignments at the start of each new module with a detailed explanation of all assignments and grading procedures via “Module Task Lists.”

*All Module Task Lists and assignment information will be posted under the information tab and you will submit all of your assignments under the content tab of blackboard for the course.

* Module Task Lists will be posted at the start of each new module for your guidance, organization and benefit. Print the task list and follow it carefully!

* Guidance information for your major presentations (i.e. Informative & Persuasive) will be posted the week prior to your actual presentation modules so that you can begin thinking about them.

* Keep in Mind: The work for this course is divided up into 4 thematic Modules. Each Module has a Module Task List that explains all of the tasks (assignments) that should be completed within that Module. All of the tasks and each of the 4 Modules must be completed in order to successfully finish the course.

* In order to receive the same 3 credit hours for this course as do the students of face-to-face Speech classes, each recording MUST have 3 “live” audience members that are at least a junior in High School or older and made visible on the recording. The age requirement for the recordings matches the college’s requirement for dual-credit High School students attending college classes.

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Spring 2015 Online Schedule

Module #1  1/20 – 2/1
  o  Self-introduction Video
  o  Course Orientation Quiz
  o  Chapter 1 Quiz
  o  Principles of Communication Post
  o  View Stereotypes/Ethnocentrism Links
  o  Chapter 2 Quiz
  o  PPT Do’s Handout Quiz
  o  Cultural Discoveries PPT Assignment
  o  Informative Presentation Topics

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Module #2  2/2 – 2/15
  o  Chapter 17 Quiz
  o  Stand & Deliver/Anxiety Management Handouts Quiz
  o  Informative Presentation Outline
  o  Informative Presentation Works Cited
  o  Informative Presentation
  o  Persuasive Presentation Topic Due

Module #3  2/16 – 3/1
  o  Chapter 4 Quiz
  o  Chapter 13 Quiz
  o  Chapter 18 Quiz
  o  Credibility Post
  o  Persuasive Presentation Outline
  o  Persuasive Presentation Works Cited
  o  Persuasive Presentation

Module #4  3/2 – 3/17
  o  Chapter 7 Quiz
  o  Chapter 8 Quiz
  o  Chapter 9 Quiz
  o  Communication Analysis – The Blind Side
  o  Chapter 14 Quiz
  o  Chapter 15 Quiz
  o  Chapter 16 Quiz

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